

## West Sussex County Council Health & Safety Retention Schedule

### Introduction

The County Council's record retention and disposal schedule for Health & Safety has been developed by the Health & Safety Service in collaboration with Records Management Service. The schedule applies to both hard copy and electronic records.

This retention schedule identifies Health & Safety record types. Each of these record types has then been allocated a retention period based on legislation, business need, best practice, or a combination of these.

The schedule is a vital tool to ensure the council complies with the Data Protection Act 2018 and UK GDPR.

### Why this schedule is important

Health & Safety produce records relating to individuals, premises, administration, and more. It is vital that these records are organised in a manner that makes them retrievable and retained for a suitable period of time.

The council has a legal duty not to retain information longer than is necessary, as outlined in the [Principle \(c\): Data minimisation](#) of UK GDPR. It is also important that council resources are not being used to store records and data that are no longer required, whilst also ensuring these are not destroyed or deleted too soon. Having a fully implemented, comprehensive and regularly updated retention schedule enables the council to meet these legislative duties.

A further explanation as to why a retention schedule is important can be found on the Information Commissioner's Office website as part of [Principle \(e\): Storage Limitations](#) of UK GDPR.

### Using the Record Retention and Disposal Schedule

The retention schedule is not based on the current directorates and business units of the council, but rather the overall functions and activities. This means it will remain relevant in the event of future re-structuring or renaming of directorates and business units.

- Definition of terms

Term	Definition
Function	The top-level function within the County Council, e.g. Children’s Services
Activity	The activity within the function, e.g. social care
Code	A unique code given to each Record Type
Record Type	The different types of record used to carry out the activity, e.g. case file
Retention Period	The number of years the record type should be retained before being reviewed for destruction or permanent archive
Retention Period Calculated From	The point at which the retention period begins. This may be the date of birth or the last contact with an individual, the end of a contract, or something else
Statutory Provision / Justification	The reason for the retention period. This is usually based on legislation, business need, best practice or a combination of these
Contains Personal Data?	Yes/No - Does the record type contain any of the following information about an individual: name, address,

Term	Definition
	telephone number, email address or any other information that could identify the individual?
Action	A description of what happens once the retention period is up. This will usually be that the record will be reviewed for destruction or further retention, or appraised for permanent preservation in the County Archives
Additional Notes	Any additional information or caveats relating to the record type, the retention period or the action
Fileplan	List of functions, activities, and record types to form the main reference tool of the retention schedule

- When should information be retained beyond agreed retention schedule?

Information may occasionally be retained beyond the agreed retention period. The 'Retention Period Calculated From' date may begin again if:

- a case has been re-opened;
- a new case activity has occurred relating to the individual;
- it is felt there is an ongoing business or care need to retain the record; or
- an inquiry or police investigation require a record or group of records to be retained

**Destruction process**

Paper records authorised for destruction are confidentially destroyed. Electronic records are deleted from council systems.

### **What items go into permanent archive?**

When a record has been designated for destruction or deletion it may be randomly selected or appraised by an archivist from the West Sussex Record Office to determine if it holds historical value. If this is the case, it may be retained permanently in the council's corporate archive.

### **Limitations**

Many types of record do not have specified retention periods in law or in official local government guidance. To develop this schedule, departments have reviewed and provided updates for their areas so as to establish a 'best practice' retention period where there is not one in legislation. Further, a review of the best practices adopted by some other local authorities was conducted during the creation of the schedule.

Deleting information from a system is not always a straightforward matter. Where an IT system does not allow for part-deletion of a record, the Council will consider data protection legislation and guidance from the Information Commissioner's Office (ICO).

## The Retention Schedule

### Health & Safety

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b><u>HS1.1 Accident Records</u></b>							
HS1.1	Accident Book (person aged 18 or over)	3 years	Current year	Social Security (Claims and Payments) Regulations 1979 & Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013	Y	Confidential destruction	Records of accidents resulting in fatality, injury and / or loss and diagnosis of work-related disease. Specified dangerous occurrences under RIDDOR

