## E Corporate Management

## *25 Health & Safety Management*

The function of managing the impact of the institution’s operations on the health and safety of its staff, students and others, and ensuring compliance with health and safety legislation, regulations and standards.

### [25.1 Health & Safety Management Strategy Development](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25" \l "2501healthSafetyMgtStratDevt" \t "_blank)

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the development and establishment of the institution's health and safety management strategy. |  | Superseded + 50 years |  | Health & Safety at Work Act 1974 |  | Review for archival valueConsult Records Manager before disposal |

### 25.2 Health & Safety Management Planning

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the formulation of plans for the implementation of the institution's health and safety strategy. |  | Superseded + 50 years |  | Health & Safety at Work Act 1974 |  | Review for archival valueConsult Records Manager before disposal |

### [25.3 Health & Safety Management Performance Management](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2503healthSafetyMgtPerfMgt)

The activities involved in managing the institution’s performance against the plans for implementing its health and safety management strategy.

Activities include: developing performance indicators and measurement mechanisms; measuring, monitoring and analysing performance; conducting formal reviews of performance and responding to the results, including preparing and implementing action plans to address under-performance or other issues raised; reporting on performance to statutory authorities and to internal and external stakeholders.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records containing data on and analyses of, performance against the plans for the implementation of the institution's health and safety management strategy. |  | Current year + 1 year |  | Health & Safety at Work Act 1974 |  |  |

[**25.3 Health & Safety Management Performance Management**](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2503healthSafetyMgtPerfMgt) **continued…**

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|  |  |  |  |  |  |  |
| Records containing reports of performance against the plans for the implementation of the institution's health and safety management strategy. |  | Current year + 10 years |  | Health & Safety at Work Act 1974 |  | Review for archival valueConsult Records Manager before disposal |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results. |  | Current year + 10 years |  | Health & Safety at Work Act 1974 |  | Review for archival valueConsult Records Manager before disposal |

### 25.4 Health & Safety Management Policy Development

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the development and establishment of the institution's health and safety management policies. |  | Superseded + 50 years |  | Health & Safety at Work Act 1974; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  | Review for archival valueConsult Records Manager before disposal |

### 25.5 Health & Safety Management Procedures Development

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the development of the institution's health and safety management procedures. |  | Superseded + 50 years |  | Health & Safety at Work Act 1974; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |

### 25.6 Health & Safety Audit

The activities involved in conducting health and safety audits of the institution’s activities and operations.

Activities include: planning audits; conducting audit investigations; writing and delivering audit reports; reviewing and responding to audit reports, including drawing up action plans to address issues raised.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of health and safety audits, and action taken to address issued raised. |  | Completion of audit + 5 years |  | Health & Safety at Work Act 1974 |  | Review for archival valueConsult Records Manager before disposal |

### 25.7 Health & Safety Consultation

The activities involved in consulting the institution’s workforce, either directly or through representatives, on the management of health and safety matters within the institution.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977. |  | Termination of appointment + 1 year |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977. |  | Current year + 5 years |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
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**25.7 Health & Safety Consultation continued…**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977. |  | Current year + 50 years |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives, role, functions, composition and administration of the committee. |  | Life of committee + 50 years |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500; Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977. |  | Termination of membership + 1 year |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977. |  | Current year + 50 years |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
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**25.7 Health & Safety Consultation continued…**

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| Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996. |  | Termination of appointment + 1 year |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
|  |  |  |  |  |  |  |
| Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996, or with all employees directly. |  | Current year + 50 years |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996. |  | Current year + 5 years |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996. |  | Current year + 5 years |  | Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500;Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513 |  |  |

### 25.8 Health & Safety Information, Instruction & Training Provision

The activities involved in providing information, instruction and training on health and safety matters to staff, students and others who use the institution’s facilities.

