

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
13	HEALTH AND SAFETY										
13.002	Compliance										
13.002.001	Compliance	Strategy and planning	H&S Strategy	Date process ceases or is superseded.	1 year	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
13.002.002	Compliance	Health and Safety Policies		Date superseded.	7 year	Destroy	Business requirement	Reviewed every 5 years	taken from SCARRS, retention and note added	1.1	
13.002.003	Compliance	H&S Training Records (including asbestos awareness training)	Proof of suitable training. Attach to personnel file	Termination of employment	7 years	Destroy	Business requirement		taken from SCARRS, trigger and retention updated	1.1	
13.003	Monitoring										
13.003.001	Monitoring	Accidents and incident reporting - reporting accidents to employees	Accident report/ register	Date of entry/ Accident book - date of last entry.	7 years	Destroy	Business requirement		taken from SCARRS, name and citation updated by service	1.1	
13.003.002	Monitoring	Accidents and incident reporting - reporting accidents to member of the public (children)	Accident report/ register	Date of birth of child	25 years	Destroy	Business requirement		taken from SCARRS, name and retention updated by service	1.1	
13.003.FC.001	Monitoring	Accidents and incident reporting - reporting accidents to member of the public (adult)	Accident report/ register	Date of entry/ Accident book - date of last entry.	7	Destroy	Business requirement		taken from SCARRS, name and retention updated by service	1.1	
13.003.004	Monitoring	Equipment safety inspections	Thorough examinations	Date of inspection	7 years	Business requirements	Business requirement	Lower/Power etc	taken from SCARRS, description, trigger and retention updated	1.1	
13.003.FC.002	Monitoring	Equipment safety inspections - non statutory	daily/monthly/weekly inspections	Date of inspection	3 years	Business Requirements	Business requirement		added by FC	1.1	
13.003.005	Monitoring	Hazardous substances COSHH reports	Incident involving exposure to substance that is hazardous to health (including Asbestos, Schedule 6 substances COSHH)	Date of last action.	40 years	Destroy	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11	taken from SCARRS, description and citation updated by service	1.1	
13.003.006	Monitoring	Health and safety inspections, audits & reports	Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, PMHB compliance checks such as fire alarm tests, water temperature checks)	Date superseded./ Date of last action	7 years	Destroy	Business requirement	These are not directly related to investigation of specific incidents.	taken from SCARRS, name, description and retention updated by service	1.1	
13.003.007	Monitoring	Management of occupational health in cases of possible radiation exposure	Health Records, Dose assessment and recording of classified person (approved dosimetry service)	Date made	50 years and until person's 75th birthday, both rules to be satisfied	Destroy	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3)	taken from SCARRS, name, description and retention updated by service	1.1	
13.003.011	Monitoring	Monitoring areas where employees are likely to come into contact with asbestos	Property asbestos file, surveys, permits to work, Record or suitable summary of air monitoring of employees exposure to asbestos	Date of monitoring	40 years from date of last amendment	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19	taken from SCARRS, name and description updated by service	1.1	
13.003.012	Monitoring	Management of general occupational health including health surveillance	Health records - where exposure exceeds the action level including asbestos	Date of last incident	40 years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 22 (b) Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.	taken from SCARRS, name updated by service	1.1	

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13	HEALTH AND SAFETY										
13.003.013	Monitoring	Communciation with OH Providers regarding employee medicals (health surveillance, including asbestos)	Doctors letter confirming examination and date of examination (save in personnel file)	Termination of employment	7 years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 22(4)	taken from SCARRS, name, description, trigger and retention updated by service	1.1	
13.004	Risk management										
13.004.001	Risk management	Risk assessments (excluding asbestos & radiation)		Date of last assessment / last action.	7 years	Destroy	Business requirement	Management of Health and Safety at Work Regulations 1992.	taken from SCARRS, name, description and retention updated by service	1.1	
13.004.FC.001	Risk management	Person specific risk assessments (Stress, DSE, Pregnancy, PEEPs, etc)	Recorded in personnel file	Termination of employment	T + 7 years	Destroy	Business requirement		added by FC	1.1	