

University Health & Safety Arrangements: Chapter 26



Key word(s) :	Infra-red radiation; ultra-violet radiation; microwave radiation; electromagnetic radiation;
Target audience :	Heads of School; School Safety Advisors, staff appointed as non-ionising radiation technical advisor; users of equipment generating non-ionising radiation sources;

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Non-Ionising Radiation Working Group

1) Membership

Members:

Chair

Secretary

School Non-Ionising Radiation Advisors/ School Safety Advisors

Trades Union Representatives of the University

In attendance:

Representative from Safety Services

2) Terms of Reference

The Working Group will:

- a) Advise the Radiation Safety Advisory Group on all matters relating to non-ionising radiation safety associated with research and teaching.
- b) Submit to the Radiation Safety Advisory Group for its approval, codes and action plans to ensure the University fulfils its obligation to staff, students and others with respect to all aspects of non-ionising radiation.
- c) Monitor compliance with legislative documents, non-ionising radiation safety codes, and area Local Rules, and to recommend to the Radiation Safety Advisory Group any action necessary to improve compliance and/or performance
- d) Promote cooperation and communication between the University, its staff and students in all matters relating to non-ionising radiation.

Non-Ionising Radiation Safety Management Responsibilities

3) Head of School Responsibilities

In addition to the general roles and responsibilities specified in the Safety Policy the Head of School must ensure that:

- a) The local arrangements for non-ionising radiation safety management within their school are described in the school health and safety policy;
- b) The local arrangements cover organisation and key contacts; and their duties; submission process for risk assessments; accident and incident reporting;
- c) A non-ionising radiation safety programme of training and inspections is to be implemented and reviewed in their own school;
- d) Work with non-ionising radiation is adequately supervised and undertaken in accordance with written local safety rules;
- e) All non-ionising radiation workers are adequately instructed and trained to carry out their work with non-ionising radiation;
- f) No new or modified work activity involving non-ionising radiation commences unless a suitable and sufficient assessment of the risk to any employee or other person has been performed, and that any remedial actions required by this assessment have been carried out.
- g) Must ensure that School Safety Advisor (or other competent person appointed to advise on non-ionising radiation safety) has the personal authority and be given the time to carry out the full functions of the role.
- h) Where work with non-ionising radiation sources is carried out in premises where responsibilities are shared between the University and one or more other employers, (e.g. in hospital trusts), that the arrangements are in accordance with [Chapter 18](#) and [Chapter 20](#).

4) Principal Investigator responsibilities

- a) Provide direct supervision to ensure the safety of all for whom they are responsible. This includes all postgraduate and undergraduate students working with sources of non-ionising radiation.

- b) Seek advice from their School Safety Advisor (or other competent person appointed to advise on non-ionising radiation safety) in the first instance regarding any work which they intend to carry out with non-ionising radiation.
- 5) School Safety Advisor (or other competent person appointed to advise on non-ionising radiation safety) responsibilities:
- a) Recognise that responsibility for compliance with the Regulations lies with the Head of School; this responsibility cannot be delegated to the School Safety Advisor;
 - b) Understand the requirements of the relevant legislation in so far as they affect the work of the School;
 - c) Understand the precautions needed to restrict exposure to non-ionising radiation;
 - d) Monitor to ensure that all work with sources of non-ionising radiation within their area of responsibility is taking place in accordance with current legislation and accepted good practice;
 - e) Monitor the inventory of non-ionising radiation sources within their area; checking that they remain at their specified locations under appropriate management control;
 - f) Provide advice to staff, students and management regarding non-ionising radiation protection matters;
 - g) Refer promptly to the Head of School any non-ionising radiation protection problem that cannot be resolved locally on a time scale commensurate with the risk;
 - h) Liaise with University Safety Co-ordinators and/or RSU in Health and Safety matters;
 - i) Attend meetings of the relevant committees when required and in particular the Non-Ionising Radiation Safety Technical Working Group;
 - j) Ensure that accidents/incidents involving non-ionising radiation are reported and investigated and reported to the school health and safety committee;
 - k) Disseminate non-ionising radiation protection information and reports to appropriate staff and students;
 - l) Ensure that new members of the School receive adequate information, instruction and training with respect to non-ionising radiation protection matters;
 - m) Identify staff or students in their area who would benefit from appropriate radiation protection training or occupational health surveillance;
 - n) Co-ordinate the implementation of advice from the Non-Ionising Radiation Technical Advisor;
 - o) Periodically (and not less frequently than annually) review non-ionising radiation protection procedures within their area to ensure that the training received by all individuals is reinforced by safe practice.

Radiation Safety Unit

6) Technical Advisor in Non-Ionising Radiation responsibilities

- a) Co-ordinate a response to any accident/incident involving non- ionising radiation;
- b) Contribute to the revision of local rules and organisation of non-ionising radiation safety policy;
- c) As appropriate, perform assessments of exposure and doses, source emission characteristics and effectiveness of personal protective equipment;
- d) Support School Safety Advisors in assisting with local risk assessments;
- e) Liaise with, and co-ordinate the work of, the School Safety Advisors with respect to non-ionising radiation;
- f) Provide advice on selection of appropriate Personal Protective equipment;
- g) Make arrangements for staff training in non-ionising radiation safety and deliver such training;
- h) Maintain suitable records of all non-ionising radiation sources;
- i) Provide administrative support for the Non-Ionising Radiation Working Group.

7) Head of Safety Services responsibilities

- a) To report any incident or accident to the enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

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