

38 Classified Persons including Classified Outside Workers

Scope

1. There is a statutory requirement to designate persons as classified persons in circumstances where individual doses are likely to exceed specified dose levels. Any person who carries out services in the controlled area of any employer, other than the controlled area of their own employer, is termed an outside worker and is subject to specific requirements in addition to those prescribed generally for classified and non-classified persons.
2. This Chapter covers the requirements for designation of classified persons and the arrangements required at units for the management of classified persons including classified outside workers who carry out work outside MOD. This Chapter also addresses the requirements for management of classified outside workers of a non-MOD employer working at a MOD unit. This chapter does not cover the detailed requirements for dosimetry and medical surveillance of classified persons which is covered in Chapter 6.
3. While the focus of this chapter is on arrangements for classified persons and outside workers, non-classified persons and non-classified outside workers will also require dosimetry. In general, non-classified outside workers should be treated in the same way as classified outside workers as far as dosimetry and protective measures are concerned (although radiation passbooks are not required).

Statutory Requirements

4. 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 Ionising Radiations Regulations 2017 (IRR17) specific legislation applies directly.

Duties

5. Duties as detailed in Chapter 39 apply. In addition, the following duties also apply.

Radiation Safety Officer (RSO)

6. The Radiation Safety Officer (RSO) is to ensure that:
 - a. the measures detailed in this chapter relating to the designation of classified persons and the management of classified persons and outside workers are carried out - this includes liaison with the employers of outside workers;
 - b. the measures required by this chapter are documented and promulgated, usually in local orders (see Chapter 16); and
 - c. classified persons and outside workers are provided with appropriate training and information relating to this Chapter (see Chapter 15).

Radiation Protection Supervisor (RPS)

7. The RPS is to administer and supervise outside workers carrying out radiation work in the area for which the RPS is responsible. Duties delegated to an RPS will normally include the following:

- a. issue of dosimetry (see Chapter 6);
- b. management of radiation passbooks and written arrangements for non-classified persons (see Annex A);
- c. provision of information and training relating to radiation work in the area for which the RPS is responsible (see Chapter 15).

Headquarters Departments and units without an RSO or RPS

8. Headquarters departments and certain other units within MOD, although having no controlled areas, may have classified persons who visit other establishments. In such cases, the Head of Department or Commanding Officer / Head of Establishment (CO / HoE) (or a suitable person with authority delegated by the CO / HoE), is to arrange medical surveillance, the provision and issue of personal dosimetry and maintenance of records and passbooks, as appropriate, in accordance with Chapter 6.

Classified Persons

9. A person is to be designated a classified person if that person:

- a. is likely to receive an effective dose (whole body dose) greater than 6 mSv per year, an equivalent dose to the lens of the eye greater than 15 mSv per year, or an equivalent dose to the skin or extremities greater than 150 mSv per year. In deciding whether a person should be classified, account is to be taken of the potential for exposure to ionising radiation from accidents which may occur as well as from routine work.
- b. works in a controlled area unless working under written arrangements (see Chapter 5); and
- c. works with large sources of ionising radiation capable of exposing a person to a dose rate such that a dose limit would be exceeded within a few minutes.

10. Workers are only to be designated classified persons if they:

- a. are aged 18 years or over;
- b. have been instructed in the hazards and risks involved in the work they are to undertake and the environment they are to work in and the necessary precautions to be taken; and
- c. have been certified fit by signed entry of an Appointed Doctor in the health record (see Chapter 6).

Outside Workers

11. MOD classified persons required to carry out services in a controlled area designated by another, non-MOD, employer is referred to as classified outside workers. Similarly, when classified persons who are not employed by the MOD are required to enter a MOD controlled area, the non-MOD classified person would be the classified outside worker.

12. The responsibilities and duties of the outside worker, their employer and the operator of the controlled area must be formally agreed before any work is undertaken. The responsibilities of these individuals are detailed later.

Arrangements for MOD Classified Persons

13. The CO / HoE in respect of each classified person they have designated is to arrange:

- a. at commencement of work with radiation;
 - (1) to notify them in writing that they have been designated a classified person; and
 - (2) to provide specific training and information in respect of the work with ionising radiation that they have to carry out (see Chapter 15).
- b. during classification;
 - (1) for provision of individual dose assessment, this normally includes the issue of dosimetry – for details of dose assessment and dosimetry see Chapter 6;
 - (2) for maintenance of personal dose records as detailed at Chapter 6;
 - (3) for measurements of biological samples and external monitoring as recommended by an Appointed Doctor or employment medical adviser, Approved Dosimetry Service or advised by the RPA (see Chapter 6); and
 - (4) for provision of adequate medical surveillance by an Appointed Doctor or employment medical adviser for each classified person – detailed guidance on medical surveillance is provided at in Chapter 6.
- c. when ceasing radiation work;
 - (1) to inform them in writing when they cease to be a classified person; and
 - (2) for the provision of a termination record (see Chapter 6) when the classified person leaves MOD employment – the CO is to take all reasonable steps to provide this to the former employee; The onus is not on the employee to have to request such a termination record.
- d. individuals are not to be declassified until the end of the calendar year unless:
 - (1) the CO has been advised to do so by the Appointed Doctor or by an employment medical adviser;

- (2) an employee leaves MOD; and
- (3) an employee is transferred to a new post which does not involve any significant exposure to ionising radiation. Exposure is deemed to be significant if the employee is likely to receive an effective dose at a rate exceeding 1 mSv per year as a result of work in the new post.

