

15 Training Requirements and Courses

Scope

1. This Chapter covers the training requirements for the statutory and MOD policy radiation safety appointments. Training required under the Ionising Radiation (Medical Exposure) Regulations 2017 is covered in Chapters 25 and 26.

Statutory Requirements

2. In addition to the general requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, the following specific legislation applies directly or is applied indirectly through parallel arrangements designed to achieve equivalent standards:

- a. Ionising Radiations Regulations 2017 (IRR17) (apply directly).
- b. The Environmental Permitting (England and Wales) Regulations 2016 (EPR16) (as amended) 6 (parallel arrangements);
- c. Environmental Authorisations (Scotland) Regulations 2018 (EASR18) (parallel arrangements);
- d. Radioactive Substances Act (Northern Ireland) 1993 (RSA93) (as amended) and associated Exemption Orders.

Duties

3. Duties as detailed in Chapter 39 apply.

Line managers

4. Line managers have a duty to follow the management arrangements that the CO / HoE has put in place to ensure that when an individual takes over RSO / RPS / WPS duties from another individual then they are to receive appropriate training or information to ensure that they can carry out their new role.

Training Requirements

Radiation Safety Officers (RSOs)

5. Radiation Safety Officers are to ensure that they are familiar with the specific radiation hazards of their unit or establishment to carry out the RSO duties detailed in Chapter 39, Annex B.

6. Training for the RSO is to be comprised of a combination of a short generic training package and local specific training. Advice on both the generic package and local component of training necessary is to be sought from the RPA.

7. Where an RSO appointment has been terminated, a previously trained and appointed RSO may be reinstated without further training provided that:

- a. The process over which supervision is exercised is unchanged since the last appointment.
- b. A period of no greater than 2 years has elapsed since termination of the appointment.

8. RSOs are also to receive refresher training at intervals not exceeding 5 years after the completion of an RSO course.

Radiation Protection Supervisors (RPSs)

9. Training for the RPS is to be comprised of a combination of a short generic training package and local specific training. Advice on both the generic package and local component of training necessary is to be sought from the RPA.

10. The HSE specifies the requirements for a basic level of knowledge for radiation safety training. The degree of detail that each module is to provide will depend on the range of tasks to be supervised and the individual's previous level of relevant knowledge.

11. Completion of an RPS training course does not automatically qualify an individual to be appointed as an RPS. The CO / HoE or appointed RSO is to satisfy themselves that the people they appoint to act as RPSs:

- a. have received appropriate information and instruction;
- b. know and understand the local orders and contingency plans relevant to the work with ionising radiation;
- c. possess sufficient authority to allow them to supervise all the radiation protection aspects of the work in areas subject to local orders;
- d. know what to do in an emergency; and
- e. know where to seek more information or advice.

12. Where an RPS appointment has been terminated, a previously trained and appointed RPS may be reinstated without further training provided that:

- a. the process over which supervision is exercised is unchanged since the last appointment; and
- b. a period of not greater than 2 years has elapsed since termination of the appointment.

13. RPSs are also to receive refresher training at intervals not exceeding 5 years after the completion of an RPS course.

Workplace Supervisors (WPSs)

14. For certain types of work involving minor quantities of radioactive material, the generation of X-rays or work in radon affected areas, it is unnecessary to designate a controlled or supervised area and therefore no requirement for the appointment of an RPS. However, it is still necessary to have workplace supervision to ensure that work is carried out in accordance with local orders for radiation safety. Under these circumstances, it is MOD policy that an individual is trained and appointed as a Workplace Supervisor (WPS) to carry out the duties as detailed in Chapter 39, Annex D.

15. Training for the WPS is less onerous than that for an RPS and is to be conducted by attendance on a short generic training package or local specific training. Advice on components of local training is to be sought from the RPA.

16. The training requirement for each WPS is to be specified in local orders.

17. Where a WPS appointment has been terminated, a previously trained and appointed WPS may be reinstated without further training provided that:

- a. the process over which supervision is exercised is unchanged since the last appointment; and
- b. a period of not greater than 2 years has elapsed since termination of the appointment.

18. WPSs are also to receive refresher training every 5 years after the completion of a WPS course.

Employees working with radiation

19. All employees on a site where controlled or supervised areas are designated are to be given information or instruction to avoid being unnecessarily exposed i.e. recognition and understanding of warning signs.

Others

20. There are specific training requirements for duty holders under the Ionising Radiation (Medical Exposure) Regulations 2017 (see Chapter 25 and Chapter 26).

21. Some managers on a site where work with ionising radiation is carried out may not be directly involved in the work. However, they are to receive training to help them develop and sustain a commitment to restricting radiation exposure.

22. Female employees are to be informed of the possible risk from exposure to ionising radiation to the foetus and to a nursing infant and of the importance of informing the CO in writing as soon as possible after becoming aware of their pregnancy or if they are breast feeding.

23. Visitors (those not involved with work in the area) who are to enter designated areas are to be briefed on radiation protection requirements before entry to those areas (see Chapter 5).

Types of Radiation Protection Training

24. Radiation Protection training is available as follows:
- a. courses held at HMS Sultan and detailed in the appropriate DIN;
 - b. WPS (Foundation) on-line course;
 - c. WPS (Advanced workshop) course;
 - d. other radiation protection courses delivered at units / establishments; and
 - e. equipment specific courses.
25. The unit or establishment is to be consulted in advance in order to ascertain the most suitable radiation protection training package.

Records

26. Records of appointments and attendance at radiation protection training courses and / or local radiation protection training are to be recorded on personnel files and the records retained in accordance with JSP 392 Volume 1 Chapter 3 and JSP 441 Managing Information in defence.