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| TITLE | Transfer of health care-arrangements for the appointment of radiation protection advisors | | |
| PROCESS | PSO 3801 – Health and Safety | | |
| IMPLEMENTATION DATE | 15 October 2007 | EXPIRY DATE | 14 October 2008 |

CONTAINS MANDATORY INSTRUCTIONS

For Action

Area Managers, Governing governors.

Monitored by

SAU & self audit

For Information

All Prison Service Staff

On authority of

PSMB

Contact Point

Further advice about this PSI is available from Mary Guinness on 020 7217 2760.

Other Processes Affected

None

NOTES

None

Issued 8/10/07

Purpose

1. The purpose of this Instruction is to inform Governing Governors of their responsibility to ensure that, where the provision of health care has been transferred to a Primary Care Trust (PCT), the Local Health Board (LHB) in Wales or a private health care provider, the provider has appointed a radiation protection advisor (RPA) and appointed and adequately trained a radiation protection supervisor (RPS).

Policy and output

2. The Ionising Radiation Regulations (IRR) 1999 require **employers** to implement measures to ensure the safety of staff, patients and others from the harmful effects of radiation wherever x-ray equipment is used. In particular the Regulations require employers to:
 - Consult an RPA;
 - Appoint and adequately train an RPS;
4. The Prison Service has appointed the Health Protection Agency-Radiation Protection (HPA-RP) as its RPA. They are responsible for visiting each prison where x-ray equipment is used once a year and carrying out a range of duties to help the Governing Governor discharge his/her duties under the IIR 1999. Further information on the duties of an RPA and RPS is given at [Annex 1](#).
5. Where provision of health care has transferred to a PCT, LHB or private health care provider they, as the **employer**, are responsible for ensuring compliance with the requirements of the IIR 1999. This will include consulting an RPA and appointing and training an RPS.
6. The current service level agreement (SLA) between the Prison Service and the HPA-RP expired at the end of June. Under the terms of the new SLA, which came into force on July 1st, the HPA-RP will not visit prisons where the provision of health care has transferred to a PCT, LHB or private health care provider. They will continue to visit establishments which have not transferred or where the prison has been commissioned by the PCT to provide health care.
7. This PSI applies only to x-ray equipment in health care centres. There is no change to the provisions in place for security x-ray equipment.

Mandatory Actions

8. *Governing Governors must ensure that where the provision of health care has transferred, the PCT, LHB or private health care provider has appointed their own RPA and RPS.*
9. *The list of prisons that the HPA-RP will visit when the new SLA comes into place is based on a survey carried out earlier this year and may not be accurate. Governing Governors must ensure that, where they are responsible for the provision of health care, either because it has not yet transferred or because the prison has been commissioned to run health care by the PCT, the RPA visits the prison annually to carry out the necessary checks on dental and medical x-ray equipment.*

Resource implications

10. No new resources are required to implement this instruction

Advice and Information

Further advice on the safety of medical and dental x-ray equipment is given in PSO 3842 Radiation Safety strategy and Operational Procedures for Ensuring Protection against Ionising Radiation Used in Health Care Centres.

Further advice on this PSI can be obtained from Mary Guinness on 020 7217 2760.

(signed)

Robin Wilkinson
HR Director

ANNEX 1

RESPONSIBILITIES OF THE RADIATION PROTECTION ADVISOR AND THE RADIATION PROTECTION SUPERVISOR**Radiation Protection Advisor (RPA)**

- The RPA will be an external consultant contracted to provide advice on compliance with IRR 1999 and is responsible for:
 - Providing general advice on radiation protection for staff and others who may be affected, including advice on compliance with relevant statutory requirements and new developments in radiation safety;
 - Giving specific advice on radiation protection of staff and others where dental or diagnostic x-ray equipment is used;
 - *Advising on the completion of the assessments of the risks to staff from ionising radiation and on the control measures that must be implemented to eliminate or reduce the risk;*
 - Visiting establishments where dental or diagnostic x-ray equipment is used at least once per year. These visits will include a survey of all diagnostic x-ray equipment and reviews of radiation safety;
 - Compiling a report following each visit identifying any problems, the remedial work that needs to be done to rectify any identified problems and a time scale for completing the work;
 - Providing information and insets for the RPA Operational File;
 - Giving advice when requested on new equipment and facilities;
 - Providing advice on remedial action and undertaking investigations and dose assessments as appropriate in the event of any accident resulting in radiation exposure of staff or others.

Radiation Protection Supervisor (RPSs)

- The RPS will be a member of Health Care staff appointed for the purpose of supervising work with x-rays and is responsible for:
 - Ensuring that Local Rules are available to equipment operators and are being complied with;
 - Making arrangements for the appropriate operational training of all staff who work with the equipment;
 - Ensuring that adequate arrangements have been made for the supervision of contractors, visitors and other persons who may come into contact with the x-ray equipment;
 - Ensuring that the quality assurance programmes are kept up to date;
 - Ensuring the satisfactory operation of suitable maintenance contracts for all dental and diagnostic x-ray equipment;
 - Notifying the RPA of the impending purchase of any new dental or diagnostic x-ray equipment which may emit ionising radiation or/and incorporate radioactive material or the resiting of any existing equipment;
 - Being the principal point of contact for liaison with the RPA;
 - Maintaining the RPA Operational file;
 - Ensuring that remedial action required as the result of an RPA inspection is completed and recorded.