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS1.2	Accident Book (person aged under 18)	3 years	Year of 18th birthday	Social Security (Claims and Payments) Regulations 1979 & Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013	Y	Confidential destruction	Records of accidents resulting in fatality, injury and / or loss and diagnosis of work-related disease. Specified dangerous occurrences under RIDDOR
HS1.3	Accident investigation reports and associated papers etc (person aged 18 or over)	3 years	Current year	Best Practice	Y	Confidential destruction	The investigation report, copies of evidence gathered - risk assessments, safe systems of work, workplace information / instructions, photos, witness statements, training records, maintenance records etc, that were applicable at the time of the incident

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS1.4	Accident investigation reports and associated papers etc (person aged under 18)	3 years	Year of 18th birthday	Best Practice	Y	Confidential destruction	The investigation report, copies of evidence gathered - risk assessments, safe systems of work, workplace information / instructions, photos, witness statements, training records, maintenance records etc, that were applicable at the time of the incident
HS1.5	F2508 - Statutory report to enforcing agency	3 years	Current year	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013	Y	Confidential destruction	
<b>HS2 Asbestos</b>							

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS2.1	Asbestos register	40 years	End of life / ownership of the building or date of asbestos removal	Control of Asbestos Regulations 2012	N	Confidential destruction	Information about the presence of asbestos in a building
HS2.2	Asbestos monitoring records	40 years	End of life / ownership of the building or date of asbestos removal	Control of Asbestos Regulations 2012	N	Confidential destruction	Currently 6 and 12 monthly
HS2.3	Asbestos removal records	40 years	End of life / ownership of the building or date of asbestos removal	Control of Asbestos Regulations 2012	N	Confidential destruction	E.g. Air Clearance Certificate and waste consignment notes
HS2.4	Record of exposure	40 years	After exposure (or until the person reaches age of 80, whichever is the longer period)	Control of Asbestos Regulations 2012	Y	Confidential destruction	Note made of person's employment record or a note sent to exposed person
<b>HS3 Building Records</b>							



Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS3.1	Health & Safety File	Retain for life of building / structure and pass-on to new owner where applicable		Construction (Design & Management) Regulations 2015	N	Confidential destruction	Statutory requirement for buildings constructed or refurbished since 1994; older buildings may not have this
HS3.2	Building equipment operation & maintenance manuals	Retain for life of equipment and pass-on to new owner where applicable		Best Practice	N	Confidential destruction	Usually supplied with or as part of the Health & Safety File. Should include items of equipment that are subject to statutory maintenance, e.g. gas appliances, fixed electrical appliances
HS3.3	Building Manual	Retain for life of equipment and pass-on to new owner where applicable		Best Practice	N	Confidential destruction	Usually supplied with or as part of the Health & Safety File

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS3.4	As-built and as-installed drawings	Retain for life of building / system and pass-on to new owner where applicable		Best Practice	N	Confidential destruction	Usually supplied with or as part of the Health & Safety File. Should include items of equipment that are subject to statutory maintenance, e.g. gas appliances, fixed electrical appliances. Should include the building structure, mechanical / electrical systems & any other associated systems, premises or land information
<b>HS4 Confined Spaces</b>							

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS4.1	Confined spaces register and associated confined space entry requirements	Retain whilst the confined spaces are in WSCC ownership		Confined Spaces Regulations 1997	N	Confidential destruction	Records of known "confined spaces" (as defined in the regulations). Records of any confined space entry procedures
<b>HS5 Contractors</b>							
HS5.1	Assessment of contractors	3 years	After contact ceases	Public Contracts Regulation 2015. Construction (Design & Management) Regulations 2015	N	Confidential destruction	Assessment of contractor's health and safety competency and performance prior to contract letting
HS5.2	Control and monitoring of contractors (no accident occurred during visit)	1 year	After contact ceases	Best Practice	N	Confidential destruction	Local records of contractor induction and signing in/out
HS5.3	Control and monitoring of contractors (accident occurred during visit)	3 years	After contact ceases	Best Practice	N	Confidential destruction	Local records of contractor induction and signing in/out
<b>HS6 Electrical Systems and Equipment:</b>							

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS6.1	Inspection and maintenance of electrical equipment (PAT)	Life of system or equipment		Electricity at Work Regulations 1989	N	Confidential destruction	
HS6.2	Installation certificates for completed electrical works	Life of system or equipment		18th Edition IET Wiring Regulations (BS 7671:2018). Part P, Building Regulations 2000 (dwellings)	N	Confidential destruction	Required after installation of electrical system or equipment
HS6.3	Inspection and maintenance of electrical systems	Life of system or equipment		Electricity at Work Regulations	N	Confidential destruction	Systems include: - Mains; Earth bonding; Lightning protection. Reference needed to latest edition of IET Regs. See BS EN 62305 (various parts) - Protection against lightning
<b>HS7 Fire Safety:</b>							

