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| Safety DepartmentImperial College Londonradiation.protection@imperial.ac.uk  |

Regulation 16, Ionising Radiations Regulations 2017 – Co-operation between employers

**Off-site hosted research work involving ionising radiations**

*If working at the premises of another employer (whether in the UK, EU or outside the EU), employees & students must comply with the* [*College’s offsite working policy & guidance*](http://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/)

*If the work includes a hazardous activity, then assurance must be obtained from the host institution that appropriate health & safety arrangements are in place. For activities involving ionising radiations, compliance with guidance note, “Cooperation Between Employers”, is also required.*

*All sections of this form must be completed by the relevant personnel and the form returned to the Radiation Protection Officer (RPO) in the safety Department prior to any work taking place. Please allow at least two weeks for the form to be processed.*

**Radiation Protection Contacts:**

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|  |  | Mobile | E-mail |
| Ross Manson | RPM/RPA | 07714 051 510 | r.manson@imperial.ac.uk |
| Jon Fear | RPO | 07711 684 749 | j.fear@imperial.ac.uk |
| Mark Keeping | RPO | 07725 159 734 | m.keeping@imperial.ac.uk  |

**Section 1 – To be completed by the employee or student working “off-site”.**

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| --- | --- | --- | --- |
| Name: |       | Position:: |       |
| College CID: |       | Campus: |       |
| Department: |       | Building: |       |
| Date of Birth: |       | Floor/Room: |       |
| Sex: M/F: |       |  |  |
| Telephone No: |       | E-mail: |       |

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| Host Institution:(full address) |       |
| Length of visit (from/to): |       |

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| Have you completed the relevant modules of the online integrated radiation protection training provided by Imperial College <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/radiation-protection/> ? Y □ N □ |
| If “Y” give details of modules completed and date(s): |       |
| If “N” why not? |       |
| If “N”, Imperial College RPA must sign here to agree that it is not necessary for the employee to attend training. |       |

**Section 2 – To be completed by the line manager or academic supervisor of the applicant.**

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| I confirm that I am aware that the person named in section 1 will be carrying out work involving ionising radiations at the host institution named in section 1, and that we have complied with Imperial College’s Offsite Working Policy and the requirements of the relevant guidance. |
| Name: |        |
| Position: |       |
| Date: |       |
| Signed: |      *Type name or print off and sign* |

**Section 3 – This section must be completed by the RPA , RPO, RPS or other senior person responsible for the management of radiation protection at the host institution.**

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| Name (print): |        |
| Position: |       |
| Telephone: |       |
| Email: |        |

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| Please provide a brief description of the work that the Imperial College member of staff or student will be involved in (include details of the radioisotope(s) they will be working with). |
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| I certify that the person named in section 1 of this form will: |
| Receive suitable “local” induction training provided by the host institution: | [ ]  Yes [ ]  No  |
| Receive a copy of, & read & understand, the relevant radiological risk assessment(s): | [ ]  Yes [ ]  No  |
| Receive a copy of, & read & understood, the relevant ionising radiation “Local Rules”: | [ ]  Yes [ ]  No  |
| Be deemed “suitable” to carry out work involving ionising radiations at the host institution named in section 1. | [ ]  Yes [ ]  No  |

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| Will the work that the Imperial College visitor be involved in require entry into a radiation “Controlled Area” (Designated under regulation 17 of IRR17) ? | [ ]  Yes [ ]  No [ ]  n/a |
| If “Yes”, is there a requirement for the Imperial College visitor to be a “Classified” radiation worker (under Regulation 21 of IRR17)? | [ ]  Yes [ ]  No [ ]  n/a |
| If the Imperial College visitor does not need to be classified, but needs to work in a controlled area, have they been given a copy of the relevant written arrangements?  | [ ]  Yes [ ]  No [ ]  n/a |

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| Will the work that the Imperial College visitor will be involved in require the issue of Personal Dosimetry? | [ ]  Yes [ ]  No |
| If “Yes”, what types of personal dosimeter are required (e.g. body)? | [ ]  body [ ]  extremity [ ]  eye  |
| If “Yes”, will the dosimetry badges be provided by the host institution? | [ ]  Yes [ ]  No |
| If dosimetry is provided by the host institution, please certify that the results will be sent to the Imperial College RPO in a timely fashion when they are available.  | [ ]  Yes [ ]  No [ ]  n/a |

I declare that the information given in section 3 is correct and that the person named in section 1 is authorised to work with ionising radiations at our institution. Signed on behalf of the host institution:

Signed:

 *Type name or print off and sign*

Date (mm/dd/yyyy):

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## Declaration by host institution

*ONCE COMPLETE, PLEASE RETURN THIS FORM (ALONG WITH ANY OTHER RELEVANT PAPERWORK), TO THE IMPERIAL COLLEGE RPO.*

*PLEASE ALLOW UP TO TWO WEEKS FOR THE FORM TO BE PROCESSED (IF DOSIMETRY BADGES ARE REQUIRED FROM IMPERIAL COLLEGE).*