



Retention Schedule for health and safety documents held by Schools or Departments

The schedule sets out the minimum amount of time that you need to keep certain common types of health and safety records. It is not comprehensive, and it will be added to over time. If you have any retention schedule queries regarding health and safety documents you hold, please get in touch with Candice Schmid, Candice.Schmid@ed.ac.uk, the Health and Safety Department Freedom of Information Practitioner.

The retention periods set out in this document apply to both paper and electronic information, although electronic records, due to their nature, can be kept indefinitely.

They **do not** apply to information held by the Health and Safety Department.

No	Document Type	Disposition	Period	Trigger
1	Local copies of the following:			
1.1	Health and safety committee minutes, agenda and papers	Destroy	7 years	After creation
1.2	School/Departmental policy and processes	Destroy	7 years	After superseded by new policy and processes



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1.3	Copies of Corporate audits, managed by the Health and Safety Department	Destroy	3 years	After creation
1.4	Local audits and inspections	Destroy	6 years	After superseded by next audit or inspection
1.5	Annual health and safety report questionnaire	Destroy	3 years	After creation
1.6	Accident report copy (Electronic Confirmation from Online Reporting System)	Destroy	3 years	All copies of accidents should be kept in a secure, confidential file and destroyed 3 years after date of the accident
2	Risk assessments:			



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2.1	General risk assessments, not including those specified below	Destroy	7 years	After superseded by next risk assessment or after activity ceases
2.2	New or expectant mothers risk assessment	Destroy	7 years	The end period is signified as 6 months after the staff member returns to work or ceases to breastfeed
2.3	COSHH risk assessments	Destroy	40 years	It is now recommended that all previous copies of COSHH risk assessments are kept for up to 40 years, as well as the current version, as these could relate to a health incident in the future
2.4	Genetic modification (GM) risk assessments	Destroy	10 years	After superseded by next risk assessment or after activity ceases
2.5	Radiation risk assessments	Destroy	10 years	After superseded by next risk assessment or after activity ceases
2.6	DSE or workstation risk assessments	Destroy	10 years	The Cardinus system will hold copies of all training and risk assessment records. However, local records detailing changes or improvements (that are not otherwise recorded in Cardinus) require to be kept in the staff member's file



2.7	Noise assessments	Destroy	10 years	Risk assessments of noise exposure to individuals or as part of a activity review, for personal exposure monitoring, see section 4
3	Local training records:			
3.1	Member of staff has attended fire training as fire co-ordinator/steward	Destroy	6 years	After person gives up role as fire warden or ceases employment
3.2	Member of staff has attended any local health and safety training not related to activities that could have a future health impact, such as induction or lone and out of hours	Destroy	6 years	After training undertaken or ceases employment
3.3	Member of staff has attended any health and safety training related to activities that could have a future health impact, such as COSHH or DSE	Destroy	40 years	It is now recommended that all records of training are kept for at least 40 years as these could relate to a health incident in the future.
4	Exposure or control systems records:			
4.1	COSHH Health Record	Destroy	40 years	After termination of employment. The CHPS system will hold most of this information in time, but local HR or School/Department decisions relating to



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				procedures involving potential exposure to hazardous substances may be kept locally and not in the system.
4.2	Exposure monitoring for other health hazards, such as noise	Destroy	10 years	After monitoring. Personal exposure records should be added to staff members' HR file
4.3	RPE checks	Destroy	5 years	Records of regular checks and replacement as per https://www.ed.ac.uk/health-safety/guidance/ppe/facefit maintenance log
4.4	Thorough Examination and Test (TEt) certificates for LEV of all kind or other equipment	Destroy	5 years	Ensure most recent certificate is easily accessible, previous 4 can be archived but accessible if required
5	Other records:			
5.1	Portable appliance testing records	Destroy	2 further checks	After conclusion of 2 further checks of that appliance i.e. you should always have records of the most recent test and of the one preceding it. Records need only be kept locally if PAT arranged by School.
5.2	Weekly fire alarm tests	Destroy	2 years	1 year held as live, previous year as archive



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Document version

Version number	Summary of change	Date and by whom
V1.0	Original version on previous template	15/07/2019 C Schmid
V1.1	More records added	10/03/2023 C Schmid

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255