



DERBYSHIRE COUNTY COUNCIL

Health and Safety Retention Guidelines



Version History				
Version	Date	Detail	Author	Responsible Officer
1.0	06/03/2018	First version, compiled from information held in the following retention schedules: Health and Safety, Environmental Services, Management and Administration, Human Resources.	Jackie Griffiths Mark Smith	Jackie Griffiths (Senior Health and Safety Consultant)
1.1	02/08/2018	Removed references to equality act building access surveys (no longer used)	Mark Smith	Jackie Griffiths

Note: These guidelines have been produced for the benefit of staff who manage health and safety records. They combine information from several of the official Retention Schedules managed by the Corporate Records Manager. Please consult the original retention schedules (found at www.derbyshire.gov.uk/retentionschedules) in any case of doubt, in association with these additional guidelines.

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Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
POLICY AND COMPLIANCE INFORMATION					
HS 13	Displaying evidence of health and safety compliance in council buildings	Destroy 7 years from the date of signature	Signed health and safety policy statement, safe operating procedures, method statements, safe systems of work.	Health and Safety at Work etc. Act Section 2(3) This refers to the copies used for display purposes (e.g. on noticeboards). For guidance on retention of the originals, see HS 05 and the Management and Administration retention schedule.	Noticeboards, Dnet, Red Box H&S file when no longer current
MA 2.1.5	Deciding matters of health and safety within a unit/team and making a record of discussion, debate and resolution	Destroy 7 years from last amendment	Health and safety meeting minutes	Health and Safety at Work etc. Act Section 2(3)	Shared drives
HS 14	Displaying evidence of insurance status	Destroy at the expiry of cover	Employee Liability certificate, motor insurance certificate	Employers Liability (Compulsory Insurance) Act This refers to the copies used for display purposes (e.g. on noticeboards). For guidance on retention of the originals, see the Finance retention schedule.	Noticeboards
MA 2.5.5	Issuing routine communications to council staff and clients	Destroy 7 years from the date of issue/last review	Staff newsletters, bulletins, health and safety bulletins	Common Practice	EDRM, shared drive

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BUILDINGS					
HS 03 ASBESTOS	Monitoring areas where employees and persons are likely to have come into contact with asbestos	Destroy after 40 years from date of last amendment	Property Asbestos Files, permits to work, asbestos surveys	The Control of Asbestos Regulations	EDRM (indexed by UPRN) and Red Box asbestos folder
PROP 1.1 BURGLAR ALARMS	Ensuring the regular maintenance of council property	7 years from last action	Inspection/testing/servicing records for Burglar alarms	Common practice, Electricity at Work Regulations	EDRM (indexed by UPRN) and in Red Box
HS 12 CDM	Recording the initial construction of a building	Retain for lifetime of building	Construction, Design and Management (CDM) Files	Construction (Design and Management) Regulations	EDRM (indexed by UPRN) and Red Box H&S file
HS 11 COSHH	Controlling substances hazardous to health (excluding asbestos and sources of radiation)	Destroy 7 years from date of last entry	COSHH Sheet, COSHH inventory	The Control of Substances Hazardous to Health Regulations	EDRM (indexed by UPRN) and Red Box H&S file
HS 15 FIRE	Mitigating fire risks	Destroy 7 years after date of last record/review	Servicing/testing records for: Emergency lighting Fire alarms Fire extinguishers Fire drill records, daily/weekly/monthly fire check records, fire risk assessments (operational and technical)	The Regulatory Reform (Fire Safety) Order	EDRM (indexed by UPRN) and Red Box fire folder

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HS 11 LEGIONELLA	Controlling substances hazardous to health	Destroy 7 years from date of last entry	legionella survey and testing records	Legionnaires' disease. The control of legionella bacteria in water systems (L8) ACOP	EDRM (indexed by UPRN) and Red Box legionella folder
PROP 1.1 MAINTENANCE	Ensuring the regular maintenance of council property	7 years from last action	Inspection/testing/servicing records for Burglar alarms Gas supply, electricity supply, water supply	Common practice, Electricity at Work Regulations	EDRM (indexed by UPRN) and in Red Box
HS 04 RADIATION/ IONISING	Monitoring areas where employees and persons are likely to have come in contact with radiation	Destroy 50 years from last action (or from 75 years from employee's date of birth)	Radon Monitoring reports and readings, records relating to other ionising sources	The Ionising Radiations Regulations	EDRM (indexed by UPRN) and Red Box H&S file
HS 05 SAFE SYSTEMS	Ensuring safe systems of work	Destroy 7 years after process ceases	Guidance Notes, Safe operating procedures/ Method Statements/ Safe Systems of Work	Management of Health and Safety at Work Regulations	Shared drives; Red Box H&S File; EDRM (indexed by UPRN)
PROP 1.1 UTILITIES	Ensuring the regular maintenance of council property	7 years from last action	Inspection/testing/servicing records for Gas supply, electricity supply, water supply	Common practice, Electricity at Work Regulations	EDRM (indexed by UPRN) and in Red Box
HS 02 VIBRATION	Monitoring to ensure processes are safe	Destroy 7 years from last action	Vibration monitoring results	The Control of Vibration at Work Regulations	EDRM (indexed by UPRN) and Red Box H&S file

