

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Health & Safety Management

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required. Although many of the records for Health & safety are covered by specific legislation or Statutory Instruments, these do not always prescribe a retention period. The recommended retention periods are based on good practice:

A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.

D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Legislative Authority
HEALTHSAFETY/STRATEGY - identifying requirements for new/revised strategy - undertaking research - developing strategy proposals - consulting on strategy proposals - reviewing and revising strategy proposals in the light of comments received - drafting strategy documents - consulting on strategy documents - reviewing draft strategy documents in the light of comments received - producing final strategy documents - submitting final strategy documents for formal endorsement - formally endorsing strategy documents - disseminating strategy documents - reviewing strategy.	Key records documenting the development and establishment of the institution's health & safety management strategy. Working papers documenting development and establishment of the institution's health & safety management strategy.	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of strategy + 1 year	

Records Retention Schedule for Health & Safety Management (2)

HEALTHSAFETY/POLICY - identifying requirements for new/revised policy - undertaking research - developing policy proposals - consulting on policy proposals - reviewing and revising policy proposals in the light of comments received - drafting policy documents - consulting on policy documents - reviewing draft policy documents in the light of comments received - producing final policy documents - submitting final policy documents for formal approval - formally approving policy documents - disseminating policy documents - reviewing policy	Key records documenting the development and establishment of the institution's health & safety management policies. Working papers documenting development and establishment of the institution's health & safety management policies.	A: Superseded + 50 years Copy to the University Archive after approval for permanent retention. These records also meet the requirement to document the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures, as set out by Regulation 5(2) of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242). Retaining previous versions provides evidence of compliance and effective management of health and safety over time. D: Issue of policy + 1 year	The Health and Safety at Work etc. Act 1974 (c.37), s 2(3) requires every employer to have '... a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for ... carrying out that policy ...'.
HEALTHSAFETY/PROCEDURES - identifying needs for new/revised procedure - undertaking research - analysing work processes - drafting procedure documents - consulting on procedure documents - reviewing draft procedure documents in the light of comments received - trailing procedure - refining procedure as a result of trials - submitting final procedure documents for formal approval - formally approving procedure documents - disseminating procedure documents - reviewing procedure.	Master copies of procedures relating to health & safety management. Development of the institution's procedures relating to health & safety management.	A: Superseded + 50 years Copy to the University Archive after approval for permanent retention. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. D: Issue of procedures + 1 year	These records meet the requirement to document the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures, as set out by Regulation 5(2) of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).

Records Retention Schedule for Health & Safety Management (3)

HEALTHSAFETY/AUDIT - planning audits - conducting audit investigations - preparing and delivering audit reports - reviewing and responding to audit reports.	Conduct and results of health and safety audits.	D: Completion of audit + 3 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	
HEALTHSAFETY/CONSULTATION consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution, including fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 1997/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Establishment of a safety committee to fulfil the institution's duty under s 2(7) of the Health and Safety at Work etc. Act 1974 (c. 37) & in accordance with Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500). Proceedings and decisions of a safety committee formed under SI 1977/500. Notifications of appointments of safety representatives by trade unions under Regulation 3 of SI 1977/500. Provision of time off, and other facilities and assistance, for safety representatives appointed under SI 1977/500. Consultations and other communications with safety representatives appointed under SI 1977/500. Election of members of a safety committee formed under SI 1977/500.	A: Dissolution of committee + 50 years Copy to the University Archive after approval for permanent retention. Includes records documenting the objectives, role, functions, composition and administration of the committee. A: Current year + 50 years Copy to the University Archive after approval for permanent retention. D: Termination of appointment + 1 year D: Current year + 5 years D: Current year + 50 years D: Completion of election + 1 year	SI 1977/500 does not prescribe a retention period for these records. SI 1996/1513 does not prescribe a retention period for these records.

