|  |
| --- |
| *HMP XXXX/ Approved Premises XXXX/Contact Centre XXXX*  RADIATION Risk Assessment  Formal Letter of Acceptance |
|  |

Date XXXX

Reference – Radiation Risk Assessment dated *[add date].*

Dear Recipient:

You are receiving this letter as the appointed \*Duty Holder who will formally accept on behalf of either HMPPS, MOJ Property Services and FM Provider this Radiation Risk Assessment undertaken by *[add FM Provider name]* Radiation Protection Advisor (RPA), *[Add name of Risk Assessor]*, on *[add date of Radiation Risk Assessment].*

**\***POM**/**APOM/RPOM take responsibility on behalf of the MoJ Property Services Director

**Statement:**

All parties hereby accept that they must implement and control suitable and sufficient management arrangements to ensure that the mitigations and controls within the attached Radiation Risk Assessment are maintained, so far as they are within their control.

For Radiation Risk Assessment see Annex A.

For Roles & Responsibilities see Annex B.

For Signature Sheet see Annex C.

**Annex A**

*[Embed Radiation Risk Assessment Here]*

**Annex B**

*[Add Roles & Responsibilities Document here]*

*This document is contained in the* [*Assessment and Control of Radon in HMPPS Prisons, Probation Sites and Contracted Prisons Policy Framework*](https://www.gov.uk/government/publications/assessment-and-control-of-radon-in-hmpps-prisons-probation-sites-and-contracted-prisons-policy-framework)

**Annex C**

Signature Sheet

**For HMPPS**: (Delete as Appropriate Governor/Head of PDU/ HOPP)

*[Add name and Signature]*

*Date signed [Add Date]*

**For MOJ Property**: (Delete as Appropriate POM/APOM or RPOM (where POM/APOM is not in post)).

*[Add name and Signature]*

*Date signed [Add Date]*

**For FM Provider**: *[Add Site responsible Manager name and Signature]*

*Date signed [Add Date]*

When completed this document must be discussed at the Prison Estates Tripartite Meeting/ Probation PDU/AP/Functional HSF Group and a record added to the formal minutes for audit purposes.

Once completed, a copy of the formal acceptance and Radiation risk assessment must be shared by the HSF Team to;

* HS Strategic Centre when completed via the FMB; [Health-Safety.national@justice.gov.uk](mailto:Health-Safety.national@justice.gov.uk)
* HMPPS Estates IPF (Prison) FMB; [HMPPS\_Estates\_SAMSA@justice.gov.uk](mailto:HMPPS_Estates_SAMSA@justice.gov.uk)

**OR**

* HMPPS Estates IPF (Probation) FMB; [Probation.Estates@justice.gov.uk](mailto:Probation.Estates@justice.gov.uk)

**Local HSF TEAM - Action required on return to business as usual.**

Following formal notification by the FM Provider RPA that the site is no longer subject the IRR17 and a Radiation Risk Assessment is no longer required, the local radon RA must be reviewed inline with Annex A (Prison) /Annex C (Probation) Roles and Responsibilities.

A copy of the formal notification from the FM Provider RPA and the local radon RA must be attached below.

*[Embed Formal Notification and copy of the reviewed Local Radon RA from the FM Provider RPA Here]*

When completed this document must be discussed at the Prison Estates Tripartite Meeting/ Probation PDU/AP/Functional HSF Group and a record added to the formal minutes for audit purposes.

A copy of this document must be shared by the HSF Team with;

* HS Strategic Centre when completed via the FMB; [Health-Safety.national@justice.gov.uk](mailto:Health-Safety.national@justice.gov.uk)
* HMPPS Estates IPF (Prison) FMB; [HMPPS\_Estates\_SAMSA@justice.gov.uk](mailto:HMPPS_Estates_SAMSA@justice.gov.uk)

**OR**

* HMPPS Estates IPF (Probation) FMB; [Probation.Estates@justice.gov.uk](mailto:Probation.Estates@justice.gov.uk)