

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
12. Health & Safety	Management of measures to ensure a healthy and safe workplace.				
Community safety	Documents relating to community safety issues				
Campaigns	Campaigns to promote compliance to health and safety policies.	1 year and review according to insurance claim retention schedule	Business case (Insurance & Risk Manager) If there is evidence that the Council has given good advice on health issues for example that later lead to a claim then this information should be retained in accordance with the insurance claim retention schedule.	Not Protectively Marked	
Compliance	Information on compliance with health and safety legislation.				
Strategy and planning - Systems	Establishment of a strong health and safety work culture in order to ensure compliance with health and safety legislation and provide a safe and healthy working environment for employees. <ul style="list-style-type: none"> • Process to ensure safe systems of work 	Destroy - 1 year after process ceases or is superseded	RGLA 9.6	Not Protectively Marked	

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Strategy and planning - Policies	Health and Safety Policy	5 years and review	CWAC retention based on good practice	Not Protectively Marked	
Training	Documentation relating to health and safety training.	Destroy - 7 years after course completion	RGLA 6.21	Not Protectively Marked	
Monitoring	Monitoring of health and safety at work.				
Accidents and incident reporting - Adults	Information about the reporting of individual accidents and actions resulting from them. <ul style="list-style-type: none"> • Accident records • Accident books • Incident and near miss report forms 	Destroy after 3 years	H&S at Work 1974 RIDDOR 1995. RGLA 9.9	Not Protectively Marked	
Accidents and incident reporting - Children	Information about the reporting of individual accidents and actions resulting from them. <ul style="list-style-type: none"> • Accident records • Accident books • Incident and near miss report forms 	Destroy -25 years from closure	RIDDOR 1995. RGLA 9.10	Protect	

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Asbestos inspections	Monitor the condition of known asbestos products within buildings and areas where employees and persons are likely to have come into contact with asbestos. <ul style="list-style-type: none"> • Surveys 	Permanent	Control of Asbestos at Work Regulations 1987. Business case (Insurance & Risk Manager) Some cases of mesothelioma exceed 50 years from the original exposure so keep documentation permanently	Protect	
Equipment	Process of inspecting equipment to ensure it is safe. <ul style="list-style-type: none"> • Safety inspections 	Destroy - 6 years after equipment is de-commissioned	LGCS v2.0 p.104	Not protectively marked	
Hazardous substances	Control and monitor the use of hazardous substances at work. <ul style="list-style-type: none"> • COSSH inspections 	Permanent - offer to archivist	Control of Substances Hazardous to Health Regulations 2002	Not protectively marked	

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Health and safety inspections	Activities relating to internal or external inspections examining the authority's health and safety provision.	Destroy – 7 years after closure	Limitation Act 1980, RMS p.64	Protect	
Radiation	Monitoring of radiation. <ul style="list-style-type: none"> Radon monitoring 	Destroy - 40 years from last action	The Ionising Radiations Regulations 1985. RGLA 9.5	Not protectively marked	
Risk management	Management of health and safety risks.				
Risk assessments adults	Activities relating to risk assessments carried out by the authority. Includes workplace assessments.	Destroy - 3 years after last assessment	Management of Health and Safety at Work Regulations 1992. RGLA 9.7	Not Protectively Marked	
Risk assessments children	Activities relating to risk assessments carried out by the authority.	Destroy – 5 years after last assessment	Business case (Insurance & Risk Manager) Where children are involved these should be kept for 5 years.	Not Protectively Marked	