Records Retention Schedule for Health & Safety Management (4)

HEALTHSAFETY/CONSULTATION (Continued)	Election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	D: Completion of election + 1 year	SI 1977/500 does not prescribe a retention period for these records. SI 1996 /1513 does not prescribe a retention period for these records.
	Consultations and other communications with representatives of employee safety elected under SI 1996/1513, or with all employees directly.	D: Current year + 50 years	
	Provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under SI 1996/1513.	D: Current year + 5 years See also HealthSafety/Training	
	Provision of time off, & other facilities and assistance, for representatives of employee safety appointed under SI 1996/1513.	D: Current year + 5 years	
HEALTHSAFETY/HAZARDS - identifying health and safety hazards in the institution's premises or caused by its operations - conducting risk assessments to establish the likelihood and consequences of those risks - implementing appropriate measures to eliminate the risks or to mitigate their consequences.	Conduct, review and revision of risk assessments made to fulfil the institution's duties under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) and except where specified elsewhere in this Records Retention Schedule.	D: Superseded + 5 years As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health & safety over time.	SI 1999/3242 does not prescribe a retention period for these records.
HEALTHSAFETY/HAZARDS/ASBESTOS Fulfilling the institution's duties under the Control of Asbestos Regulations 2006 (SI 2006/2739) by: assessing the presence and condition of asbestos (Regulation 5)	Assessments of the presence and condition of asbestos, as required by Regulation 5 of the Control of Asbestos Regulations 2006 (SI 2006/2739).	A: Completion of work to which the assessment relates + 10 years Retaining assessments provides evidence of effective management of risks over time.	SI 2006/2739 does not prescribe a retention period for these records.

Records Retention Schedule for Health & Safety Management (5)

HEALTHSAFETY/HAZARDS/ASBESTOS (Continued) • assessing the risks to health created by exposure to asbestos (Regulation 6) • producing written plans of work for working with asbestos (Regulation 7) • notifying enforcing authorities of proposed work with asbestos (Regulation 9) • providing information, instruction and training for employees who are exposed to asbestos (Regulation 10) • maintenance of equipment provided to control exposure to asbestos (Regulation 13) • developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to emergencies which occur (Regulation 15) • monitoring employees' general and individual exposure to asbestos (Regulation 19) • conducting medical surveillance of employees exposed to asbestos (Regulation 22).	Conduct, review and revision of assessments of the risks to health created by exposure to asbestos, to fulfil the institution's duties under Regulation 6 of SI 2006/2739. Preparation of written plans of work for undertaking work with asbestos, as required by Regulation 7 of SI 2006/2739. Notifications to enforcing authorities of proposed work with asbestos, to fulfil the institution's duties under Regulation 9 of SI 2006/2739. Provision of information, instruction and training for employees who are exposed to asbestos, to fulfil the institution's duties under Regulation 10 of SI 2006/2739. See also HealthSafety/Training. Maintenance of equipment provided to control exposure to asbestos, to fulfil the institution's duties under Regulation 13 of SI 2006/2739. Development of plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, to fulfil the institution's duties under Regulation 15 of SI 2006/2739.	D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures. D: Completion of work to which plan relates. D: Duration of work + 10 years Retaining assessments provides evidence of effective management of risks associated with works carried out. D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures. D: Date of examination/test/repair + 5 years D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time.	SI 2006/2739 Regulation 7(2) SI 2006/2739 Regulation 9 does not prescribe a retention period for these records. SI 2006/2739 Regulation 10 does not prescribe a retention period for these records. SI 2006/2739 Regulation 13(3) SI 2006/2739 Regulation 15 does not prescribe a retention period for these records.
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Records Retention Schedule for Health & Safety Management (6)