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| --- | --- | --- | --- | --- | --- | --- |
| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises.For role-specific training for fire wardens and first-aiders, see **25.14 Health & Safety Emergency Planning below.****For provision of training for** representatives of employee safety, see **25.7 Health & Safety Consultation above.**  |  | Current year + 5 years |  | Health & Safety (First-Aid) Regulations 1981, S.I. 1981/917; Electricity at Work Regulations 1989, S.I. 1989/635; Health & Safety Information for Employees Regulations 1989, S.I. 1989/682; Health & Safety (Display Screen Equipment) Regulations 1992, S.I. 1992/2792; Manual Handling Operations Regulations 1992, S.I. 1992/2793; Personal Protective Equipment at Work Regulations 1992, S.I. 1992/2966; Health & Safety (Safety Signs and Signals) Regulations 1996, S.I. 1996/341; Provision and Use of Work Equipment Regulations 1998, S.I. 1998/2306; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242; Control of Lead at Work Regulations 2002, S.I. 2002/2676;Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677 Control of Noise at Work Regulations 2005, S.I. 2005/1643;Regulatory Reform (Fire Safety) Order 2005, S.I. 2005/1541; Control of Asbestos Regulations 2012, S. I. 2012/632 |  |  |

**25.8 Health & Safety Information, Instruction & Training Provision continued…**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Records documenting the content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery. |  | Superseded + 5 years |  | Occupiers’ Liability Act 1957;Health & Safety at Work Act 1974;Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |

### 25.9 Health & Safety Hazard Identification & Risk Assessment

The activities involved in identifying health and safety hazards in the institution’s premises or caused by its operations, conducting risk assessments to establish the likelihood and consequences of those risks and implementing appropriate measures to eliminate the risks or to mitigate their consequences.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the identification of general health and safety hazards to the institution's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes. **For Display Screen Equipment assessments see, 25.10 Hazardous Substance Exposure Control below.** |  | Elimination of risk + 5 years OR Updating of risk assessment + 5 years |  | Control of Noise at Work Regulations 2005, S.I. 2005/1643; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations).  |  | Review of arrangements + 5 years |  | Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |

### [25.10 Hazardous Substance Exposure Control](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2510hazardousSubstExposureControl)

The activities involved in controlling the exposure of staff, students and others to hazardous substances on the institution’s premises or in other places affected by its operations.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Completed Display Screen Equipment Assessment Forms |  | Date of assessment + 10 years |  | Health & Safety (Display Screen Equipment) Regulations 1992, S.I. 1992/2792  |  |  |
|  |  |  |  |  |  |  |
| Records documenting hazardous substances present / in use. |  | Updated + 40 years |  | [Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677](http://www.cardiff.ac.uk/govrn/cocom/resources/index.cfm?name=srl_rrs_apdx_a#apdxA_statInstrSI2002_2677)  |  |  |
|  |  |  |  |  |  |  |
| List of employees working with nanomaterials (particles of approximately 100nm or less in at least one dimension) of unknown toxicological properties.  |  | Last entry + 40 years |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677 |  |  |
|  |  |  |  |  |  |  |
| List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations). |  | Last entry + 40 years |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677 |  |  |
|  |  |  |  |  |  |  |
| Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations). |  | Date of recording + 40 years \* |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677 \*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited. |  | Elimination of risk + 5 years OR Review / updating of assessment + 5 years |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677  |  |  |
|  |  |  |  |  |  |  |

[**25.10 Hazardous Substance Exposure Control**](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2510hazardousSubstExposureControl) **continued...**

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| --- | --- | --- | --- | --- | --- | --- |
| Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health. |  | Date of examination / test / repair + 5 years \* |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677 \*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure. |  | Date of action + 5 years \* |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677\*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees. |  | Date of monitoring + 40 years \* |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677\*  |  |  |
|  |  |  |  |  |  |  |
| Health surveillance records of identifiable individual employees who are exposed to substances hazardous to health. |  | Date of last entry on record + 40 years \* |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677\*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of risk assessments of work which exposes employees to lead. |  | Elimination of risk + 5 years OR Review / updating of assessment + 5 years |  | Control of Lead at Work Regulations 2002, S.I. 2002/2676 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead. |  | Date of examination / test / repair + 5 years \* |  | Control of Lead at Work Regulations 2002, S.I. 2002/2676\*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10. |  | Date of monitoring + 40 years |  | Control of Lead at Work Regulations 2002, S.I. 2002/2676 |  |  |

[**25.10 Hazardous Substance Exposure Control**](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2510hazardousSubstExposureControl) **continued…**