Actions to be Taken for MOD Classified Persons Working in a Controlled Area Away from the Parent Unit

14. Where the classified person is working outside MOD, they are considered to be a classified outside worker. When working in another MOD unit, although not strictly an outside worker, the procedures to be followed are the same:

- a. the worker must be provided with a radiation passbook, issued and maintained by a person authorised by the CO or the Approved Dosimetry Service in accordance with Annex A;
- b. arrangements must be in place for an individual assessment of the dose of ionising radiation received by the worker. Usually this will include the provision of dosimetry, issued by the home unit in accordance with Chapter 6;
- c. the CO must ensure adequate cooperation with the receiving unit or operator so that they can assess that the radiological risks are acceptable and provide information to the worker regarding the work to be carried out;
- d. the individual's employer must ensure that the worker receives (or will receive at the recipient unit or site) adequate training on personal protective equipment and specific training on the task(s) to be carried out, including what to do in the event of an accident; and
- e. the CO must ensure adequate cooperation with the receiving unit or operator to ensure that the worker's certificate of fitness remains valid to carry out the type of radiation work intended (see details on medical surveillance in Chapter 6).

Actions to be Taken by Units for Incoming outside Workers and MOD Classified Persons from another Unit

15. A CO is not to permit classified outside workers and classified persons from another MOD unit to work in controlled areas for which they are responsible unless:

- a. the CO has provided the relevant information (outlined in paragraph 17) to the worker's CO or employer;
- b. the worker has been provided with a radiation passbook, completed up to date, giving the information detailed in Annex A and signed by a responsible officer at the home site or unit;

- c. the CO has ensured that the worker is subject to individual dose assessment (normally dosimetry issued by their own unit / employer);
- d. the CO has ensured that the worker has been certified fit for the type of work which they are required to carry out. Medical examinations are usually carried out at the home unit or site;
- e. the CO has ensured that the worker will be subject to arrangements for estimating the dose of ionising radiation they receive whilst in the controlled area and has ensured that arrangements are in place for entering such estimates in the radiation passbook (see Annex A);
- f. the CO has ensured that any planned exposure is such that the worker does not exceed any dose limit (see Chapter 4);
- g. the CO has ensured that arrangements are in place to make available the radiation passbook to the worker upon request;
- h. the CO has ensured that the worker has been provided with and trained to use any personal protective equipment required for work in the controlled area; and
- i. the individual's employer has ensured that the worker has received any specific information and training relating to the work and radiation safety procedures to be followed in the controlled area, including what to do in the event of an accident.

16. Day to day administration and supervision of classified outside workers and classified persons from other MOD units, in accordance with the previous paragraph, is to be undertaken by the RPS, including:

- a. initial examination of the radiation passbook to ensure that it is up to date and so that the RPS has knowledge of the dose already accrued by the worker in the calendar year;
- b. checking that the worker is subject to individual dose assessment and has been issued with the relevant dosimetry (see Chapter 6);
- c. provision of arrangements for estimating the workers dose whilst in the controlled area;
- d. check that no dose limit will be exceeded as a result of the work being carried out;
- e. arranging for the analysis of any biological samples required for dose assessment; and
- f. making an entry of radiation exposure in the passbook, providing that the RPS has been appropriately authorised by the CO or the Approved Dosimetry Service in accordance with Annex A.

Radiation Passbooks

17. Guidance on the issue, completion and administration of radiation passbooks is given in Annex A.

18. The duties of every classified outside worker in relation to their radiation passbook are as follows:

- a. to take reasonable care of the radiation passbook issued to them, to report any loss of the passbook forthwith to their CO or employer and to co-operate in any investigation. To notify their employer if they subsequently find the lost passbook and to return it as soon as possible;
- b. not to misuse the passbook or falsify any information contained in it;
- c. to return the passbook to the employer on leaving or ceasing MOD employment as a classified person or when the passbook is full and requires renewal;
- d. to make the passbook available to the operator of the controlled area and take away the passbook on completion of the work; and
- e. to ensure that an estimate of the dose they receive is entered into their passbook or notified to their employer.

Application of this Chapter to Work in Areas outside the UK

19. The requirements for outside workers apply to MOD-employed outside workers undertaking work in the controlled area of another employer in any Member State of the European Union and to outside workers from Member States working in a MOD designated controlled area. However, for MOD employees visiting states outside the EU, or for workers outside the EU working in MOD controlled areas, the intent of these instructions is to be met so far as reasonably practicable.