HEALTHSAFETY/HAZARDS/ASBESTOS (Continued)	The institution's response to accidents, incidents and emergencies involving asbestos, to fulfil its duties under Regulation 15 of the Control of Asbestos Regulations 2006 (SI 2006/2739).	D: Last action on event + 10 years Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.	SI 2006/2739 Regulation 15 does not prescribe a retention period for these records.
	Conduct and results of monitoring the personal exposures of individual employees (who are required to be under medical surveillance) to asbestos, to fulfil the institution's duties under Regulation 19 of SI 2006/2739.	D: Date of monitoring + 40 years	SI 2006/2739 Regulation 19(4)(a)
	Conduct and results of monitoring employees' general exposure to asbestos, to fulfil the institution's duties under Regulation 19 of SI 2006/2739.	D: Date of monitoring + 5 years	SI 2006/2739 Regulation 19(4)(b)
	Medical surveillance of individual employees who are exposed to asbestos, to fulfil the institution's duties under Regulation 22 of SI 2006/2739.	D: Date of last entry on record + 40 years	SI 2006/2739 Regulation 22(1)(b)
	Employer's copies of certificates of medical examinations of identifiable employees who are exposed to asbestos, as required by Regulation 22 of SI 2006/2739.	D: Date of certificate + 4 years	SI 2006/2739 Regulation 22(4)

Records Retention Schedule for Health & Safety Management (7)

HEALTHSAFETY/HAZARDS/COSHH Fulfilling the institution's duties under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) by: • keeping a list of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents (Schedule 3, para. 4) • assessing the risks to health created by exposure to substances hazardous to health (Regulation 6) • providing (Regulation 7) and maintaining (Regulation 9) equipment to control exposure to substances hazardous to health • monitoring employees' exposure to substances hazardous to health (Regulation 10) • conducting health surveillance of employees exposed to substances hazardous to health (Regulation 11) • providing information, instruction and training for employees who are exposed to substances hazardous to health (Regulation 12) • developing plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health, and responding to emergencies which occur (Regulation 13).	List of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents, required by Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677), Schedule 3, para. 4. Conduct, review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil the institution's duties under Regulation 6 of SI 2002/2677. Maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil the institution's duties under Regulation 9 of SI 2002/2677. Conduct and results of monitoring the personal exposures of individual employees to substances hazardous to health, to fulfil the institution's duties under Regulation 10 of SI 2002/2677. Conduct and results of monitoring employees' general exposure to substances hazardous to health, to fulfil the institution's duties under Regulation 10 of SI 2002/2677.	D: Current + 40 years D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures. D: Date of examination/test/repair + 5 years D: Last entry + 40 years D: Last entry + 5 years	SI 2002/2677 Regulation 7(10) and Schedule 3, para. 4(3) SI 2002/2677 does not prescribe a retention period for these records. SI 2002/2677 Regulation 9(4) SI 2002/2677 Regulation 10(5)(a) SI 2002/2677 Regulation 10(5)(b)
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Records Retention Schedule for Health & Safety Management (8)

HEALTHSAFETY/HAZARDS/COSHH (Continued)	Health surveillance of individual employees who are exposed to substances hazardous to health, to fulfil the institution's duties under Regulation 11 of SI 2002/2677. Provision of information, instruction and training for employees who are exposed to substances hazardous to health, to fulfil the institution's duties under Regulation 12 of SI 2002/2677. See also HealthSafety/Training. The institution's response to accidents, incidents and emergencies involving substances hazardous to health, to fulfil the institution's duties under Regulation 13 of SI 2002/2677.	D: Date of last entry in record + 40 years D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. D: Last action on event + 10 years Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.	SI 2002/2677 Regulation 11(3) SI 2002/2677 does not prescribe a retention period for these records. SI 2002/2677 does not prescribe a retention period for these records.
HEALTHSAFETY/HAZARDS/DSE Fulfilling the institution's duties under the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792) by - assessing the risks to health and safety created by using workstations (Regulation 2) - providing training (Regulation 6) and information (Regulation 7) for employees using workstations.	Conduct, review and revision of assessments of risks to health and safety created by using workstations, to fulfil the institution's duties under Regulation 2 of the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792). Provision of training and information for employees using workstations, to fulfil the institution's duties under Regulations 6 and 7 of SI 1992/2792. See also HealthSafety/Training.	D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. D: Superseded + 5 years SI 1992/2792 does not prescribe a retention period for these records.	SI 1992/2792 does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded.