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|  |  |  |  |  |  |  |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases. |  | Date of monitoring + 5 years \* |  | Control of Lead at Work Regulations 2002, S.I. 2002/2676\*  |  |  |
|  |  |  |  |  |  |  |
| Health surveillance records of identifiable individual employees who are exposed to lead. |  | Date of last entry on record + 40 years \* |  | Control of Lead at Work Regulations 2002, S.I. 2002/2676\*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting assessments to determine the presence of asbestos. |  | Elimination of asbestos + 5 years OR Review of assessment + 5 years |  | Control of Asbestos Regulations 2012, S. I. 2012/632 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: where the exposure of employees may exceed the action level. |  | Duration of work to which assessment relates \***Recommended**: Completion of all work to which the assessment relates + 5 years |  | Control of Asbestos Regulations 2012, S. I. 2012/632\*  |  |  |
|  |  |  |  |  |  |  |

[**25.10 Hazardous Substance Exposure Control**](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2510hazardousSubstExposureControl) **continued…**

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| --- | --- | --- | --- | --- | --- | --- |
| Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: in all other cases. |  | Completion of work to which the assessment relates + 5 years |  | Control of Asbestos Regulations 2012, S. I. 2012/632 |  |  |
|  |  |  |  |  |  |  |
| Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos. |  | Duration of work to which plan relates \***Recommended**: Completion of all work to which the plan relates + 5 years |  | Control of Asbestos Regulations 2012, S. I. 2012/632\*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting notifications of work with asbestos to the enforcing authorities. |  | Duration of work |  | Control of Asbestos Regulations 2012, S. I. 2012/632 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos. |  | Date of examination / test / repair + 5 years \* |  | Control of Asbestos Regulations 2012, S. I. 2012/632\*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21. |  | Date of monitoring + 40 years \* |  | Control of Asbestos Regulations 2012, S. I. 2012/632\*  |  |  |
|  |  |  |  |  |  |  |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases. |  | Date of monitoring + 5 years \* |  | Control of Asbestos Regulations 2012, S. I. 2012/632\*  |  |  |
|  |  |  |  |  |  |  |
| Health surveillance records of identifiable individual employees who are exposed to asbestos. |  | Date of last entry on record + 40 years \* |  | Control of Asbestos Regulations 2012, S. I. 2012/632\*  |  |  |

[**25.10 Hazardous Substance Exposure Control**](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2510hazardousSubstExposureControl) **continued…**

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|  |  |  |  |  |  |  |
| Certificates of medical examination of identifiable individual employees who are exposed to asbestos. |  | Date of certificate + 40 years \* |  | Control of Asbestos Regulations 2012, S. I. 2012/632\*  |  |  |
|  |  |  |  |  |  |  |
| Signed screening forms for visitors to the control suite of the magnetic resonance imaging scanner |  | Date signed + 3 years |  | The Control of Electromagnetic Fields at Work Regulations 2016; Limitation Act 1980 |  |  |
|  |  |  |  |  |  |  |
| Signed screening forms for individuals entering the magnetic resonance imaging scanner (MRI) room and the MRI scanner |  | Date signed + 8 years |  | The Control of Electromagnetic Fields at Work Regulations 2016; Limitation Act 1980 |  |  |

### 25.11 Health & Safety Inspection

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised. |  | Current year + 5 years |  | Health & Safety at Work Act 1974; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |

### [25.12 Health & Safety Incident Recording, Reporting & Investigation](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25" \l "2512healthSafetyIncidentRecRptInvest" \t "_blank)

