[Name of Dental Practice] [How to use templates](https://www.psm.sdcep.org.uk/templates/how-to-use-templates/)  [Date]

# Local Rules

The purpose of these Local Rules is to ensure that work is carried out in accordance with the Ionising Radiations Regulations 2017 (IRR17) and relevant guidance documents. The Local Rules include a description of the controlled area(s) and the arrangements for restricting exposure to x-rays during work under normal circumstances and in the event of an accident, as advised by the Radiation Protection Adviser.

The Radiation Protection Supervisor is responsible for supervising the arrangements set out in the Local Rules.

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| **Employer** |
| Name |  |
| Contact Details |  |
| **Radiation Protection Supervisor (RPS)\*** |
| Name |  |
| Contact Details |  |
| **Radiation Protection Adviser (RPA)** |
| Name |  |
| Contact Details |  |

[Complete the following sections in consultation with your RPA to detail the Local Rules applicable to your practice. The example information shown relates to intra-oral x-ray units. If using other types of x-ray machines, information specific to those should be provided in your Local Rules.Items marked with\* are essential contents of local rules.]

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| Controlled Area\* |
| The controlled area is created when the power to the x-ray equipment is switched on. [Describe the controlled area(s) in your practice and the arrangements for restricting access. You may need to provide separate details for each controlled area in your practice.e.g. During radiography, the controlled area in each surgery extends to the room boundaries.OrDuring 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. If the patient requires assistance during radiography, the practice’s policy on carers and comforters should be followed. 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.] |
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| Working Instructions\* |
| [Describe the working instructions for your practice to restrict exposure to x-rays.e.g. The x-ray equipment must be operated by an ‘Operator’, as classified under the Ionising Radiation (Medical Exposures) Regulations 2017 (IR(ME)R), 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. The primary beam should not be directed towards a door, window or unshielded partition wall. The Operator must observe the x-ray warning lights and audible exposure warning 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 detector in position. If a patient requires assistance during exposure, the Employer’s Procedure for exposure of carers and comforters (detailed in consultation with the Medical Physics Expert (MPE)) should be followed.] |
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| Contingency Plans\* |
| [Describe the contingency plans for your practice for reasonably foreseeable incidents.e.g.If the exposure control fails, causing the continuous generation of x-rays, the irradiation switch should be released and the mains supply to the x-ray set turned off. The equipment should not be used again until checked by an engineer and the fault corrected. The RPS should be informed and the RPA contacted for further advice if required. If it is suspected that a member of staff has received an exposure as a consequence of the fault, the RPA should be contacted immediately for advice.If at any time the Operator suspects that a patient has received an accidental or unintended exposure, the RPS should be informed and the Employer’s Procedure for incident reporting followed, in consultation with the MPE.The contingency plans will be rehearsed and reviewed annually, or earlier if any significant changes are made.] |
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| Dose Investigation Level\* and Arrangements for Personal Dosimetry |
| [Describe the dose investigation level and any arrangements for personal dosimetry for your practice, as advised by your RPA.e.g.The dose investigation level for this practice is set as 1 mSv per year. The RPA will be consulted if any member of staff 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.The RPA has advised that personal monitoring of staff in this practice is not required.OrThe arrangements for personal monitoring of staff in this practice are…..] |
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| Pregnant Staff |
| [Describe the arrangements for pregnant staff at your practice.e.g. The dose to the foetus of any member of staff should not exceed 1mSv during the declared term of pregnancy. Members of staff who are pregnant should inform the Employer/RPS as soon as possible. A review of the pregnant member of staff’s work procedures and likely dose, informed by the radiation risk assessment, will be carried out to ensure that the restriction dose is not exceeded.]  |
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| Duties of Employees |
| To comply with IRR17, employees must ensure that exposures to staff and all other persons are kept as low as reasonably practicable. They must take reasonable care when working with any aspect of dental radiography and immediately report to the RPS any incident that might involve overexposure of any person. |
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| Equipment Testing and Maintenance |
| [Briefly describe the arrangements for equipment maintenance and testing for your practice.e.g. Routine testing of all x-ray equipment, including safety assessment tests, is performed at least every three years and following any major maintenance procedure. Maintenance is performed according to 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.] |
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| Radiation Risk Assessment |
| [Briefly describe the significant findings of the radiation risk assessment for your practice, or where it can be found.e.g. A radiation risk assessment which identifies the measures required to restrict the exposure of staff, patients and the public to radiation has been conducted and can be found in the Radiation Protection File.] |
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| Staff Training |
| [Briefly describe the arrangements for staff training at your practice.e.g. All staff involved in dental radiology will be trained in the use of the x-ray equipment and in the precautions that are required to restrict radiation exposure. Information will also be provided for any other persons 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.] |
|  |
| Incident Investigation and Reporting  |
| [Briefly describe the arrangements for investigating and reporting incidents and accidents at your practice.e.g. If it is suspected that a member of staff has received an overexposure the RPA should be contacted immediately for advice. An immediate preliminary investigation will be carried out and the Health and Safety Executive (HSE) notified if the dose results in the dose limit being exceeded. A detailed investigation will then be carried out and submitted to HSE.If it is suspected that a patient has received an accidental or unintended exposure, the RPS should be informed and the Employer’s Procedure for incident reporting followed, in consultation with the Medical Physics Expert (MPE).] |

### 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, so that doses to staff and other persons are kept as low as reasonably practicable.

Local Rules last reviewed:

Date of next review:

Authorised by [name of Employer]:

Signature: