

Recommendations for the retention of health & safety records which are held throughout the University

<i>Type of activity</i>	<i>Type of records held</i>	<i>Recommended local retention period (the number refers to years)</i>	<i>Where held centrally in the university</i>	<i>Legislation</i>
H& S Monitoring	Office / School - Accident report forms & correspondence	C + 6 (if not held centrally with H&S Unit*)	Health & Safety Unit (forms)	Limitation Act 1980
H& S Monitoring	Office / School - Annual safety statement	C + 3	-	
H& S Monitoring	Office / School - DSE assessments, reports	Current + 3	-	
H& S Monitoring	Office / School - Eye tests	C + 3	-	
H& S Monitoring	Office / School - Incident report forms	C + 3	Facilities: Campuses	
H& S Training Management	Office / School – Training data relating to H&S – attendees, programme etc.	C + 6 (if not held centrally with H&S Unit*)	-	Limitation Act 1980
H& S Monitoring	Office / School - Workplace inspections	Current + 3	-	
H& S Monitoring	Office / School - Work risk assessments **	Current + 6	-	Limitation Act 1980

If held:

H& S Monitoring	Office / School - Maintenance of equipment records & tests, includes electricity, gas, & lab equipment	Current + 6	-	Limitation Act 1980, Provision & Use of Work Equipment Regs 1998, Lifting Operations & Lifting Equipment Regs 1998, Pressure Systems Safety Regs 2000, Regulatory Reform (Fire Safety) Order 2005, Gas Safety (Installation & Use) Regulations 1998
H& S Monitoring	Office / School - Exposure to hazardous agents or substances records, includes asbestos, chemicals	C + 40 (if not held centrally with H&S Unit*)	Health & Safety Unit	Limitation Act 1980, Control of Substances Hazardous to Health Regs 2002

* Please refer to Health & Safety Unit before disposal

** Any queries about work risk assessments should be made to the Health & Safety Unit

C = creation (of the record)

Current = while current