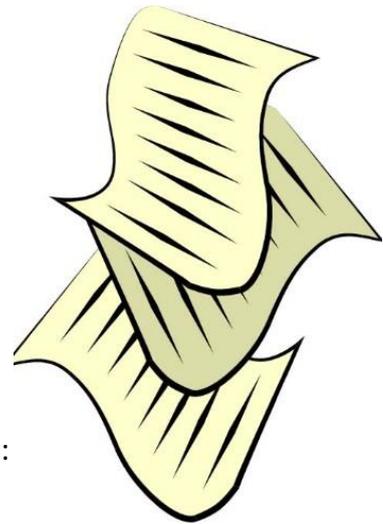


Guidance Note, GN012

## KEEPING DOCUMENTS UP TO DATE

A recent review of our health and safety arrangements undertaken by our insurers highlighted control of documents as a topic which required attention. In some Schools and Support Services there were good standards of document control. In some areas however improvements were required.



The main points were:

- Each document or form should be clearly marked with the date of issue;
- Where appropriate a document should also be marked with:
  - The date on which it was last reviewed;
  - The date before which it should next be reviewed;
  - The name of the person or group (e.g. committee) approving the document for issue.

The primary purpose of controlling documents is to ensure that only current documents, and not documents which have been superseded, are in use. A secondary purpose is to make sure that documents which are in use are reviewed at defined intervals.

**It is expected that all health and documents will be marked with the date of issue.** It is not uncommon in the University for documents such as forms not to have any indication of the date of issue. This can result in different versions being in use across a School.

Review dates and names of approvers would be appropriate for documents such as health and safety policies, handbooks, procedures and risk assessments. Where documents do not already contain this information, Schools and Support Services might wish to consider adding a box to the front page of the document containing information similar to the example below.

**Document name:**

**Date of issue:**

**Approved by:**

**Date of last review:**

**To be reviewed again before:**

Schools and Support Services should set their own review frequencies. However, as a guide, every year or every two years would be reasonable for most documents.

A document could be reviewed and the decision made that no changes are necessary. The document does not then need to be reissued. Instead the box could be completed as follows to maintain a record of the review.

**Document name:** *School of Science Health and Safety Policy*

**Date of issue:** *August 2011*

**Approved by:** *S Smith, Head of School*

**Date of last review:** ~~*July 2012*~~ *July 2013*

**To be reviewed again before:** ~~*August 2013*~~ *August 2014*

The person then using the document can have confidence that it has been looked at recently and, while the content might not have changed since August 2011, it is still up to date.

#### **ACTION REQUIRED**

Schools and Support Services should ensure that appropriate information is added to documents when they are next revised. As a minimum, all health and safety documents and forms should be marked with the date of issue. The date of next review should be added where appropriate.