The activities involved in recording and investigating accidents, dangerous occurrences and outbreaks of disease on the institution’s premises, and the reporting of reportable incidents to the enforcing authorities.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Incident Reporting and Incident Investigation forms held in Schools/Divisions recording accidents, outbreaks of notifiable diseases and dangerous occurrences on the institution's premises resulting in **known injuries**. |  | Date of recording + 3 years \* |  | Social Security (Claims & Payments) Regulations 1979, S. I. 1979/628\*; Social Security (Claims & Payments) Amendment (No. 3) Regulations 1993, 1993/2113\*; Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995, S. I. 1995/3163\* ; Limitation Act 1980 |  |  |
|  |  |  |  |  |  |  |
| Incident Reporting and Incident Investigation forms held in Schools/Divisions recording accidents, outbreaks of notifiable diseases and dangerous occurrences on the institution's premises resulting in **potential injuries** including incidents of exposure to hazardous substances. |  | Closure of investigation + 40 years |  | Social Security (Claims & Payments) Regulations 1979, S. I. 1979/628; Social Security (Claims & Payments) Amendment (No. £) Regulations 1993, 1993/2113; Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995, S. I. 1995/3163\* ; Limitation Act 1980 |  | Potential long-term liability |
|  |  |  |  |  |  |  |
| Entries in University accident book held by Occupational Safety Health & Environment Unit relating to accidents, outbreaks of notifiable diseases and dangerous occurrences on the institution's premises resulting in **known injuries.** |  | Date of recording + 3 years |  | Social Security (Claims & Payments) Regulations 1979, S. I. 1979/628; Social Security (Claims & Payments) Amendment (No. £) Regulations 1993, 1993/2113; Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995, S. I. 1995/3163\* ; Limitation Act 1980 |  |  |
|  |  |  |  |  |  |  |

### [25.12 Health & Safety Incident Recording, Reporting & Investigation](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25" \l "2512healthSafetyIncidentRecRptInvest" \t "_blank) continued…

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Entries in University accident book held by Occupational Safety Health & Environment Unit relating to accidents, outbreaks of notifiable diseases and dangerous occurrences on the institution's premises resulting in **potential injuries** including incidents of exposure to hazardous substances. |  | Closure of investigation + 40 years |  | Social Security (Claims & Payments) Regulations 1979, S. I. 1979/628; Social Security (Claims & Payments) Amendment (No. £) Regulations 1993, 1993/2113; Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995, S. I. 1995/3163\* ; Limitation Act 1980 |  | Potential long-term liability |
|  |  |  |  |  |  |  |
| Records documenting the notification and reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities. |  | Date of notification + 3 years |  | Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995, S. I. 1995/3163 |  |  |
|  |  |  |  |  |  |  |
| Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations). |  | Date of recording + 40 years \* |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677\*  |  |  |

### [25.13 Employee Health Surveillance](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2513employeeHealthSurveillance)

The activities involved in monitoring the health of employees who are exposed to identified health risks in the course of their work with/in the institution.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting pre-employment health screening of an employee. |  | Termination of employment + 40 years |  | Limitation Act 1980 |  |  |
|  |  |  |  |  |  |  |
| Health (surveillance) records of identifiable individual employees, other than those specified below. |  | Date of last surveillance action + 40 years |  | Limitation Act 1980; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |
|  |  |  |  |  |  |  |
| 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 \* |  | Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677 \*  |  |  |

### [25.13 Employee Health Surveillance](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2513employeeHealthSurveillance) continued…

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|  |  |  |  |  |  |  |
| Health (surveillance) records of identifiable individual employees who are exposed to lead, as required by the Regulations cited. |  | Date of last entry on record + 40 years \* |  | Control of Lead at Work Regulations 2002, S.I. 2002/2676\*  |  |  |
|  |  |  |  |  |  |  |
| Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited. |  | Date of last entry on record + 40 years \* |  | Control of Asbestos Regulations 2012/632 |  |  |
|  |  |  |  |  |  |  |
| Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited. |  | Date of last entry on record + 40 years \* |  | Control of Asbestos Regulations 2012/632 \*  |  |  |

### [25.14 Health & Safety Emergency Planning](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25" \l "2514emergencyPlanning" \t "_blank)

The activities involved in planning for the handling of health and safety incidents on the institution’s premises which require the involvement of specially trained staff and/or the public emergency services.

Activities include: assessing requirements for fire wardens and first-aiders; appointing and training fire wardens and first-aiders; assessing requirements for fire-fighting, first aid and other emergency response equipment; maintaining such equipment; making arrangements with external emergency service organisations for the provision of first aid, emergency medical assistance, fire-fighting and rescue services and conducting evacuation drills to test procedures for evacuating premises in the event of an emergency.