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS7.1	Fire safety information	Retain for life of building / structure and pass-on to new owner where applicable		Building Regulations 2000	N	Confidential destruction	Statutory requirement for buildings constructed or refurbished since 2006; older buildings may not have this
HS7.2	Fire risk assessment	3 years	End of validity or when superseded	Regulatory Reform (Fire Safety) Order 2005	N	Confidential destruction	Assessment of the general fire precautions in a workplace
HS7.3	Emergency plans	Retain until superseded		Regulatory Reform (Fire Safety) Order 2005	N	Confidential destruction	Primarily for fire safety but also consider other non-fire emergencies, e.g. bomb threat
HS7.4	Fire drill tests	3 years	Date of test	Regulatory Reform (Fire Safety) Order 2005	N	Confidential destruction	At least twice per year
HS7.5	Test certificates for completed fire detection / alarm installations	Records to be retained for life of system or equipment		BS 5839-1:2017 - Fire detection & fire alarm systems for buildings	N	Confidential destruction	Required after installation of system or equipment

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS7.6	Fire alarm tests	3 years	Date of test	Regulatory Reform (Fire Safety) Order 2005	N	Confidential destruction	Weekly
HS7.7	Fire equipment maintenance	3 years	Date of maintenance	Regulatory Reform (Fire Safety) Order 2005	N	Confidential destruction	Maintenance will depend on equipment types. Includes fixed and portable extinguishing equipment, fire detection / alarm systems
HS7.8	Fire Safety Logbook	3 years	Last entry	Best practice	N	Confidential destruction	Record of tests, drills and maintenance
HS7.9	Permit to work (accident has not occurred)	1 year	End of permit validity	Best practice	N	Confidential destruction	Expired hot work permits
HS7.10	Permit to work (accident has occurred)	3 years	End of permit validity	Best practice	N	Confidential destruction	Expired hot work permits

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS7.11	Plan of site showing position of main incoming services and points of isolation in case of emergency	Retain until superseded		Best practice	N	Confidential destruction	Part of emergency plan
HS7.12	Risk assessment of dangerous substances and explosive atmospheres	3 years	End of validity or when superseded	Dangerous Substances and Explosive Atmospheres Regulations 2002	N	Confidential destruction	Assessment of the risk to safety in the use, storage or transport of flammable / explosive substances or the creation of explosive atmospheres in a workplace
<b>HS8 First Aid</b>							
HS8.1	First aid needs assessment	3 years	End of validity or when superseded	Health & Safety (First Aid) Regulations 1981	Y	Confidential destruction	Assessment of the first aid requirements in premises and teams
HS8.2	Names of First Aiders	Display until superseded		Health & Safety (First Aid) Regulations 1981	Y	Confidential destruction	For display in prominent places in premises

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b>HS9 Gas Systems and Other Heating Equipment</b>							
HS9.1	Gas appliances - Manufacturer's instructions	Retain for life of equipment		Gas Safety (Installation & Use) Regulations 1998 and Gas Safety (Installation and Use) Amendment Regulations 2018	N	Confidential destruction	Installer supplies to owner or occupier of premises
HS9.2	Records of maintenance of gas appliances, pipework and flue	2 years	Date of maintenance work	Gas Safety (Installation & Use) Regulations 1998 and Gas Safety (Installation and Use) Amendment Regulations 2018	N	Confidential destruction	Must be maintained in a safe condition by competent person. Also applies to rented accommodation.
HS9.3	Records of maintenance of oil-fired boilers	Retain for life of equipment		Provision & Use of Work Equipment Regulations 1998	N	Confidential destruction	All work equipment must be maintained – see manufacturer's information
<b>HS10 Hazardous Substances (COSHH):</b>							
HS10.1	Examination and testing of fixed COSHH control measures	5 years	Date of examination or test	Control of Substances Hazardous to Health Regulations 2002	N	Confidential destruction	Extraction ventilation usually 14 monthly