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HS 11 WASTE	Controlling substances hazardous to health	Destroy 7 years from date of last entry	Waste disposal records	Hazardous Waste (England and Wales) Regulations	EDRM (indexed by UPRN) and Red Box H&S file
HS 07 WORK PERMITS	The process of issuing permits to work	Destroy 7 years from last action	All non-asbestos permits to work	Common Practice	EDRM (indexed by UPRN) and Red Box H&S file
HS 02 WORKPLACE INSPECTIONS	The process of carrying out monitoring to ensure processes are safe	Destroy 7 years from last action	Workplace Health and Safety inspections Vibration monitoring results Temperature Control Quality inspection checklists	Common Practice, The Safety Representatives and Safety Committee Regulations The Control of Vibration at Work Regulations	EDRM (indexed by UPRN) and Red Box H&S file

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PEOPLE					
HS 06 ASSESSMENTS	Managing the safety of a working environment, including assessment of risks (excluding asbestos and radiation)	Destroy 7 years from last assessment/ review	Person-specific and general risk assessments relating to: <ul style="list-style-type: none"> • Display Screen Equipment • Manual Handling • Noise • Stress • Pregnant employees • Nursing mothers • Employees with disabilities 	The Display Screen Equipment Regulations The Manual Handling Operations Regulations The Control of Noise at Work Regulations Management of Health and Safety at Work Regulations Equality Act	Line managers' personal drives; shared drives; Red Box H&S File; EDRM (indexed by UPRN) If stored on an occupational health file, see Occupational Health below If stored on an individual employee file refer to HR retention schedule
HS 09 INJURIES	Recording injuries and incidents to adults	7 years from date of incident	Incident report forms (inc accidents and assaults), incident investigation documents (e.g. reports, photographs, diagrams, witness statements)	Common Practice	Line managers' personal drives
HS 10	The process that records injuries to children	Destroy 25 years from the child's DOB			

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HS 08.1 OCCUPATIONAL HEALTH	Management of general occupational health, including health surveillance	Destroy 40 years after date of last amendment	Health Surveillance/ Occupational Health Reports	Common practice	Line managers' personal drives
HS 08.2	Management of occupational health in cases of possible radiation exposure	Destroy 50 years after date of last amendment or 75 years from employee's date of birth whichever is longer)			
HR 10.02.1 TRAINING	Training concerning health and safety (excluding asbestos and radiation) and social care	7 years from completion of training	Course details Individual Assessments Training Register Proof of completion	If stored on the Employee Record refer to either HR 1.02 or 1.03 on the Human Resources retention schedule	Training Provider (internal) Employee File
HR 10.02.2	Training concerning asbestos	40 years from completion of training			
HR 10.02.3	Training concerning radiation	50 years from completion			

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EQUIPMENT					
HS 01	Inspecting equipment to ensure it is safe	Destroy 7 years from the destruction/disposal of the equipment	Equipment inspection records: <ul style="list-style-type: none"> • Supplies of Personal Protective Equipment • Personal attack alarms • Work at height equipment (e.g. ladders) • Lifting equipment • Portable appliances 	Personal Protective Equipment at Work Regulations, the Work at Height Regulations, the Lifting Operations and Lifting Equipment Regulations	Shared drives, Red Box H&S File, EDRM (indexed by Unique Property Reference Number or UPRN)
HS 16	Management of content of first aid kits	Destroy on completion	Log sheet	Common practice	In first aid box to which it relates.
ES 1.02	Managing the allocation and maintenance of vehicles	Destroy 7 years from the disposal of vehicle	Approvals of drivers Allocations for authorisations for vehicles Maintenance records Vehicle Log Book Defect reports	Common Practice	Red box

REQUIRED HEALTH AND SAFETY NOTICES	
Safe operating procedures/ Method Statements/ Safe Systems of Work	
Employee Liability/ Motor Insurance Certificates	
Health and Safety Bulletins	
RED BOX CONTENTS	
Asbestos folder	Asbestos monitoring records, Property Asbestos Files, asbestos-related permits to work, asbestos surveys
Fire folder	Servicing/testing records for: Emergency lighting, Fire alarms, Fire extinguishers, Fire drill records, daily/weekly/monthly fire check records, fire risk assessments (operational and technical)
Legionella folder	Legionella survey and testing records
Health and safety file	<p>Inspection/testing/servicing records for Burglar alarms, utility supplies, PPE, attack alarms, ladders etc, portable appliances</p> <p>Monitoring results, Temperature Control, Radon Monitoring reports and readings</p> <p>Guidance Notes, Safe operating procedures/ Method Statements/ Safe Systems of Work</p> <p>Person-specific and general risk assessments relating to: DSE, Manual handling, Noise, Stress, Pregnant employees, Nursing mothers</p> <p>Permits to work (non-asbestos)</p> <p>COSHH Sheet and inventory</p> <p>waste disposal records</p> <p>CDM file, Quality inspection checklists</p>