

**Radon Investigation Template**

The IRR17 regulations requires an investigation to be undertaken within three months of above action levels being identified**. The HMPPS Estates Intelligent Partnership Function (IPF) will commission the investigative work on behalf of the HMPPS.**

This template has been designed to support the completion of the investigation, but it is not an exhaustive list.

Once completed this report should be returned to Prison IPF FMB;

[ICF-Strat\_Ass\_Mgt@justice.gov.uk](mailto:ICF-Strat_Ass_Mgt@justice.gov.uk)

OR Probation IPF FMB [Probation.Estates@justice.gov.uk](mailto:Probation.Estates@justice.gov.uk) for assurance assessment and completion of summary of finding as appropriate.

HMPPS Estates IPF will send a copy of the completed investigation to the HQ Health and Safety Strategic Centre FMB [Health-Safety.National@justice.gov.uk](mailto:Health-Safety.National@justice.gov.uk) for submission to the HSE.

Radon policy link [Assessment and control of Radon in HMPPS prisons, probation sites and contracted prisons policy framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/assessment-and-control-of-radon-in-hmpps-prisons-probation-sites-and-contracted-prisons-policy-framework)

**Ensure you are familiar with Annex A (Prison) /Annex C (Probation) Roles and Responsibilities of the above policy.**

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| **For ICF use only** |  |
| Reference number | *IPF to generate and maintain a log* |
| Name of site |  |
| Duty Holder |  |
| FM Provider |  |

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| **MOJ Property Assurance and Technical Support (PATS)** |  |
| Date of latest Radon Property Compliance Audit (PCA) and percentage of compliance findings at that time. |  |
| Has monitoring of the Radon PCA compliance percentage shown an improvement since the last PCA audit? | *Provide latest percentage of compliance* |
| Percentage findings from the latest indicative survey and/or over 50 hours subterranean room use i.e., 1-3% area on UKHSA Radon map. |  |
| Have all actions as detailed in the PCT National Radon tracker been completed OR are there outstanding actions which require completion? | *Provide details* |
| **MOJ Property Services Operations** |  |
| Date of latest radon monitoring survey completed.  *This must be completed by a Radon specialist contractor* | RPOM - *Please attach the report here* |
| Date latest radon monitoring survey report shared by FM Provider with MoJ Property Services, duty holder (i.e. Governor) and HSF team. | RPOM - *Please attach the email communication* |
| Temporary mitigations put in place following advice from the FM provider RPA where above action levels identified and the date implemented.  *Include any temporary mitigations undertaken by site before advice from the FM provider RPA when the survey was received (i.e. affected room locked off/venting in place)* | RPOM *- Provide details of action taken and date(s) implemented* |
| Are temporary mitigations in place under the advice of the FM provider RPA being monitored for effectiveness? (i.e. real time monitoring in place). | RPOM *- Provide details on monitoring* |
| Are permanent mitigations being explored via a specialist contractor and mitigation survey? | RPOM *- Provide details* |
| **Health, Safety and Fire Function** |  |
| Has the National HQ HS Strategic Centre been advised of above action levels to enable a central notification to the HSE to be completed? | On site HSF team – *Provide details* |
| Has occupancy for affected rooms been gathered locally by HSF Team (as per the R&R Annex A/Annex C) and sent to the HMPPS RPA to complete an exposure assessment? | On site HSF team – *include date occupancy information submitted to HMPPS RPA and date HMPPS RPA returned completed exposure assessment calculations* |
| Has the radon awareness training (Annex 3 of the Radon policy manual) been delivered on site to those **directly** affected? | On site HSF team – *Provide details* |
| Has the initial communication (attached below) or NTS advising above action levels have been identified on site been issued? | On site HSF team - *include date formal communication issued* |
| Following the exposure assessment carried out by the HMPPS RPA, how many staff have been exposed to above 1mSv. | On site HSF team – complete *table below*   |  |  | | --- | --- | | Group | Number affected | | Staff |  | | Third Party staff |  | |
| Following the exposure assessment/s carried out by the HMPPS RPA, how many prisoners/people on probation have been exposed to above 1 mSv. | On site HSF team – complete *table below*   |  |  | | --- | --- | | Group | Number affected | | Prisoner/People on Probation |  | |
| Have these people been formally notified of their individual exposure following the HMPPS RPA exposure calculation?  *Note; Approved letter template should be requested from HQ HS Strategic Centre FMB when calculations received by SHSFA* | On site HSF team - *include date formal communication issued to affected individuals* |
| Where third party employees have been affected has the formal communication to the 3rd party employer been issued? | On site HSF team - *include date formal communication issued* |
| Are temporary mitigations put in place by the FM Provider being adhered to? (i.e. local rules being followed, temporary mitigations not being tampered with) | On site HSF team – Provide details of observations |
| **Summary of Findings** |  |
| Has Annex A (Prison) /Annex C (Probation) Roles and Responsibilities been adhered to? | HMPPS Estates IPF – Provide details |
| Have any failing been escalated and measures in place to improve compliance? | HMPPS Estates IPF – Provide details |
| Are there any lessons to be learnt which need to be considered? | HMPPS Estates IPF – Provide details |

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| Date HSE notified of above action levels and reference number |  |
| Date Investigation Report sent to the HSE |  |

**Part 2**

On receipt of the formal communication from the FM Provider that the Radiation Risk Assessment is no longer required and site has returned to BAU;

* **The HMPPS Estates Intelligent Partnership Function (IPF) will request a further update to be captured in this investigation template.**

The below section of the template has been designed to support the completion of the necessary information.

Once completed this report should be returned to Prison IPF FMB

[ICF-Strat\_Ass\_Mgt@justice.gov.uk](mailto:ICF-Strat_Ass_Mgt@justice.gov.uk)

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HMPPS Estates IPF will send a copy of the completed investigation to the HQ Health and Safety Strategic Centre FMB [Health-Safety.National@justice.gov.uk](mailto:Health-Safety.National@justice.gov.uk) for submission to the HSE.

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| **MOJ Property Services Operations** |  |
| Total number of areas which were identified with above action levels | *RPOM - Please attach list with all affected rooms and readings where above action levels identified.* |
| **Health, Safety and Fire Function** |  |
| Following completion of all monitoring and subsequent exposure assessment/s carried out by the HMPPS RPA, how many staff have been exposed to above 1 mSv | On site HSF team – complete *table below*   |  |  | | --- | --- | | Group | Number affected | | Staff |  | |  |  | | Third Party staff |  | |
| Following completion of all monitoring and subsequent exposure assessment/s carried out by the HMPPS RPA, how many prisoners/people on probation have been exposed to above 1 mSv | On site HSF team – complete *table below*   |  |  | | --- | --- | | Group | Number affected | | Prisoner/People on Probation |  | |  |  | |  |  | |

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| Date reviewed |  |
| Date Investigation Report sent to the HSE |  |