

**Retention Schedule - Governance - Regulatory Services - Health & Safety**

**May 2018**

**Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)**

Service	Function	Document Description	Retention Period
Governance	Corp H&S	Annual/Business Planning (Including Corporate and Directorate Planning) including: Planning, Statistics, Trends	CY + 3 years
Governance	Corp H&S	Duplicate committee papers	CY
Governance	Corp H&S	General Correspondence	CY + 3 years
Governance	Corp H&S	Legal issue Correspondence.	Major issues CY + 6 years Minor issues CY plus 3 years
Governance	Corp H&S	Complaints relating to H&S – General legal enquiries.	Minor CY + 3 years  Major CY + 6 years  If negligence involved then CY + 15 years
Governance	Corp H&S	Corporate H&S Policies.	Until superseded
Governance	Corp H&S	Corporate H&S procedures.	Until superseded
Governance	Corp H&S	Auditing information	CY + 3 years
Governance	Corp H&S	Contract documentation - contracts not under seal.	Until no longer needed or 12 months
Governance	Corp H&S	Work experience; agreements with school and risk assessments.	Until no longer needed or 12 months
Governance	Corp H&S	Accident reporting; Accident forms/reports.	CY+ 6 years CY+ 12 years where there is litigation
Governance	Corp H&S	Asbestos  Assessments and reviews, Identifying plan and measures for managing the risk.	Until no longer needed or 12 months
Governance	Corp H&S	Employee information/ instruction/ training	Kept updated
Governance	Corp H&S	Arrangements to deal with accidents, incidents and emergencies	Kept until superseded.  40 years In the case of any accident, incident or emergency.
Governance	Corp H&S	Construction  Preconstruction information, construction phase plan	Until no longer needed or 12 months
Governance	Corp H&S	Health and safety file	Until no longer needed or 12 months
Governance	Corp H&S	Demolition or dismantling	Until no longer needed or 12 months
Governance	Corp H&S	Reports of inspections	Until no longer needed or 6 months
Governance	Corp H&S	Fire risk assessment	Kept up to date reviewed annually
Governance	Corp H&S	Fire safety arrangements	Kept up to date
Governance	Corp H&S	Provision of information to employees	To be reviewed regularly and kept up to date
Governance	Corp H&S	Provision of information to employers and the self employed from outside undertakings	To be reviewed regularly and kept up to date
Governance	Corp H&S	Training	Continually kept up to date
Governance	Corporate H&S	Enforcement notice	6 years following enforcement action
Governance	Corp H&S	Prohibition notice	6 years following issue or withdrawal

Governance	Corp H&S	Inspections / Examinations; Safety inspections / audits of council services and open spaces	CY + 3 years 6 years for open spaces
Governance	Corp H&S	Legionellosis;  In / out of use logbook  Logbook of inspections, tests and maintenance	Until no longer needed or 12 months
Governance	Corp H&S	Legionella risk assessment  Legionella management plans	Until no longer needed or 12 months
Governance	Corp H&S	Lifting Operations;  Records made under regulation 10 (2)	Until no longer needed or 12 months
Governance	Corp H&S	Noise;  Hearing Assessment Records	Until no longer needed or 3 months
Governance	Corp H&S	Personal noise risk assessment	Until no longer needed or 3 months
Governance	Corp H&S	Reporting of Injuries, Disease and Dangerous Occurrences [RIDDOR]: A copy of the F2508 submitted to the HSE following an injury, disease or dangerous occurrence that has been reported under RIDDOR	3 years from the date on which it was made.  40 years where related to a health issue.
Governance	Corp H&S	Risk Assessments; All risk assessments	Until no longer needed or 6 months
Governance	Corp H&S	Safe systems of work	Until no longer needed or 6 months
Governance	Corp H&S	Training;  Corporate Health and safety training	Summaries kept up to date
Governance	Corp H&S	Vibration;  Risk assessments	Until no longer needed or 3 months
Governance	Corp H&S	Health surveillance	Until no longer needed or 3 months