

Function – Health and Safety (v2 – February 2021)

Responsible Person – Health and Safety Manager

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Health and Safety Accident/Incident and Inspection Reports			
Health and Safety Inspection Reports.	6 years after date of inspection/report For accident/incidents involving potential COSHH exposure, closure of investigation + 40 years.	Destroy	Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
Health and Safety Audit			
Health and Safety Audit Reports.	Completion of Audit plus 6 years	Destroy	Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
Health and Safety Consultation			
Health and Safety Consultation.	6 years after the date of the meeting	Destroy	Minutes and reports relating to the Health, Safety and Wellbeing Committee
Health and Safety Training			
Fire Safety Training Attendance Records.	6 years from date of training	Destroy	
Fire Wardens Training Attendance Records.	6 years from date of training	Destroy	

First Aid Training Attendance Records.	6 years from date of training.	Destroy	
Attendance records for DSE Workstation Training.	6 years from date of training.	Destroy	
Risk Assessments			
Fire Assessments.	6 years from the date of the assessment	Destroy	
All other Risk Assessments.	6 years from the date of the assessment	Destroy	
Hazard Exposure Control			
Hazardous Substance/Radiation records/reports.	Dosimetry records - 6 years after date of record For potential COSHH exposure, closure of investigation + 40 years.	Destroy	IRR 2017 requirement RIDDOR requirement.
Health and Safety Incident Management			
Records documenting the conduct and review of fire drills.	6 years	Destroy	Fire Scotland Act 2005 does not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.
Personal Emergency Evacuation Plans (PEEPS)	6 years	Destroy	
Regulatory Bodies			
Correspondence with regulatory	6 years after the date of notification.	Destroy	

bodies.			
Notification of reportable accidents and incidents to relevant outside bodies.	6 years after the date of notification For RIDDOR Reportable accident/incidents involving potential COSHH exposure, closure of investigation + 40 years.	Destroy	RIDDOR requirement.