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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS10.2	Health surveillance	40 years	Date of last entry	Control of Substances Hazardous to Health Regulations 2002	Y	Confidential destruction	Record of monitoring the health of employees exposed to hazardous substances
HS10.3	Monitoring exposure	Where record is of the personal exposures of identifiable employees, retain for at least 40 years or in any other case, for at least 5 years		Control of Substances Hazardous to Health Regulations 2002	Y	Confidential destruction	Records of the exposure of employees to hazardous substances
HS10.4	COSHH assessments	3 years	End of validity or when superseded	Control of Substances Hazardous to Health Regulations 2002	N	Confidential destruction	Assessment of risk to health from use of hazardous substances

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS10.5	Material Safety Data Sheets	Retain with relevant COSHH assessment (see above)		Registration, Evaluation, Authorisation & Restriction of Chemicals (REACH), and Classification, Labelling & Packaging of substances & Mixtures (CLP)	N	Confidential destruction	Provided by manufacturers / suppliers and give information on chemicals to help users of those chemicals to do a COSHH assessment
<b><u>HS11 Health records</u></b>							
HS11.1	Health surveillance	40 years	Date of last entry	Management of Health & Safety at Work Regulations 1999 + other H&S regulations (see relevant sections elsewhere)	Y	Confidential destruction	Health surveillance, biological testing records of employees exposed to harmful agents (inc asbestos, lead etc)
<b><u>HS12 Lifting Equipment</u></b>							
HS12.1	Written report of thorough examination of lifting equipment (lifting accessories)	2 years	Date of report	Lifting Operations & Lifting Equipment Regulations 1998	N	Confidential destruction	Usually undertaken at 6 or 12 month intervals according to equipment type; Includes passenger and goods lifts.

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS12.2	Written report of thorough examination of lifting equipment (non-accessories)	Life of system or equipment		Lifting Operations & Lifting Equipment Regulations 1998	N	Confidential destruction	
HS12.3	Written report of thorough examination of lifting equipment (reports of defects)	2 years	Date of report	Lifting Operations & Lifting Equipment Regulations 1998	N	Confidential destruction	
HS12.4	Manufacturer's instructions and other technical documents relating to lifting equipment	Life of system or equipment		Lifting Operations & Lifting Equipment Regulations 1998	N	Confidential destruction	Retain for life of equipment and pass-on to new owner where applicable
<b>HS13 Management of Staff</b>							
HS13.1	Health and Safety Policy	Advise retain indefinitely		Health & Safety at Work etc Act 1974. Management of Health & Safety at Work Regulations 1999	N	Confidential destruction	Policy (Statement of Intent, Organisation, Arrangements)
HS13.2	Risk assessments	3 years	End of validity or when superseded	Management of Health & Safety at Work Regulations 1999 + many other H&S regulations	N	Confidential destruction	Assessment of, for example: - Staff activities, tasks operations etc; Lone working; Home working; Stress; Manual Handling; DSE.

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS13.3	Risk assessments (personal e.g. stress, DSE)	3 years	End of employment at WSCC	Management of Health & Safety at Work Regulations 1999 + many other H&S regulations	N	Confidential destruction	Assessment of, for example: - Staff activities, tasks operations etc; Lone working; Home working; Stress; Manual Handling; DSE.
HS13.4	Young person's risk assessment	3 years	End of validity	Management of Health & Safety at Work Regulations 1999	Y	Confidential destruction	Assessment of the employment of 'young persons'
HS13.5	New and expectant mother's risk assessment	40 years	Date of risk assessment	Management of Health & Safety at Work Regulations 1999	Y	Confidential destruction	Assessment of the employment of new and expectant mothers
HS13.6	Consultation	6 years	Year of consultation	Safety Representatives & Safety Committees Regulations 1977. Health and Safety Consultation with Employees Regulations 1996	N	Confidential destruction	Records of consultations with safety representatives and committees

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b>HS14 Noise</b>							
HS14.1	Noise assessment	3 years	End of validity or when superseded	Control of Noise at Work Regulations 2005	N	Confidential destruction	Assessment of the risk to health and safety created by exposure to noise in a workplace
HS14.2	Health surveillance	40 years	Date of last entry	Control of Noise at Work Regulations 2005	Y	Confidential destruction	Health surveillance records of employees exposed to harmful sound levels
<b>HS15 Pressure Systems</b>							
HS15.1	All information relating to the design, construction, examination, operation and maintenance of a pressure system	Life of equipment		Pressure Systems Safety Regulations 2000	N	Confidential destruction	May be part of Health & Safety File and/or Operation & Maintenance Manuals
HS15.2	Records of examination of a pressure system	6 years	End of validity or when superseded	Pressure Systems Safety Regulations 2000	N	Confidential destruction	Examinations according to an examination scheme

