**DUTIES OF DEPARTMENTAL NON-IONISING RADIATION PROTECTION SUPERVISOR (DNIRPS)**

The DNIRPS has a crucial role to play in helping to ensure compliance with the arrangements made by the employer under the relevant regulatory requirements for Non-Ionising Radiation [NIR e.g. lasers, microwave transmitters including ovens, UltraViolet (UV) lamps, Electro-Magnetic Field (EMF) devices including Magnetic Resonance, etc] and, in particular, supervising the arrangements set out in local rules. The legal responsibility for supervision, however, remains with the employer.

It may not always be necessary for a DNIRPS to be present all the time. In deciding how many DNIRPSs are required, the radiation employer will need to take account of the range and complexity of the work that is subject to local rules and the number of different locations to be covered. In some large establishments the DNIRPS may not be the immediate line manager or supervisor overseeing the work with non-ionising radiation. In these cases a system should operate, which may involve more than one person, to ensure that adequate supervision is maintained. In all cases the employer should provide sufficient resources (e.g. appropriate training) and managerial support to allow the DNIRPS to operate effectively. It is good practice, though not a legal requirement, to confirm the appointment in writing and to provide sufficient information about the individual's role.

Prior to any new source of non-ionising radiation being commissioned an appropriate Risk Assessment must be completed and a copy sent to Radiation Protection Office. The Radiation Protection Office can advise in the drafting of any such Risk Assessment if required.

Specific Local Safety Rules should be drafted for non-routine equipment but generic safety rules may be used for generic equipment such as microwave ovens. Although this does not preclude the use of specific instructions if so required (such as 'Not to be used for foodstuffs', etc).

The DNIRPS is required to:

- Maintain an inventory listing the identity and locations of all sources of non-ionising radiations within the department/school with the exception of laser pointers of Class 1 or Class 2. The inventory should be reviewed at least annually to ensure that it is kept current. A copy should be sent to Radiation Protection Office annually.
- Ensure, so far as is reasonably practicable, that the Local Safety Rules are observed at all times.
- Ensure that suitable training is given to any staff or student using any source of non-ionising radiation and ensure that a Training Record is maintained.
- Ensure that the equipment is properly maintained and inspected at intervals recommended by the Radiation Protection Office, or the supplier, or any other advisory organisation.
- Maintain records of any servicing or maintenance work.
- Ensure that any routine tests or checks on the safety of the equipment are carried out regularly, and records are kept of the results.
- Notify the Radiation Protection Adviser (RPA) of any equipment faults.
- Liaise with the RPA at least annually, or whenever appropriate, on the safety management of non-ionising equipment.
- Deal with any accidents and incidents, and to report the details as necessary to the RPA.