Records Retention Schedule for Health & Safety Management (9)

HEALTHSAFETY/HAZARDS/LEAD Fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 (SI 2002/2676) by: • assessing the risks to health created by work involving lead (Regulation 5) • providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead • monitoring employees' exposure to lead (in air) (Regulation 9) • conducting medical surveillance of individual employees who are exposed to lead (Regulation 10) • providing information, instruction and training for employees who are exposed to lead (Regulation 11) • developing plans and information to deal with accidents, incidents and emergencies related to the presence of lead, and responding to emergencies which occur (Regulation 12).	Conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil the institution's duties under Regulation 5 of the Control of Lead at Work Regulations 2002 (SI 2002/2676). Maintenance of equipment provided to control exposure to lead, to fulfil the institution's duties under Regulation 8 of SI 2002/2676. Conduct and results of monitoring employees' general exposure to lead (in air), to fulfil the institution's duties under Regulation 9 of SI 2002/2676. Medical surveillance of individual employees who are exposed to lead, to fulfil the institution's duties under Regulation 10 of SI 2002/2676. Provision of information, instruction and training for employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of SI 2002/2676. See also HealthSafety/Training. Development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil the institution's duties under Regulation 12 of SI 2002/2676.	D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures. D: Date of examination/test/repair + 5 years D: Last entry + 5 years D: Date of last entry on record + 40 years D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures. Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time.	SI 2002/2676 Regulation 5 implies that the records should be retained until the risk assessment is superseded. SI 2002/2676 Regulation 8(4) SI 2002/2676 Regulation 9(4) SI 2002/2676 Regulation 10(5) SI 2002/2676 does not prescribe a retention period for these records. SI 2002/2676 does not prescribe a retention period for these records.
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Records Retention Schedule for Health & Safety Management (10)

HEALTHSAFETY/HAZARDS/LEAD (Continued)	The institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of SI 2002/2676.	Last action on event + 10 years Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.	SI 2002/2676 does not prescribe a retention period for these records.
HEALTHSAFETY/HAZARDS/NOISE Fulfilling the institution's duties under the Control of Noise at Work Regulations 2005 (SI 2005/1643) by: • assessing the risks to health and safety created by exposure to noise (Regulation 5) • providing (Regulation 7) and maintaining (Regulation 8) personal protective equipment to control exposure to noise • conducting health surveillance of employees who are exposed to noise (Regulation 9) • providing information, instruction and training for employees exposed to noise (Regulation 10).	Conduct, review and revision of assessments of the risks to health and safety created by exposure to noise, made to fulfil the institution's duties under Regulation 5 of the Control of Noise at Work Regulations 2005 (SI 2005/1643). Provision of personal protective equipment to employees, to fulfil the institution's duties under Regulation 7 of SI 2005/1643. See also HR/ Employees/Contracts. Maintenance of equipment provided to control exposure to noise, to fulfil the institution's duties under Regulation 8 of SI 2005/1643. Health surveillance of employees who are exposed to noise, carried out to fulfil the institution's duties under Regulation 9 of SI 2005/1643.	D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. D: Return of issued equipment + 1 year A record of the issue of personal protective equipment should be included in an employee's staff record. D: Date of examination/test/repair + 5 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. D: Date of last entry in record + 40 years	SI 2005/1643 does not prescribe a retention period for these records. Common audit requirement SI 2005/1643 does not prescribe a retention period for these records. SI 2005/1643 does not specify a retention period for these records.

