

***(Enter name of RPS),***

***(Enter School),***

Glasgow Caledonian University.

***(Enter date)***

***Dear (Enter name of RPS),***

***(Enter School)*** Radiation Protection Supervisor

This is to confirm that you are the School’s named Radiation Protection Supervisor and note that you have undergone the appropriate training.

Your responsibilities as the Radiation Protection Supervisor may be summarised as:

* Maintain a knowledge and understanding of all current Regulations and Local Rules relevant to working with ionising radiation
* Advise the School Dean (through the School’s Health and Safety Committee or otherwise) of current requirements, practices or required modifications related to the implementation of the Ionising Radiation Regulations (IRR99) and Local Rules
* Supervise the arrangements set out in the Local Rules
* Maintain a knowledge and understanding of necessary precautions and emergency procedures, and act in accord with the emergency procedures if required

I ask that you confirm agreement of the above in writing – with a copy being sent to both your line manager and the Chair of the School’s Health and Safety Committee. A copy must also be emailed to healthandsafety@gcu.ac.uk

If you do have any questions please address them , in the first instance, to ***(Enter name of School H&S Committee Chair)*** as Chair of the Health and Safety Committee.

Sincerely,

***(Enter name of School Dean),***

School Dean

Cc: healthandsafety@gcu.ac.uk