



## Retention Schedule for health and safety documents held by Schools or equivalent:

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](mailto: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	Disposi tion	Period	Trigger
<b>1</b>	<b>Local copies of the following:</b>			
<b>1.1</b>	Health and safety committee minutes, agenda and papers	Destroy	7 years	After creation
<b>1.2</b>	School/Departmental policy and processes	Destroy	7 years	After superseded by new policy and processes.
<b>1.3</b>	Copies of Corporate audits, managed by the Health and Safety Department	Destroy	3 years	After creation
<b>1.4</b>	Local audits and inspections	Destroy	6 years	After superseded by next audit or inspection
<b>1.5</b>	Annual health and safety report questionnaire	Destroy	3 years	After creation



1.6	Accident report copy (either from Accident Book or 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
<b>2</b>	<b>Risk assessments as follows:</b>			
2.1	General risk assessments, not including those specified below	Destroy	7 years	After superseded by next risk assessment or after activity ceases.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2.4	Genetic modification (GM) risk assessments	Destroy	10 years	After superseded by next risk assessment or after activity ceases
<b>3</b>	<b>Local training records:</b>			
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 <b>not</b> related to activities that could have a future health impact,	Destroy	6 years	After training undertaken or ceases employment



	such as induction or lone and out of hours			
<b>3.3</b>	Member of staff has attended any health and safety training related to activities that <b>could</b> 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.
<b>4</b>	<b>Other records:</b>			
<b>4.1</b>	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 procedures involving potential exposure to hazardous substances may be kept locally and not in the system.
<b>4.2</b>	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.
<b>4.3</b>	Weekly fire alarm tests	Destroy	2 years	1 year held as live, previous year as archive

Further information on the University's Retention Schedule is available on the Records Management Website at: <https://www.ed.ac.uk/records-management/guidance/records/retention>