

Function – Health and Safety (v3 – November 2024)

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.	5years 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 3 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.	5years 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.	3 years from date of training	Destroy	
Fire Wardens Training Attendance Records.	3 years from date of training	Destroy	
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.	3 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			
Records documenting the conduct and review of fire drills.	3 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 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	RIDDOR requirement.