Health and Safety Records Retention Schedule

Health and Safety Audit

| Description | Retention | Citation | Action |
| --- | --- | --- | --- |
| Records of the conduct & results of health and safety audits, & action taken to address issues raised. | Completion of audit + 5 years | 1974; c.37 | Archive |

Health and Safety Consultation

| Description | Retention | Citation | Action |
| --- | --- | --- | --- |
| Notification of appointments of safety representatives | End of appointment + 1 year | S.I. 1977/500 | Destroy |
| Records of proceedings & decisions of health and safety committee (formed under the Safety Representatives and Safety Committee Regulations 1977) | Current year + 5 years | S.I. 1977/500 | Destroy/Archive |

Health and Safety Information, Instruction and Training Provision

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| --- | --- | --- | --- |
| Description | Retention | Citation | Action |
| Records of the provision of information, instruction & training for employees, students & others on health and safety in University premises, except where specified elsewhere in this Records Retention Schedule | Superseded + 5 years | S.I. 1981/917  S.I. 1989/635  S.I. 1989/682  S.I. 1989/1790  S.I. 1992/2792  S.I. 1992/2793  S.I. 1992/2932  S.I. 1992/2966  S.I. 1996/341  S.I. 1997/1840  S.I. 1998/2306  S.I. 1999/3242  S.I. 2002/2675  S.I. 2002/2676  S.I. 2002/2677 | Destroy |
| Records of the content of information & instruction on health & safety matters provided for members of the public & others with legitimate access to premises & other methods of delivery | Superseded +5 years | 1975 c.31  1974 c.37  S.I. 1999/3242 | Destroy |

Health and Safety Hazard Identification and Risk Assessment

| Description | Retention | Citation | Action |
| --- | --- | --- | --- |
| Records of the significant findings of health & safety risk assessments Records documenting the conduct, review and revision of risk assessments made to fulfil the Institution’s duty under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242), except where specified elsewhere in this Records Retention Schedule | Superseded + 5 years | S.I. 2002/2677 | Destroy |

Hazardous Substance Exposure Control

| Description | Retention | Citation | Action |
| --- | --- | --- | --- |
| Records of hazardous substances present / in use | Updated + 40 years | S.I. 2002/2677 | Destroy |
| List of employees exposed to Group 3 or 4 biological agents (defined in the Regulations) and any records of exposures, accidents and incidents involving these agents (required by Control of Substances Hazardous to Health Regulations 2002 (SI2022/2677), Schedule 3, para 4.) | Current + 40 years | S.I. 2002/2677 | Destroy |
| Records documenting the conduct, review and revision of & assessments of the risks to health created by work involving substances hazardous to health, to fulfil the institution’s duties under Regulation 6 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677 | Superseded + 10 years | S.I. 2002/2677 | Destroy |
| Records documenting the maintenance equipment provided to control exposure to substances hazardous to health, to fulfil the institution’s duties under Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI2002/2677). | Date of examination / test / repair +5 years\* | S.I. 2002/2677\* | Destroy |
| Records documenting the conduct & results of monitoring employees’ general exposure of individual employees to substances hazardous to health: general exposure | Last Action +5 years\* | S.I. 2002/2677\* | Destroy |
| Records documenting the conduct & results of monitoring of personal exposures of individual employees to substances hazardous to health: exposure of identifiable individual employees | Date of last entry in record +40 years\* | S.I. 2002/2677\* | Destroy |
| Records documenting Health surveillance of identifiable individual employees who are exposed to substances hazardous to health | Date of last entry on record +40 years\* | S.I. 2002/2677\* | Destroy |

Health and Safety Inspection

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| --- | --- | --- | --- |
| Description | Retention | Citation | Action |
| Records of the conduct & results of health & safety inspections of University land, buildings, facilities, or operations & action taken to address issues raised. | Current year + 5 years | 1974 c.37  S.I. 1999/3242 | Destroy |

Health and Safety Incident Recording, Reporting and Investigation

| Description | Retention | Citation | Action |
| --- | --- | --- | --- |
| Records of 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 2013 (SI 2013/1471). | Date of Recording +40 years | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3).  The Social Security (Claims and Payments) Amendment (No.3) Regulations (SI 1993/2113) Regulation 2  The contents of records to be kept are specified in Schedule 4 of (SI 2013/1471) | Archive |
| Records of investigations of accidents, dangerous occurrences & outbreaks of notifiable diseases on University premises | Closure of investigation +40 years | Limitation Act | Archive |
| Records documenting the notifications & reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences & outbreaks of notifiable diseases of enforcing authorities | Date of notification + 3 years | The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (SI 2013/1471) Regulation 7(3) | Destroy |

Employee Health Surveillance

| Description | Retention | Citation | Action |
| --- | --- | --- | --- |
| Records of pre-employment health screening of an employee | End of employment +40 years | 1973 c.52 | Destroy |
| Health (surveillance) records of identifiable individual employees, other than those specified below | Date of last surveillance action +40 years | 1973 c.52  S.I. 1999/3242 | Destroy |
| Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited | Date of last entry on record +40 years\* | S.I. 2002/2677\* | Destroy |
| Records documenting medical surveillance of individual employees who are exposed to lead, to fulfil the institution’s duties under Regulation 10 of the Control of Lead at Work Regulations 2002 (SI2002/2676) | Date of last entry on record +40 years\* | S.I. 2002/2676 | Destroy |
| Records documenting medical surveillance of individual employees who are exposed to asbestos, to fulfil the institution’s duties under Regulation 22 of the Control of Asbestos Regulations 2021 (SI 2012/632) | Date of last entry on record +40 years\* | Control of Asbestos Regulations (SI 2012/632) Regulation 22(1)(b) | Destroy |
| Employer’s copies of certificates of medical examinations of individual employees who are exposed to asbestos, as required by Regulation 22 of the Control of Asbestos Regulations 2012/632) | Date of certificate + 4 years | Control of Asbestos Regulations (SI 2012/632) Regulation 22(1)(b)  In practice, these are likely to be retained as part of the health records required by Regulation 22 of SI 2021/632 | Destroy |
| Records documenting medical surveillance of individual employees who are exposed to ionizing radiation and are required to be under medical surveillance, to fulfil the institution’s duties under Regulation 24 of the Ionising Radiation Regulations 2017/1075) | Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased 75 years, whichever is the later. | Ionising Radiations Regulations (SI 2017/1075) Regulation 24 (3) | Destroy |

Premises and Sites

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| Description | Retention | Citation | Action |
| Health and Safety File for a structure, as required by Regulation 12 of the Construction (Design and Management) Regulations 2015 (SI 2015/51) | Demolition of property OR Disposal of interest in property | The Construction (Design and Management) Regulations (SI 2015/51) Regulations | Archive (in case of demolition or de-commission)    Disposed (to new building owner) |

\* Denotes a statutory requirement