

E. HEALTH & SAFETY

Owner	Director of Regeneration	Date Approved	Oct-17	Approved By	Executive team	To be reviewed by:	end 2018
Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
1	Compliance						
1.1	Strategy and planning	Minutes of Strategy Meeting	Date of meeting	3 years	Confidential Destruction	Business requirement	
1.2	Health and Safety Policy	Health and Safety Policy	Date policy superseded	3 years	Confidential destruction	Business requirement	
1.3	Health and Safety Executive statutory notices	Includes notice, investigations, responses, follow up actions and outcomes	N/A	Permanently	Retain	Business requirement	
1.4	Office Safety Manual (O.S.M)		Date superseded	3 years	Confidential Destruction	Business requirement	
1.5	Office Safety Manual (O.S.M) Awareness Sheets	O.S.M Awareness Sheets	Date superseded	3 years	Confidential Destruction	Business requirement	
1.6	Health and Safety Bulletins		Date of publication	3 years	Confidential Destruction	Business requirement	
1.7	Training attendance records	Training attendance records for Fire Safety Certificate, Manual Handling, Health & Safety and First Aid	Termination of employment	5 years	Confidential Destruction	Statutory	Record of attendance at Health and Safety training (including Fire awareness, manual handling, general Health & Safety, Fire Marshall training and First Aid courses attended externally) Cross Reference to Human Resources : Section 1 Managing employees
1.8	Training material for Health & Safety courses		End of financial year	5 years	Confidential destruction	Business requirement	Health and Safety training material delivered internally (including Fire awareness, manual handling, general Health & Safety, Fire Marshall training) Cross Reference to Management : row 7.1
1.9	Course certificates	Fire Safety Certificate, Manual Handling, Health & Safety and First Aid	Date of expiry/Date superseded	Nil	Confidential Destruction	Business requirement	This includes Certificates obtained externally
2	Monitoring						
2.1	Reporting:- Accidents and incident reporting - reporting accidents involving adults (including accidents reportable under RIDDOR) - not involving asbestos or a substance hazardous to health	Accident Register; Accident Incident Form with supporting Risk Assessment, procedures and OSM sign off	Date of entry in accident and incident book.	3 years	Confidential Destruction	Statutory	Prescription and Limitation (Scotland) Act 1973; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) SI 2013 No 1471 Regulation 12(2). - Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.

2.2	Reporting:- Accidents and incident reporting - reporting accidents involving children	Accident Register; Accident Incident Form	Date of birth of child	Until age 19 years (+ 3 years if age of the child is over 16 years on date of the accident)	Confidential Destruction	Statutory	Prescription and Limitation (Scotland) Act 1973
2.3	Reporting:- Accidents and incident reporting -vehicle	Accident Register; Accident Incident Form	Date of entry in accident and incident book.	3 years	Confidential Destruction	Statutory	Prescription and Limitation (Scotland) Act 1973; Reporting of Injuries, Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.
2.4	Reporting:- Accidents and incident reporting - reporting accidents involving adults (including accidents reportable under RIDDOR) - involving a substance hazardous to health	Accident Register; Accident Incident Form with supporting Risk Assessment, procedures and OSM sign off	Date of entry in accident and incident book. - date of last entry.	40 years	Confidential Destruction	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)
2.5	Childhood abuse allegations	Records of complaints, investigations, outcomes and reports, including all associated documentation	Completion of investigation	Permanently	Retain	Statutory	Limitation (Childhood Abuse) (Scotland) Bill
2.6	Reporting: - Sharps Reporting	Sharps Reporting Form	End of calendar year	3 year	Confidential Destruction	Business requirement	legal advice to hold for this period as may be subject to PI claim
2.7	Sharps Database	Sharps Database	End of calendar year	3 years	Confidential Destruction	Business requirement	This information is collected on a calendar year basis.
2.8	Equipment safety inspections	Yearly inspection Daily / month/ weekly inspection	Date of inspection	3 years	Confidential Destruction	Business requirement	legal advice to hold for this period as may be subject to PI claim
2.9	Monitoring: - COSHH Register	COSHH Register	Date superseded	Maintain so it is always up to date	Confidential Destruction	Business requirement	This a register which lists substances hazardous to health and should be reviewed on a regular basis to ensure up to date.
2.10	Monitoring: -Hazardous substances	Hazardous substances COSHH reports	Date of last entry	40 years	Confidential Destruction	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)
2.11	Monitoring:- Statutory Health Surveillance in terms of The Control of Substances Hazardous to Health Regulations 2002	Cross Reference to Human Resources : Section 1 Managing employees	Termination of employment	5 years	Confidential Destruction	Statutory	Cross Reference to Human Resources : Section 1 Managing employees

