



SAFETY SERVICES
Level 7, The Arts Tower
Western Bank, Sheffield
S10 2TN

Service Level Agreement

Service Name	RADIATION PROTECTION (February 2011)
Description of Service	<ul style="list-style-type: none"> ➤ To provide advice and practical assistance to ensure compliance with legislation and safe working practice.
Client Groups/ Eligibility for Services	<ul style="list-style-type: none"> ➤ All staff and students ➤ General public
Provider Responsibility – ionising radiations	<ul style="list-style-type: none"> ➤ University Radiation Protection Adviser ➤ Inspection of premises prior to maintenance work or decommissioning within 3 working days ➤ Annual monitor calibrations ➤ Monitor repair service ➤ Leak test and audit of sealed sources ➤ Thyroid monitoring ➤ Departmental surveys and inspections – annually ➤ Personnel registrations (inc issue of personal monitoring devices) within 5 working days ➤ Work certificate applications within 10 working days ➤ Isotope purchase and deliveries – same day delivery or collection ➤ Assist departments in complying with the Transport Regulations in relation to shipments of radioactive materials ➤ Respond to requests for assistance from departments as soon as possible (eg accident or incident – asap, same day response) ➤ Inspection of suitability of facilities for new work project – arrangements made within 3 working days ➤ Assist departments with record keeping ➤ Provision of warning notices for ionising radiation work ➤ Liaison with approved dosimetry service
Provider Responsibility – non-ionising radiations	<ul style="list-style-type: none"> ➤ Registration of all personnel working with Class 3 lasers and above within 5 working days ➤ Registration of all new lasers (Class 2 and above) within 10 working days of receiving application and carrying out inspection of new facility (if appropriate) ➤ Inspect all laser facilities at least once every 2 years to ensure compliance with British Standards ➤ Annual inspection of all work with UV sources during ionising radiation inspection ➤ Provision of UV radiation measuring service to departments (on request)

	<ul style="list-style-type: none"> ➤ Provision of warning notices for non-ionising radiation work
User Responsibility	<ul style="list-style-type: none"> ➤ Use, handle and store all radioactive sources in a safe and appropriate fashion ➤ All users to be registered and 'competent' ➤ Apply all appropriate control measures and check efficiency ➤ Attendance at appropriate training courses ➤ Follow advice and University local rules ➤ Return radiation monitoring badge on time (see charges) ➤ Competent supervision and instructions
Availability of Service	<ul style="list-style-type: none"> ➤ 0900 hours to 1700 hours - most working days ➤ Out of hours via the Emergency Control Centre
Service/Statistics /Output/Measures	<ul style="list-style-type: none"> ➤ Statistics are provided in the Annual Report for Safety Services
Dependencies	<ul style="list-style-type: none"> ➤ External Agencies (specialised equipment and re-licensing) ➤ Outside University (equipment loan/maintenance) ➤ Users responsibility is fulfilled
Feedback/ Monitoring	<ul style="list-style-type: none"> ➤ Departmental action taken/action plan response after inspections ➤ Informal questioning of users/supervisors ➤ Radiation Working Group
Benchmarking	<ul style="list-style-type: none"> ➤ Comparison with other Universities ➤ Following Association of University Radiation Protection Officers, BSI and regulatory authorities guidance ➤ Inspection by regulatory authorities ➤ Ionising Radiation Regulations 1999 ➤ Environmental Permitting Regulations 2010 ➤ Carriage of dangerous Goods 2009
Exclusions	<ul style="list-style-type: none"> ➤ None
Location of Service	<ul style="list-style-type: none"> ➤ Safety Services
Contact Details	<ul style="list-style-type: none"> ➤ Trevor Moseley, Assistant Safety Officer and RPA - Ext 26190, (t.j.moseley@) ➤ Chris Bull, Radiation Protection Technician - Ext 26203, (c.bull@) ➤ Safety Services' Office – Ext 26198
Charges	<ul style="list-style-type: none"> ➤ Most met centrally but some Environment Agency licence charges are passed on to users/departments ➤ Departmental charge for loss/late return of monitoring badges - £40 per badge ➤ External organisations are charged for provision of RPA service and monitor calibration ➤ Departmental cost for disposal of large sealed sources
Other	<ul style="list-style-type: none"> ➤ None