



**Somerset  
Council**

# **HS039 Health & Safety Radon Policy**

|                            |                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Organisation</b>        | Somerset Council                                                                                                                                    |
| <b>Title</b>               | HS039 Radon                                                                                                                                         |
| <b>Author</b>              | Benjamin Smith                                                                                                                                      |
| <b>Owner</b>               | The Health and Safety Service                                                                                                                       |
| <b>Protective Marking</b>  | Official - Unclassified                                                                                                                             |
| <b>Primary Legislation</b> | <a href="#"><u>Management of Health &amp; Safety at Work Regulations 1999</u></a><br><a href="#"><u>The Ionising Radiation Regulations 2017</u></a> |

## Contents

|                                                        |   |
|--------------------------------------------------------|---|
| Policy on a page .....                                 | 3 |
| Key Messages .....                                     | 3 |
| Responsibilities Somerset Council will ensure: .....   | 4 |
| Directors .....                                        | 4 |
| Somerset Council Housing Service (SCHS) will: .....    | 4 |
| Premises Managers will ensure:.....                    | 5 |
| The Service Manager, Facilities Management will: ..... | 6 |
| Strategic Asset Management will: .....                 | 6 |
| Employees will:.....                                   | 6 |
| The Health and Safety Service will: .....              | 7 |
| Governance Arrangements .....                          | 7 |
| Policy Compliance .....                                | 7 |
| Policy Governance .....                                | 7 |
| Review and Revision .....                              | 7 |
| Version History.....                                   | 8 |
| Document Notification .....                            | 8 |

## Policy on a page

Somerset Council (The Council) will ensure that radon is managed correctly within all Council owned Property and that Premise Managers are aware of the requirements needed to manage radon in areas with elevated radon levels.

In order to comply with the above, this policy provides; the Council's rules that must be followed, the standards to be maintained and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of unauthorised access.

This document will be available to: **All Elected Members, Somerset Council Staff, Secondees and Volunteers.**

## Key Messages

- All staff and volunteers to be aware of where radon is located within Somerset and the premises that are likely to be affected by radon.
- All staff and volunteers to be made aware of what monitoring and remediation measures are in place where significant risks to exposure are known.
- That Premise Managers receive awareness training and are competent to meet the requirements of the Radon Policy.

**This “policy on a page” is a summary of the detailed policy document please ensure you read, understand, and comply with the full policy.**

# Responsibilities

## Somerset Council will ensure:

- Ensure that the risk from radon is managed effectively in those premises in which employees, and others to whom a duty of care is owed, are regularly present, by funding a radon management plan and requiring the Health, Safety and Wellbeing Steering Group (HSWSG), on its behalf, to implement and review it on a regular basis.
- Ensure that adequate records relating to the management of the risk from radon are created, maintained, and made available to all parties as necessary.

## Directors

Directors will, where they have responsibility for premises, have systems and delegated responsibilities in place to ensure that:

- The cost of all detectors required for the monitoring programme in premises for which they are responsible can be met.
- Premises managers are appointed and are competent to meet their responsibilities.
- All employees in those premises have been informed about the risks and how they are being controlled.
- Employees have been trained to the appropriate level for their duties.
- Tenants, including domestic tenants in council owned housing, are provided with information about the potential risks from radon in properties.
- Local control measures are correctly implemented in all premises in which employees are required to work, including those not owned or leased by the Council.
- When any corporate premise is no longer required, a handover of responsibilities is arranged with Strategic Asset Management. Directors will contact the Head of service – Facilities management, or the Health and Safety Service, where they feel that the arrangements are not working satisfactorily, or support is required.
- When any Housing premise is no longer required, a handover of responsibilities is arranged with Head of Housing Asset Management.
- Directors will contact the Head of service Housing Services, or the Health and Safety Service, where they feel that the arrangements are not working satisfactorily, or support is required.

## Somerset Council Housing Service (SCHS) will ensure:

- Where there are known risks to properties within its property portfolio from Radon, these properties are monitored/tested at appropriate intervals. The findings will be recorded, and any necessary remedial work undertaken in accordance with the advice in the guidance document HSG 039.

- Residents are provided with a copy of the radon certificate/report or information on recorded radon levels, at the outset of their tenancy and upon any subsequent testing.
- Provides Radon safety information, operational policies and procedures, training, instruction, and supervision to enable staff and contractors within or working for the Housing service, to perform their work safely and efficiently.
- A record is kept of all radon monitoring reports where testing has taken place and implement appropriate actions as required.
- Any control measures installed or implemented at properties, for restricting radon exposures that are deemed necessary as a result of the radon risk assessment are put in place and maintained.
- Residents and others (such as contractors) who need to be aware of the nature and degree of the local risk from radon are suitably informed.
- Whenever maintenance or refurbishment work on premises is being considered, if the property is in a radon affected area, that the appropriate radon preventive measures are installed as necessary, and a radon test takes place following completion of the work if required.
- Where radon remediation systems are installed, they are checked on at least an annual basis and maintained as necessary; and
- Any defect in remediation systems is reported to the repairs team and the Housing Compliance Management, and appropriate steps are taken as outlined in Guidance under the heading “*Actions to be taken in the event of failure of radon remediation system*” in the accompanying guidance document: HSG 039. Enquiries about radon management, which require specialist advice can be sought by contractor via the Housing Compliance Manager as required.
- A competent radon contractor is appointed, who, in addition to providing radon monitoring services, will provide advice across the Housing service on matters relating to the risk from radon with support provided from either/or the radon contractor and the Health and Safety Service where required.

