UCL IONISING RADIATIONS GUIDANCE:
Duties of Heads of Department

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<th>September 2019</th>
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**Duties**

The Head of Department is responsible within their department, on behalf of the Provost, for the use of ionising radiations to a standard that meets, or exceeds, current legal requirements as implemented through the UCL Health & Safety Policy and Organisation and Arrangements for Safety, other Ionising Radiations Policy, Ionising Radiations Standards and Ionising Radiations Guidance.

Within a department (the term Department is used generically to describe Unit, Institute, Division, School etc.) is through departmental local rules or local procedures, that are part of the departmental management system.

**Responsibilities for all types of Ionising Radiations:**

- Informing the RPS or RPO as far in advance as possible of the date of arrival of any groups joining the department/UCL that use ionising radiations, including open and sealed sources, Euratom materials, equipment containing radioactive sources and equipment producing ionising radiations (e.g. x-rays, CT). This is to allow sufficient time for the Permit Co-ordinator to modify UCL’s Permits and/or licenses if necessary and put any measures in place required under the regulations, for example security measures. This can take up to 6 months.
- Ensuring that risk assessments are in place before work commences in accordance with regulatory requirements.
- The appointment, in writing, of a Departmental Radiation Protection Supervisor (RPS) and a Deputy RPS to supervise work with ionising radiations in accordance with UCL policy, Ionising Radiation Standards and Ionising Radiation Guidance.
- The appointment of other competent persons as required. Competent persons include:
  - the ‘Euratom Inventory Co-ordinator’ (EIC) and their deputy - formal appointment through addition on the ‘Responsible Persons Register’ on riskNet.
  - the ‘Designated Collector’ (may be the RPS) for day-to-day management of personal radiation monitoring badges – appointment effective through naming on the ‘Departmental Radiation Personnel and Duties’ form
  - X-ray Manager – appointment effective through naming on ‘Departmental Radiation Personnel and Duties’ form
  - Person ensuring monitor calibrations
The allocation of sufficient time to the Radiation Protection Supervisor and other appointed competent persons in order that he/she can discharge their duties and attend training courses.

Ensuring that adequate facilities are provided within the department for the safe use and storage of ionising radiations.

Ensuring that adequate levels of supervision are provided for staff and students using ionising radiation.

Ensuring that all staff and students using ionising radiation are adequately trained in its use.

Ensuring that a system is in place for the maintenance and reporting of all records required by UCL to secure compliance with the Environmental Permitting Regulations 2016, the Ionising Radiations Regulations 1999 (IRR 2017 from 2018) and other relevant legislation.

Ensuring compliance with all allocations for the holdings or disposal of radioactive substances or sources made to the Department/Unit by UCL

Additional responsibilities for departments using sealed sources or equipment containing sealed sources:

- Security measures commensurate with the source classification are in place before any sealed source is brought on site.
- Ensuring and authorising the annual audit of radionuclides held by the department.
- Measures to carry out security checks on staff and users of HASS sources are implemented within the department.
- Ensuring that the cost of source disposal is planned in at acquisition.

Additional responsibilities for departments using Euratom materials (anything containing uranium or thorium):

- Ensuring that a system is in place for the maintenance and reporting of all records required by UCL to secure compliance with the Euratom Directive and other relevant legislation.
- Ensuring that the half-yearly inventory taking of Euratom materials is enabled.
- Ensuring that a system is in place to ensure that all new acquisitions of Euratom materials are notified to Safety Services/RPO before they are brought on site.