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| --- | --- | --- | --- | --- | --- | --- |
| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
|  |  |  |  |  |  |  |
| Records documenting the nomination / appointment of fire wardens. |  | Termination of appointment |  | Health & Safety at Work Act 1974; Regulatory Reform (Fire Safety) Order 2005, S. I. 2005/1541; Regulatory Reform (Fire Safety) Order 2005, S.I. 2005/1541; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the provision of role-specific training for fire wardens.  |  | Termination of appointment + 5 years |  | Health & Safety at Work Act 1974; Regulatory Reform (Fire Safety) Order 2005, S.I. 2005/1541 |  |  |
|  |  |  |  |  |  |  |
| Records documenting assessment of requirements for fire-fighting systems and equipment. |  | Review of assessment + 5 years |  | Health & Safety at Work Act 1974; Regulatory Reform (Fire Safety) Order 2005, S.I. 2005/1541 |  |  |
|  |  |  |  |  |  |  |
| Fire alarm maintenance and fire drill log books |  | Current year + 5 years |  | Regulatory Reform (Fire Safety) Order 2005, S.I. 2005/1541 |  |  |
|  |  |  |  |  |  |  |
| Records documenting the appointment of official first aiders. |  | Termination of appointment |  | Health & Safety at Work Act 1974; Health & Safety (First-Aid) Regulations 1981, S.I. 1981/917 |  |  |
|  |  |  |  |  |  |  |

[**25.14 Health & Safety Emergency Planning**](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2514emergencyPlanning) **continued…**

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| Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.  |  | Termination of appointment + 5 years |  | Health & Safety at Work Act 1974; Health & Safety (First-Aid) Regulations 1981, S.I. 1981/917 |  |  |
|  |  |  |  |  |  |  |
| Records documenting assessment of requirements for first aid facilities and equipment. |  | Re-assessment + 5 years |  | Health & Safety at Work Act 1974; Health & Safety (First-Aid) Regulations 1981, S.I. 1981/917 |  |  |
|  |  |  |  |  |  |  |
| Records documenting specifications for first aid facilities and equipment. |  | Superseded + 5 years |  | Health & Safety at Work Act 1974; Health & Safety (First-Aid) Regulations 1981, S.I. 1981/917 |  |  |
|  |  |  |  |  |  |  |
| Records documenting arrangements with external emergency service organisations. |  | Review of arrangements + 5 years |  | Regulatory Reform (Fire Safety) Order 2005, S.I. 2005/1541; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242 |  |  |
|  |  |  |  |  |  |  |
| Personal Emergency Evacuation Procedure (PEEPs) – HR copy held on staff file. |  | Termination of employment + 6 years |  |  |  |  |
|  |  |  |  |  |  |  |
| Personal Emergency Evacuation Procedure (PEEPS) – local copy held in School or Department. |  | Termination of employment or end of period of affected mobility. |  |  |  |  |
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### [25.15 Health & Safety](http://www.jisc.ac.uk/index.cfm?name=srl_rrs25#2514emergencyPlanning) Coronavirus Screening Service

The activities involved in providing a service screening for coronavirus to staff, students and in specific circumstances for other institutions.

These activities include booking individuals for a test; analysing data to manage University in an outbreak; managing the laboratory and the screening of samples; maintaining equipment; providing results to service users and user institutions.

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| **Description** |  | **Retention Period** |  | **Citation** |  | **Notes** |
| Records held in booking management system. Including personally identifiable information. |  | Current academic year + 1 year |  |  |  |  |
|  |  |  |  |  |  |  |
| Data held in the business intelligence warehouse relating to the service and coronavirus pandemic |  | Current academic year + 1 year |  |  |  |  |
|  |  |  |  |  |  |  |
| Records held in the laboratory information management system  |  | Date test result provided + 8 years |  |  |  |  |
|  |  |  |  |  |  |  |
| Results of tests conducted on behalf of other institutions |  | Date test result provided + 8 years |  |  |  |  |
|  |  |  |  |  |  |  |
| Equipment maintenance records |  | Lifetime of instrument + 4 years |  |  |  |  |
|  |  |  |  |  |  |  |
| Calibration records |  | Assay discontinued + 8 years  |  |  |  |  |
|  |  |  |  |  |  |  |
| Performance management records  |  | Minimum of 8 years  |  |  |  |  |