Records Retention Schedule for Health & Safety Management (11)

HEALTHSAFETY/HAZARDS/NOISE (Continued)	Provision of information, instruction and training for employees who are exposed to noise, to fulfil the institution's duties under Regulation 10 of SI 2005/1643. See also HealthSafety/Training.	D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time.	SI 2005/1643 does not prescribe a retention period for these records.
HEALTHSAFETY/HAZARDS/RADIATION Fulfilling the institution's duties under the Ionising Radiations Regulations 1999 (SI 1999/3232) by: • assessing the risks to health created by work with ionising radiation (Regulation 7) • providing (Regulation 8) and maintaining (Regulation 10) equipment to control exposure to ionising radiation • developing contingency plans to deal with radiation accidents (Regulation 12) • providing information, instruction and training for employees who are exposed to ionising radiation (Regulation 14) • maintaining equipment for monitoring levels of ionising radiation (Regulation 19) • monitoring of levels of ionising radiation in designated controlled areas (Regulation 19) • assessing doses of ionising radiation received by 'classified persons' which are likely to be significant (Regulation 21) • investigating the exposure of 'classified persons' to ionising radiation (Regulation 22) • assessments of individual doses of ionising radiation received as a result of a radiation accident (Regulation 23) • conducting medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance (Regulation 24) • investigating (possible) overexposure to ionising radiation (Regulation 25)	Conduct, review and revision of assessments of the risks to health created by work with ionising radiation, to fulfil the institution's duties under Regulation 7 of the Ionising Radiations Regulations 1999 (SI 1999/3232). Maintenance of personal protective equipment provided to control exposure to ionising radiation, to fulfil the institution's duties under Regulation 10 of SI 1999/3232. Maintenance of other equipment provided to control exposure to ionising radiation, to fulfil the institution's duties under Regulation 10 of SI 1999/3232. Preparation of contingency plans to deal with radiation accidents, to fulfil the institution's duties under Regulation 12 of SI 1999/3232. Provision of information, instruction and training for employees who are exposed to ionising radiation, to fulfil the institution's duties under Regulation 14 of SI 1999/3232. See also HealthSafety/Training.	D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures. D: Date of examination/test/repair + 2 years D: Date of examination/test/repair + 5 years D: Superseded D: Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.	SI 1999/3232 Regulation 7 does not prescribe a retention period for these records. SI 1999/3232 Regulation 10(2) SI 1999/3232 does not prescribe a retention period for these records. SI 1999/3232 does not prescribe a retention period for these records. SI 1999/3232 does not prescribe a retention period for these records.

Records Retention Schedule for Health & Safety Management (12)

HEALTHSAFETY/HAZARDS/RADIATION (Continued) • testing to detect leakage from articles containing or embodying radioactive substances (Regulation 27) • keeping records of the quantity and location of radioactive substances (Regulation 28) • conducting investigations into (possible) accidental release or theft of radioactive substances (Regulation 30).	Maintenance and testing of equipment for monitoring levels of ionising radiation, to fulfil the institution's duties under Regulation 19 of SI 1999/3232. Monitoring of levels of ionising radiation in designated controlled areas, to fulfil the institution's duties under Regulation 19 of SI 1999/3232. Assessments of doses of ionising radiation received by 'classified persons' which are likely to be significant, to fulfil the institution's duties under Regulation 21 of SI 1999/3232. Summaries of dose records, as required by Regulation 21 of SI 1999/3232. Investigations into the exposure of 'classified persons' to ionising radiation, to fulfil the institution's duties under Regulation 22 of SI 1999/3232. Assessments of individual doses of ionising radiation received as a result of a radiation accident, to fulfil the institution's duties under Regulation 23 of SI 1999/3232.	D: Date of maintenance/testing + 2 years D: Date of monitoring + 2 years D: Date of assessment + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later. Dose records are usually made and maintained by a dosimetry service on behalf of an employer. A dosimetry service provides summaries of dose records to an employer on whose behalf it makes and maintains the records. D: Current year + 2 years D: Date of report of investigation + 2 years D: Date of accident + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	SI 1999/3232 Regulation 19(4)(c) SI 1999/3232 Regulation 19(4)(c) SI 1999/3232 Regulation 21(3)(a) SI 1999/3232 Regulation 21(7) SI 1999/3232 Regulation 22(4) SI 1999/3232 Regulation 23(2)(b)
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Records Retention Schedule for Health & Safety Management (13)