2.12	Health and safety inspections	Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens	Date records closed	3 years	Confidential Destruction	Business requirement	These are not directly related to investigation of specific incidents.
2.13	Monitoring - Asbestos control	Employee information/ instruction/ training - Recommend add to personnel record	Termination of employment	5 years	Confidential Destruction	Statutory	Monitoring carried out in accordance with Control of Asbestos Regulations 2012 SI 2012 No 632 Regulation 10
2.14	Monitoring -Asbestos control	Arrangements to deal with accidents, incidents and emergencies	In case of any accident, incident or emergency. OR Date Superseded	40 years	Confidential Destruction	Business requirement	Information to be displayed in the work place and made available to accident and emergency services in accordance with Control of Asbestos Regulations 2012 SI 2012 No 632 Regulation 15.
2.15	Monitoring:- Asbestos control	Record or suitable summary of air monitoring of employees exposure to asbestos - Health record required	Date of last entry	40 years	Confidential Destruction	Statutory	Control of Asbestos Regulations 2012 SI 2012 No 632 Regulation 19
2.16	Monitoring:- Asbestos control	Record or suitable summary of air monitoring of employees exposure to asbestos - Health record <u>not</u> required	Date of last entry	5 years	Confidential Destruction	Statutory	Control of Asbestos at Work Regulations 2012 2012 No 632 Regulation 19
2.17	Monitoring:- Asbestos control	Health records - where exposure exceeds the action level	Date of last entry	40 years	Confidential Destruction	Statutory	Control of Asbestos 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 under Regulation 22 (8)
2.18	Monitoring:- Asbestos control	Medical examination certificates	Termination of employment	5 years	Confidential Destruction	Statutory	Cross Reference to Human Resources : Section 1 Managing employees
2.19	Monitoring: - HAVS Risk Calculator	HAVS Risk Calculator	Termination of employment	5 years	Confidential Destruction	Statutory	Cross Reference to Human Resources : Section 1 Managing employees
2.20	Monitoring: - Accident and Incident Spreadsheet	Accident and Incident Spreadsheet	End of calendar year	3 years	Confidential Destruction	Business requirement	This information is collected on a calendar year basis. Should not be destroyed if a PI claim has been intimated / pending / proposed.
2.21	Monitoring: - Desk Assessments	Desk Assessment Form - DSE Checklist	Termination of employment	5 years	Confidential Destruction	Statutory	Cross Reference to Human Resources : Section 1 Managing employees
3	Risk management						
3.1	Risk assessments		Date of last assessment / last action.	3 years	Confidential Destruction	Business requirement	Management of Health and Safety at Work Regulations 1999. Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.
4	Fire prevention						
4.1	Assessment of the workplace		Date of last assessment / last action.	3 years	Confidential Destruction	Business Requirement	Fire (Scotland) Act 2005 asp 5 Sections 53 and 57
4.2	Reporting: - Fire Reporting	Fire Reporting Form	End of calendar year	1 year	Confidential Destruction	Business requirement	

4.3	Fire Database	Fire Database	End of calendar year	3 years	Confidential Destruction	Business requirement	This information is collected on a calendar year basis.
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