

Function – Health and Safety (v3 – July 2025)

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 plus 40 years.	Destroy	
Health and Safety Audit			
Health and Safety Audit Reports and correspondence	Completion of Audit plus 3 years or when next audit is completed	Destroy	
Health and Safety Consultation			
Health and Safety Consultation	5 years after the date of the meeting	Destroy	Minutes and reports relating to the Health and Safety Committee
Health and Safety Training			
Fire Safety Training Attendance Records	3 years from date of training	Destroy	
Fire Wardens Training Attendance Records	3 years from date of training	Destroy	

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First Aid Training Attendance Records	3 years from date of training.	Destroy	
Attendance records for DSE Workstation Training	3 years from date of training.	Destroy	
Risk Assessments			
Fire Assessments	6 years from the date of the assessment	Destroy	
All other Risk Assessments.	3 years from the date of the assessment	Destroy	
Hazard Exposure Control			
Hazardous Substance/Radiation records/reports	Dosimetry records - 30 years after date of record or until 75 th Birthday, whichever is longer For potential COSHH exposure, closure of investigation + 40 years.	Destroy	IRR 2017 requirement RIDDOR requirement
Health and Safety Incident Management			
Incident and near miss reporting and associated documents	6 years from date of report on system	Removed automatically from system	6 years
Records documenting the conduct and review of fire drills.	3 years	Destroy	

Personal Emergency Evacuation Plans (PEEPS)	6 years	Destroy	
Regulatory Bodies			
Correspondence with regulatory bodies	10 years after the date of notification	Destroy	
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	