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b>HS16 Radiation (including Radon Gas and Electromagnetic Fields):</b>							
HS16.1	Records relating to exposure to ionising radiation	Retain records for at least 30 years from the date of the last entry or until 75 years of age, whichever is longer	Last entry or date of birth	Ionising Radiations Regulations 2017	Y	Confidential destruction	Records of: - Health surveillance; Dosimetry; Investigation / notification of over-exposure.
HS16.2	Investigation reports (not health related)	2 years	Date of report	Ionising Radiations Regulations 2017	Y	Confidential destruction	For example, theft, fire etc
HS16.3	Usage log and record of disposal of source	10 years	Last entry	Ionising Radiations Regulations 2017	N	Confidential destruction	
HS16.4	Leaking testing	2 years (Note: CLEAPSS recommend 6 years as best practice)	Test date	Ionising Radiations Regulations 2017	N	Confidential destruction	Results of monitoring
HS16.5	Electromagnetic Fields (EMF) - Exposure Assessment and Action Plan	Until superseded		Control of Electromagnetic Fields at Work Regulations 2016	N	Confidential destruction	Records of: - Exposure assessment of the levels of EMF;

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS16.6	Electromagnetic Fields (EMF) - Individual Risk Assessment	40 years	Last Entry	Best Practice	Y	Confidential destruction	Action plan to manage risks; Individuals' exposure risk assessments
HS16.7	Radon Gas	3 years	When superseded or end of validity	Ionising Radiations Regulations 2017	N	Confidential destruction	Records of: - Risk assessment of the levels of radon to which people may be exposed in buildings; Individuals' exposure to radon gas. For exposure records, see above under 'Records relating to exposure to ionising radiation'
<b>HS17 Training Records</b>							
HS17.1	Training records	7 years	End of employment	Management of Health & Safety at Work Regulations 1999. Health and Safety (Training for Employment) Regulations 1990	Y	Confidential destruction	Records of staff attendance at H&S training. Records of training for work experience

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b><u>HS18 Vibration</u></b>							
HS18.1	Vibration assessment	3 years	End of validity or when superseded	Control of Vibration at Work Regulations 2005	Y	Confidential destruction	Assessment of the risk to health created by vibration in the workplace (hand / arm vibration or whole-body vibration)
HS18.2	Health surveillance	40 years	Last entry	Control of Vibration at Work Regulations 2005	Y	Confidential destruction	Health surveillance records of employees exposed to harmful vibration levels
<b><u>HS19 Water Systems</u></b>							
HS19.1	Risk assessment of water systems, schematics and management plan	2 years	When superseded	Control of Substances Hazardous to Health Regulations 2002 and HSE Approved Code of Practice, L8	N	Confidential destruction	Water systems to be assessed by competent person for legionella risk with maintenance and management plans put in place



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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS19.2	Records of maintenance, monitoring, inspection, test or checks of water systems	5 years	Date on the record	Control of Substances Hazardous to Health Regulations 2002 and HSE Approved Code of Practice, L8	N	Confidential destruction	Competence is dependent on the needs of the situation & the nature of the risks involved
<b>HS20 Work at Height Equipment</b>							
HS20.1	Written report of examination / testing of work at height equipment (accessories)	2 years	Date of report	Lifting Operations & Lifting Equipment Regulations 1998	N	Confidential destruction	May interface with lifting equipment; Includes fixed and portable equipment.
HS20.2	Written report of examination / testing of work at height equipment (non-accessories)	Life of system or equipment		Lifting Operations & Lifting Equipment Regulations 1998	N	Confidential destruction	
HS20.3	Written report of examination / testing of work at height equipment (reports of defects)	2 years	Date of report	Lifting Operations & Lifting Equipment Regulations 1998	N	Confidential destruction	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS20.4	Inspection of work at height equipment (ladders, stepladders and mobile scaffold tower) - no accident has occurred	1 year	Date of inspection	Work at Height Regulations 2005. Lifting Operations & Lifting Equipment Regulations 1998. Provision & Use of Work Equipment Regulations 1998	N	Confidential destruction	Ladders / stepladders – 6 or 12 monthly; Mobile scaffold towers - inspected after assembly or significant alteration, before use and following any adverse event and at least every 7 days; Mobile Elevating Working Platforms (MEWPs) - thoroughly examined at least every 6 months, as required by LOLER.

