# Local Rules – Template

# [Amend the following text in consultation with your RPA to detail the Local Rules which are applicable to your practice.]

The purpose of these local rules is to ensure that work is carried out in accordance with the Ionising Radiation Regulations 1999 (IRR99) and relevant guidance documents. The RPS ensures that all dental radiography is carried out in accordance with these local rules.

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| --- | --- |
| **Employer (Legal Person)** | |
| **Name** |  |
| **Address** |  |
| **Radiation Protection Supervisor (RPS)** | |
| **Name** |  |
| **Address** |  |
| **Radiation Protection Adviser (RPA)** | |
| **Name** |  |
| **Address** |  |

### Controlled Area [Amend the following text to describe how the controlled area(s) are set up in your practice. You may need to provide separate details for each controlled area in your practice.]

During radiography the controlled area in each surgery extends within the path of the primary beam until it has been sufficiently attenuated by shielding (e.g. brick wall) or distance and also within 1.5 metres of the x-ray tube and the patient in all other directions.

Access to the controlled area is not permitted to anyone other than the patient undergoing the medical exposure. Staff must not hold the tube head, patient or film in position. If the patient requires assistance during radiography, the practice RPA must be consulted.

The room where the dental x-ray unit is being operated must not be used for other work (or as a passageway) during radiography. Access to the controlled area is restricted by continuous supervision by the operator.

### Working Instructions [Amend the following text to describe the working instructions for your practice]

The x-ray equipment must be operated by an ‘Operator’, as classified under IR(ME)R2000, who has received adequate training in the correct and safe use of the x-ray equipment.

In order to restrict exposure to radiation the x-ray unit should be switched off at the mains when not in use. The operator should ensure that only the patient is in the controlled area and that all other unnecessary persons are excluded from the controlled area. During radiography, the operator must be positioned at least 2 metres from the tube head outside the direction of the primary beam. Shielding will be provided if this is not possible. The primary beam should not be directed towards a door, window or unshielded partition wall.

The operator must observe the x-ray warning lights during radiography and ensure the exposure terminates correctly. The x-ray equipment should not be modified or interfered with without first consulting the RPS.

Staff must not hold the tube head, patient or film in position. If a patient requires assistance during exposure the RPA should be consulted.

### Contingency Plans [Amend the following text to describe the contingency plans for your practice]

At all times during an exposure, the operator must be able to observe the exposure warning light and hear the audible warning. The operator must not enter the controlled area whilst exposure takes place. If the exposure control fails, causing the continuous generation of x-rays, or if the rotational movement of panoramic equipment fails, the irradiation switch should be released and the mains supply to the x-ray set turned off. If the x-ray set is damaged the equipment should not be used until an engineer checks it. In all cases the RPS should be informed and the RPA contacted for further advice if required. If at any time the operator suspects that the patient has received a dose much greater than intended, the RPS should be informed.

### Dose Investigation Level and Arrangements for Personal Dosimetry [Amend the following text to describe the dose investigation level and arrangements for personal dosimetry for your practice]

The dose investigation level for this practice is set as 1 mSv per year. Personal monitoring of staff will be put in place if the results of a risk assesssment show that an individual’s annual dose could exceed 1 mSv. In practical terms, personal monitoring using dosemeters will be carried out if an individual’s weekly workload exceeds 100 intra-oral or 50 pan­oral examinations or a pro-rata combination of both. Advice on personal monitoring can be obtained from the RPA. Dosemeters should be worn for 13 weeks and returned for assessment at agreed times. The RPS should be informed if the dosemeter is mislaid or lost. The RPA will also be consulted if any employee receives, or is suspected to have received, an annual dose in excess of 1 mSv. A formal investigation of the exposure will be undertaken and the results recorded in the Radiation Protection File.

### Pregnant Staff [Amend the following text to describe the arrangements for pregnant staff at your practice]

The dose to the foetus of any member of staff should not exceed 1mSv during the declared term of pregnancy. A review of the pregnant member of staff’s work procedures and likely dose will be carried out to ensure that this restriction dose is not exceeded. If the pregnant member of staff’s workload is high (i.e. >100 intraoral or >50 panoral films per week), the RPA will be consulted.

### Duties of Employees

To comply with IRR99, employees must ensure that exposures to staff and all other persons are kept as low as reasonably possible. They must take reasonable care when working with any aspect of dental radiography and immediately report any incident that might involve overexposure to the RPS.

### Quality Assurance - Equipment Maintenance and Testing [Amend the following text to briefly describe the arrangements for equipment maintenance and testing for your practice]

All x-ray equipment will be subject to critical examination and acceptance testing at installation. Routine tests, including safety assessment tests, will then be performed every three years and following any major maintenance procedure. Maintenance will be performed as per the manufacturer’s instructions by a qualified person. Full details of the arrangements for equipment maintenance and testing can be found in the Radiation Protection File. The RPS, in consultation with the RPA, is responsible for ensuring the Quality Assurance Programme operates as stated.

### Risk Assessment [Amend the following text to briefly describe the radiological risk assessment for your practice]

A risk assessment which identifies the measures required to restrict the exposure of staff, patients and the public to radiation has been conducted and will be reviewed every five years. Full details of the risk assessment can be found in the Radiation Protection File.

### Staff Training [Amend the following text to briefly describe the arrangements for staff training at your practice]

All staff involved in dental radiology will be trained in the use of the x-ray equipment and the in the precautions that are required to restrict radiation exposure. Information will also be provided for any other person’s who may be exposed to radiation. Full details of the arrangements for staff training, including training records, can be found in the Radiation Protection File.

### Incidents and Accidents [Amend the following text to briefly describe the arrangements for investigating incidents and accidents at your practice]

All incidents and accidents that might involve overexposure to any individual must be reported to the RPS. Full details of the arrangements for investigating and reporting incidents and accidents can be found in the Incident Reporting Written Procedure which can be found in the Radiation Protection File. Contingency Plans to deal with any accidental overexposure are described elsewhere in this document (see page 2).

### Review of Local Rules [Amend the following text to briefly describe the arrangements for reviewing the local rules for your practice]

The Local Rules will be reviewed annually by [name of Employer] and, if required, [name of RPA] to ensure that they remain up-to-date and effective, thereby ensuring that doses to staff and other persons are kept as low as reasonable practicable. The local rules will also be updated following any changes of personnel.

Local Rules last updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature [Employer]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_