HEALTHSAFETY/HAZARDS/RADIATION (Continued)	Medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance, to fulfil the institution's duties under Regulation 24 of SI 1999/3232. Immediate investigations into possible overexposure to ionising radiation, to fulfil the institution's duties under Regulation 25 of SI 1999/3232. Investigations into occurrences of overexposure to ionising radiation, to fulfil the institution's duties under Regulation 25 of SI 1999/3232. Tests to detect leakage from articles containing or embodying radioactive substances, to fulfil the institution's duties under Regulation 27 of SI 1999/3232. Quantity and location of radioactive substances, to fulfil the institution's duties under Regulation 28 of SI 1999/3232. Immediate investigations into possible accidental release or theft of radioactive substances, where no release or theft was found to have occurred, to fulfil the institution's duties under Regulation 30 of SI 1999/3232.	D: Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later. D: Date of report of investigation + 2 years D: Date of report + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later. D: Completion of subsequent test on article OR Disposal of article + 2 years. D: Disposal of radioactive substance + 2 years OR Date of record + 2 years, whichever is the longer. D: Date of report + 2 years	SI 1999/3232 Regulation 24(3) SI 1999/3232 Regulation 25(2)(a) SI 1999/3232 Regulation 25(2)(b) SI 1999/3232 Regulation 27(3) SI 1999/3232 Regulation 28 SI 1999/3232 Regulation 30
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Records Retention Schedule for Health & Safety Management (14)

HEALTHSAFETY/HAZARDS/RADIATION (Continued)	Immediate investigations into possible accidental release or theft of radioactive substances, where accidental release or theft was found to have occurred, to fulfil the institution's duties under Regulation 30 of SI 1999/3232.	D: Date of report + 50 years	SI 1999/3232 Regulation 30
HEALTHSAFETY/INCIDENTS/MANAGEMENT Planning for the handling of health and safety incidents (including fires) on the institution's premises, and in responding to incidents which occur: - conducting safety risk assessments - assessing requirements for the nomination/appointment of specially-trained staff to assist in implementing safety measures - nominating staff to be trained to assist in implementing safety measures, and providing training - assessing requirements for fire detection, fire-fighting and other emergency response equipment - maintaining such equipment for the use of specially-trained staff or fire-fighters - making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services - conducting evacuation drills to test procedures for evacuating premises in the event of an emergency.	Conduct, review and revision of fire safety risk assessments to fulfil the institution's duties under Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) or Section 53 and/or Section 54 of the Fire (Scotland) Act 2005 (asp 5). Fire safety arrangements made to fulfil the institution's duties under Article 11 of SI 2005/1541. Nomination of 'competent persons' to implement fire-fighting measures to fulfil the institution's duties under Article 13 of SI 2005/1541. Provision of role-specific training for 'competent persons' to implement fire-fighting measures in the institution's premises to fulfil the institution's duties under Article 13 of SI 2005/1541. See also HealthSafety/Training.	D: Superseded + 5 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. D: Superseded + 5 years Retaining previous versions provides evidence of compliance and effective management of health & safety over time. D: Termination of status as 'competent person'. 'Competent persons' in this context are often referred to as 'fire wardens' or similar. D: Current year + 5 years OR Superseded + 5 years Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	Neither SI 2005/1541 nor 2005 asp 5 prescribes a retention period for these records. SI 2005/1541 does not prescribe a retention period for these records. SI 2005/1541 does not prescribe a retention period for these records, which must comply with the provisions of the Data Protection Act 1998 (c. 29). SI 2005/1541 does not prescribe a retention period for these records.