Exemptions

20. In certain circumstances the HSE may authorise exemption from compliance – for example, the need for a radiation passbook before work is permitted in another employer's controlled area. An exemption is likely to be appropriate in circumstances where MOD and MOD's contractors work side by side and cooperate closely, for example in some dockyards. Applications for exemptions are to be addressed to the Defence Safety Authority through the CO / HoE.

Records

21. Dosimetry records are to be maintained and retained as detailed at Chapter 6. Records of appointments and training are to be retained for a minimum of 2 years. At the end of this period, an assessment is to be made of the relevance of retaining the records in accordance with MOD policy JSP 392 Part 1 Chapter 3.

22. Personnel files are to be annotated with the dates of designation, de-designation and the issue of the termination record for a classified person.

Radiation Passbook Arrangements for Classified Outside Workers

Introduction

1. MOD units and establishments with classified persons intending to undertake radiation work in a controlled area at another establishment or at a non-MOD site are to ensure that those employees are each provided with an individual radiation passbook. Such person is referred to as classified outside workers.

2. Non-classified persons undertaking work in other establishments or employers-controlled area are regarded as non-classified outside workers. Non-classified outside workers do not require a radiation passbook. In such instances the employer in control of the controlled area must provide suitable written arrangements and personal dose monitoring, or other suitable measurements to estimate dose, to ensure doses are restricted to as low as reasonably practicable. Records should be made of any dose monitoring of non-classified outside workers and be retained for a minimum of two years; upon request such record must be made available to the person to whom they relate.

Issue, transfer and retention of radiation passbooks

3. The radiation passbooks are available from the ADS and may be issued to named individuals by the ADS or issued to their employer who will then allocate them to their classified outside workers. A record is to be kept by the ADS and the employer of the issue of radiation passbooks and of any losses. Such records are to be kept for a period of 5 years after the passbook has ceased to be used by the classified outside worker.

4. The radiation passbook has a unique serial number which is not transferable between individuals. The employer is to ensure that the details in the passbook, such as the date and result of the last medical review and the cumulative dose assessment for the year so far, are brought up to date before the worker carries out service in another controlled area. The classified outside worker can retain the passbook when transferring to employment with another employer.

5. In the event of the loss of a passbook, the circumstances are to be investigated by the employer and an assessment or estimate made of the radiation dose received by the classified outside worker. The result of the investigation is to be entered into the record referred to above. A passbook issued to replace a lost passbook is to be clearly marked with the word 'replacement'.

6. Radiation passbooks which are full, or which have been withdrawn are to be forwarded by the employer to the ADS where they will be stored for the statutory period. When the passbook is full, a new passbook is to be requested from the ADS.

7. In the event of a classified outside worker being declassified, the radiation passbook is to be returned to the ADS where it will be stored for the statutory period. If a worker is re-designated as a classified person (and works as an outside worker), the last radiation passbook can be re-issued to the worker until full when a new passbook will be issued, or if previously issued before 1st January 2018, a new passbook will be issued. If a classified outside worker leaves MOD employment, the radiation passbook is to be returned to the ADS.

Particulars to be entered in the radiation passbook

8. Entries in passbooks should only be made by people who have been authorised by the ADS or the employer or operator of the controlled area. Those people recording dose estimates should have received suitable training.
9. The employer and/or operator authorised person that is in control of the controlled area is to have direct responsibility for the classified outside worker or have responsibilities for radiological protection, such as an RSO or RPS. The passbook must be made available to the classified outside worker upon request.
10. Particulars to be entered into the radiation passbook are as follows:
 - a. serial number of the passbook;
 - b. a statement that the passbook has been approved by the Health and Safety Executive;
 - c. date of issue of the passbook by the ADS;
 - d. the name, telephone number and mark of endorsement of the issuing ADS;
 - e. the name, address, telephone and telex/facsimile number of the classified outside worker's employer;
 - f. full name (surname and forename), date of birth, gender, Personal Dosimetry number and National Insurance number of the classified outside worker to whom the passbook has been issued;
 - g. date of the last medical review of the classified outside worker and the relevant classification in the health record as fit, fit subject to conditions (which shall be specified) or unfit;
 - h. the relevant dose limits applicable to the classified outside worker to whom the passbook has been issued;
 - i. the cumulative dose assessment (external and/or internal) in mSv for the year to date for the classified outside worker, and the date of the last assessment period;
 - j. in respect of work undertaken by the classified outside worker, the employer responsible for the controlled area must ensure that the following particulars are entered in the radiation passbook:
 - (1) the name and address of the employer responsible for the controlled area;
 - (2) the period covered by the performance of the services; and
 - (3) estimated dose information, which shall be, as appropriate;
 - (4) an estimate of any whole-body effective dose in mSv received by the classified outside worker;
 - (5) in the event of non-uniform exposure, an estimate of the equivalent dose in mSv to organs and tissues as appropriate; and
 - (6) in the event of internal contamination, an estimate of the activity taken in or the committed dose.