

**RADIATION PROTECTION PROCEDURE
NUMBER : 3**

LOCAL RULES

P&P 3 Summary

A guide to Local Rules for Radiation Protection, with essential contents, optional contents, and an example/pro-forma.

Regulation 17 of the Ionising Radiations Regulations 1999 require written local rules for every Controlled Area, and where appropriate Supervised Areas. These should identify the key working instructions intended to restrict exposure to radiation.

1. Departmental managers are responsible for production of a set of rules for work connected with ionising radiation within that department. These should be formulated in conjunction with the Radiation Protection Adviser (RPA) and Radiation Protection Supervisors (RPS).
2. In order to be effective, local rules should be brief, focussed, "local", clear, realistic, and periodically reviewed. A balance must be struck between provision of necessary detail and the ability of those affected to read and act on the local rules.
3. All members of staff working with ionising radiation should be familiar with and have ready access to Local Rules and other safety documentation.

This is normally effected by -

- a) Holding a full set of documentation with other relevant documents (e.g. guidance notes) at an accessible central location.
 - b) Display of room specific procedure sheets in each working area.
 - c) Ensuring that new members of staff read the local rules for their area, and sign to say that they have done so. A record should be kept. Where local rules are amended, staff working in the effected area should read the new local rules, and a record made.
4. Departments are also responsible for taking all reasonable steps to ensure that local rules are observed. This may be done by appointing RPSs who work in the areas concerned, or by periodic visits by an RPS to these areas.
 5. Departments should keep circulation lists for local rules so that out of date copies can be removed when new documents are issued.
 6. Local rules should be reviewed at least 3 yearly.

Format

The local rules will normally divide into sections:

- a) Essential content.
- b) Optional content
- c) Relevant Radiation Protection Procedures (*e.g. patient pregnancy procedure*).
- d) Appendices for job descriptions, equipment list, signs and notice list etc.

Essential Content

Identification and description of designated areas

Names of RPS(s)

Arrangements for restricting access

Dose investigation level (*see Rad. Prot. Proc. 22: Formal Investigation Levels of Dose*)

Summary of working instructions including written arrangements for non-classified persons, in order to keep their doses as low as reasonably practicable.

Contingency arrangements for foreseeable accidents (*e.g. stuck exposure switch, spilt radiopharmaceutical, etc.*)

Issue and review dates

Optional Contents

The HSE's guidance gives the following as optional contents of local rules

- management and supervision of the work
- testing and maintenance of engineering, safety features, warning devices, etc
- radiation and contamination monitoring
- testing of monitoring equipment
- personal dosimetry arrangements
- arrangements for pregnant and breastfeeding staff

and says that one may wish to include the following

- details of significant findings of risk assessments, or where these can be found
- a programme to review if doses are being kept ALARP
- procedures for initiating investigations
- procedures for ensuring staff have information, instruction and training
- procedures for contacting and consulting the RPA

John Saunderson
RPA

Sample Pro-Forma For Minimal Local Rules

Area: _____

Issue date: _____

Author: _____

Review date: _____

Radiation Protection Supervisor: _____ **Tel:** _____

Radiation Protection Adviser: _____ **Tel:** _____

Description of Controlled Area: _____

Work instructions: _____

Dose Investigation level(s): _____

Contingency arrangements for accidents: _____