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS20.5	Inspection of work at height equipment (ladders, stepladders and mobile scaffold tower) - accident has occurred	3 years	Current year	Work at Height Regulations 2005. Lifting Operations & Lifting Equipment Regulations 1998. Provision & Use of Work Equipment Regulations 1998	N	Confidential destruction	Ladders / stepladders – 6 or 12 monthly; Mobile scaffold towers - inspected after assembly or significant alteration, before use and following any adverse event and at least every 7 days; Mobile Elevating Working Platforms (MEWPs) - thoroughly examined at least every 6 months, as required by LOLER.

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS20.6	Inspection of work at height equipment - Mobile elevating work platforms (MEWPs)	3 years	When superseded	Work at Height Regulations 2005. Lifting Operations & Lifting Equipment Regulations 1998. Provision & Use of Work Equipment Regulations 1998	N	Confidential destruction	Ladders / stepladders – 6 or 12 monthly; Mobile scaffold towers - inspected after assembly or significant alteration, before use and following any adverse event and at least every 7 days; Mobile Elevating Working Platforms (MEWPs) - thoroughly examined at least every 6 months, as required by LOLER.
<b>HS21 Work Equipment</b>							
HS21.1	Records of maintenance, servicing, testing and checking of work equipment	Life of system or equipment		Provision & Use of Work Equipment Regulations 1998	N	Confidential destruction	All work equipment (especially machines) must be maintained – see manufacturer's information

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS21.2	Records of inspection of work equipment	Advise retain for life of equipment or while equipment is in ownership		Provision & Use of Work Equipment Regulations 1998	N	Confidential destruction	Inspection requirement determined by risk assessment
<b>HS22 Workplace</b>							
HS22.1	Risk assessment of workplace, equipment, devices and systems	3 years	End of validity or when superseded	Management of Health & Safety at Work Regulations 1999, Workplace (Health, Safety & Welfare) Regulations 1992	N	Confidential destruction	Risk assessments including: - Ventilation / heating; Lighting; Workstations & seating; Floors, pedestrian & traffic routes; Sanitary conveniences; Windows, skylights, ventilators; Safety glazing; Doors & gates; Escalators / moving walkways; Sanitary conveniences; Washing facilities; Changing facilities; Eating facilities.

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS22.2	Test certificates for completed emergency lighting installation	Life of system or equipment		BS 5266:2016 (various parts) - Emergency lighting	N	Confidential destruction	Required after installation of system or equipment
HS22.3	Emergency lighting tests and maintenance	3 years	Year of test or maintenance	Workplace (Health, Safety & Welfare) Regulations 1992	N	Confidential destruction	Maintenance will depend on equipment types
HS22.4	Building audit / inspection reports	3 years	Year of audit / inspection	Management of Health & Safety at Work Regulations 1999 + many other H&S regulations	N	Confidential destruction	Could be by internal or external bodies
HS22.5	Various surveys relevant to the building	Retain until a further assessment is made but add to health records where necessary		Various legislation	N	Confidential destruction	E.g. noise, air quality surveys etc
HS22.6	On-site health & safety procedures	Retain until superseded		Best practice	N	Confidential destruction	Local site rules relating to health, safety and welfare. Part of induction process

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
HS22.7	Key contacts	Retain until superseded		Best practice	N	Confidential destruction	Emergency contact details: - Suppliers, e.g. gas, electrical, water etc, both during and out of normal hours; HDC maintenance contacts; Contact details of maintenance contractors.
HS22.8	Process for providing information to visitors / contractors working in premises (no accident occurred)	1 year	Date of visit / work	Best practice	N	Confidential destruction	Signing in / out records
HS22.9	Process for providing information to visitors / contractors working in premises (accident occurred)	3 years	Date of visit / work	Best practice	N	Confidential destruction	Signing in / out records