## Premises Managers will ensure:

- A record of the radon risk assessment carried out for the property is maintained.
- Any local control measures for restricting radon exposures that are deemed necessary as a result of the radon risk assessment are put in place and maintained.
- All staff and others (such as contractors) who need to be aware of the nature and degree of the local risk from radon are suitably briefed.
- Whenever maintenance or refurbishment work on premises is being considered, if the property is in a radon affected area, that the appropriate radon preventive measures are installed as necessary, and a radon test takes place following completion of the work if required.
- Where radon remediation systems are installed, they are checked on at least an annual basis and maintained as necessary; and
- Any defect in remediation systems is reported to Property Services and the Service Manager of Facilities Management, and appropriate steps are taken as outlined in Guidance under the heading “*Actions to be taken in the event of failure of radon remediation system*” in the accompanying guidance document: HSG 039. Premises

Managers can direct enquiries which require specialist advice to the radon monitoring contractor via the Facilities Management Service Manager as required.

## The Service Manager, Facilities Management will:

- Be responsible for arranging a competent radon contractor who, in addition to providing radon monitoring services, will provide advice across the relevant areas of SC on matters relating to the risk from radon with support provided from either/or the radon contractor and the Health and Safety Service where required.
- Prepare a radon management plan annually for adoption by the HSWSG on behalf of SC.
- Ensure that radon measurements are undertaken according to the radon management plan to the appropriate standard.
- Maintain records of radon monitoring carried out for all leased and owned SC premises.
- Report monitoring results to premises managers.
- Provide regular reports on the monitoring programme and the remedial work carried out to maintain the policy, and on situations where the policy has not been implemented effectively, to the HSWSG.
- Consult the contracted radon contractor for advice as necessary; and
- Liaise with Health and Safety Service when changes in the legislation governing radon occur and recommend any changes to this policy.

## Strategic Asset Management will:

- Organise radon survey and remediation work through the assigned competent radon contractor.
- Ensure that for all new construction projects an appropriate risk assessment for radon is carried out and that the appropriate radon protective measures are incorporated into new buildings/refurbishments where required.
- Be responsible for commissioning an inspection regime of a proportion of construction projects to monitor that the necessary procedures are being followed on sites that they are responsible for.
- Ensure that all lessees are provided with relevant material regarding the risk from radon.
- Ensure that, when SC leases or acquires new buildings, it obtains from the landlord the relevant information regarding radon and clarity over the respective management responsibilities.

## Employees will:

- Follow any local guidance or instruction given in relation to radon.

## The Health and Safety Service will:

- Maintain this policy within the H&S Manual
- Provide training to premises managers on the risks from radon and associated management arrangements they are required to follow through the e-learning platform.
- Monitor the local implementation of this policy as part of an internal H&S audit programme.
- Liaise with the Service Manager, Facilities Management as required regarding the development, implementation, and review of corporate control measures.

## Governance Arrangements

### Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

### Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

|                    |                                                                       |
|--------------------|-----------------------------------------------------------------------|
| <b>Responsible</b> | Health and Safety Service                                             |
| <b>Accountable</b> | Chief Executive                                                       |
| <b>Consulted</b>   | JNF Union Group, Health, Safety and Wellbeing Steering Group<br>HSWSG |
| <b>Informed</b>    | All members, employees, volunteers & 3rd parties (on request)         |

## Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

## Version History

| Revision Date     | Author        | Version | Description of Revision                                                                  |
|-------------------|---------------|---------|------------------------------------------------------------------------------------------|
| December 2014     | Frances Petty | V01     | Final Revision V02                                                                       |
| 23 June 2017      | Iain Hunter   | V02     | Final Version V03                                                                        |
| 26 September 2019 | Julie Rutter  | V03     | Final Version V04                                                                        |
| 28 December 2022  | Julie Rutter  | V04     | Change to supplier for radon monitoring services; change of name for Service Manager SSS |
| April 2024        | Ben Smith     | V05     | Scheduled review                                                                         |

## Document Notification

| Approval                                                                 | Name          | Date |
|--------------------------------------------------------------------------|---------------|------|
| Corporate H&S Advisor                                                    | Daniel Thomas |      |
| Executive Director of Strategy Workforce & Localities and chair of HSWSG | Alyn Jones    |      |
| Service Manager, Facilities Management                                   | Heidi Boyle   |      |
| HR Committee                                                             | Committee     |      |