Records Retention Schedule for Health & Safety Management (15)

HEALTHSAFETY/INCIDENTS/MANAGEMENT (Continued)	Conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil the institution's duties under Article 13 of SI 2005/1541. Maintenance of premises, facilities and equipment to fulfil the institution's duties under Article 17 of SI 2005/1541. Appointment of 'competent persons' to assist in implementing fire safety measures to fulfil the institution's duties under Article 18 of SI 2005/1541. Conduct and review of safety drills to fulfil the institution's duties under Article 15 of SI 2005/1541. Arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services (including the provision of information on the institution's emergency procedures and arrangements) to fulfil the institution's duties under Article 16 of SI 2005/1541.	D: Review of assessment + 5 years Retaining information about previous assessments provides evidence of compliance and effective management of health and safety over time. D: Current year + 5 years Retaining maintenance history provides evidence of compliance and effective management of health & safety over time. D: Termination of status as 'competent person'. 'Competent persons' in this context are often referred to as 'fire wardens' or similar. D: Current year + 5 years OR Superseded + 5 years Retaining information about previous drills etc. provides evidence of compliance and effective management of health and safety over time. D: Current year + 5 years OR Superseded + 5 years Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.	SI 2005/1541 does not prescribe a retention period for these records. SI 2005/1541 does not prescribe a retention period for these records. SI 2005/1541 does not prescribe a retention period for these records. SI 2005/1541 does not prescribe a retention period for these records. SI 2005/1541 does not prescribe a retention period for these records.
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Records Retention Schedule for Health & Safety Management (16)

HEALTHSAFETY/INCIDENTS/MANAGEMENT (Continued)	Maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighters to fulfil the institution's duties under Article 38 of SI 2005/1541.	D: Current year + 5 years Retaining maintenance history provides evidence of compliance and effective management of health & safety over time.	SI 2005/1541 does not prescribe a retention period for these records.
	Provision of fire safety training to employees to fulfil the institution's duties under Article 21 of SI 2005/1541.	D: Current year + 5 years OR Superseded + 5 years Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	SI 2005/1541 does not prescribe a retention period for these records.
	Appointment of first aiders.	D: Termination of appointment	
	Provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917). See also HealthSafety/Training .	D: Current year + 3 years OR Superseded + 3 years Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	SI 1981/917 does not prescribe a retention period for these records.
	Provision of information about first aid arrangements to employees, to fulfil the institution's duties under Regulation 4 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	D: Superseded + 3 years Retaining previous information provides evidence of compliance and effective management of health & safety over time.	SI 1981/917 does not prescribe a retention period for these records.
	Conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	D: Superseded + 3 years Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.	SI 1981/917 does not prescribe a retention period for these records.

Records Retention Schedule for Health & Safety Management (17)

HEALTHSAFETY/INCIDENTS/REPORTING Fulfilling the institution's duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases (Regulation 7): • recording and investigating accidents • dangerous occurrences and outbreaks of disease on the institution's premises • reporting reportable incidents to the enforcing authorities.	Injuries, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises, to fulfil the institution's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163). Investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises. Notification and reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	D: Date of recording + 3 years The contents of records to be kept are specified in Schedule 4 of SI 1995/3163. D: Closure of investigation + 40 years D: Date of notification + 3 years	SI 1995/3163 Regulation 7(3) SI 1993/2113 Regulation 2 Limitation Act 1980 c.58 s11 In line with SI 1995/3163 Regulation 7(3)
HEALTHSAFETY/INSPECTION • conducting health and safety inspections of the institution's premises and operations.	Conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.	D: Superseded + 5 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	
HEALTHSAFETY/TRAINING • providing information, instruction and training on health and safety matters to staff, students and other who use the institution's facilities.	Provision of health and safety information, instruction and training for employees, students and others, except where specified elsewhere in this Records Retention Schedule.	D: Superseded + 5 years Health & Safety training undertaken by an individual should be recorded within that individual's personnel record, and forms part of their core record.	The following regulations require information, instruction and training to be provided but do not prescribe retention periods for records relating to this activity: SI 1989/635; SI 1989/682; SI 1992/2792; SI 1992/2793; SI 1996/341; SI 1998/2306; SI 1999/3242.