

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.01	Health and Safety Audit			
E25.01.01	The conduct and results of health and safety audits, and action taken to address issues raised	Completion of audit + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.01.02	The provision of time off, and other facilities and assistance, for safety representatives appointed under the safety representatives and safety committees regulations 1977	Current year + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.02	Health and Safety Consultation			
E25.02.01	Notifications of appointments of safety representatives by trade unions under regulation 3 of the safety representatives and safety committees regulations 1977	Termination of appointment + 1 year	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records. Minimum retention Current year + 50 years
E25.02.02	The establishment of a safety committee to fulfil the institutions duty under s 2(7) of the health and safety at work etc act 1974 (c37) and in accordance with regulation 9 of the safety representatives and safety committees regulations 1977 (si 1977/500) includes the objectives, role, functions, composition and administration of the committee	Permanent	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.02.03	The election of representatives of employee safety under the health and safety (consultation with employees) regulations 1996	Termination of membership + 1 year	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.02.04	Consultations and other communications with representatives of employee safety elected under the health and safety (consultation with employees) regulations 1996 (si 1996/1513), or with all employees directly	Permanent	Institutional Business Requirement	The following regulations require information, instruction and training to be provided but do not prescribe retention periods for records relating to this activity: The Electricity at Work Regulations SI 1989/635; Health and Safety Information for Employees Regulations SI 1990/606; The Health and Safety (Display Screen Equipment) Regulations SI 1992/2792; The Manual Handling Operations Regulations SI 1992/2793; The Health and Safety (Safety Signs and Signals) Regulations SI 1996/341; The Provision and Use of Work Equipment Regulations SI 1998/2306; The Management of Health and Safety at Work Regulations SI 1999/3242
E25.02.05	The provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the health and safety (consultation with employees) regulations 1996	Current year + 5 years	1957 c31; 1974 c37; SI 1999/3242	
E25.02.06	The provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the health and safety (consultation with employees) regulations 1996 (si 1996/1513)	Current year + 5 years	SI 1989/1790; SI 1992/2792; SI 1999/3242	

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E25.03	Health and Safety Information, Instruction and Training Provision			
E25.03.01	The provision of information, instruction and training for employees, students and others on health and safety except where specified elsewhere in this records retention schedule	Current year + 5 years or Superseded + 5 years	SI 1999/3242	
E25.03.02	The content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery	Superseded + 5 years	Institutional Business Requirement	The Management of Health and Safety at Work Regulations (SI 1999/3242) does not prescribe a retention period for these records. As a minimum risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.04	Health and Safety Hazard Identification and Risk Assessment			
E25.04.01	The identification of general health and safety hazards to the institutions employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes	Elimination of risk + 5 years or Updating of risk assessment + 5 years	SI 2002/2677	Minimum retention: Updated + 40 years
E25.04.02	The institutions health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the regulations)	Review of arrangements + 5 years	SI 2002/2677 Regulation 7(10) and Schedule 3/ para 4(3)	Minimum retention Last entry + 40 years - Move to Archive after 5 years
E25.04.03	The conduct, review and revision of risk assessments made to fulfil the institutions duties under regulation 3 of the management of health and safety at work regulations 1999 except where specified elsewhere in this records retention schedule	Superseded + 5 years	Regulation 6 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.

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E25.05	Hazardous Substance Exposure Control - Hazardous substances			
E25.05.01	Hazardous substances present or in use	Permanent	SI 2002/2677 Regulation 9(4)	
E25.05.02	List of employees exposed to group 3 or group 4 biological agents, and records of exposures, accidents and incidents involving these agents, required by control of substances hazardous to health regulations 2002, regulation 7 and schedule 3, para 4	Permanent	SI 2002/2677 Regulation 10(5)(b)	
E25.05.03	The conduct , review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil the institutions duties under regulation 6 of the control of substances hazardous to health regulations 2002	Superseded + 10 years	SI 2002/2677 Regulation 10(5)(a)	Minimum retention: Date of last entry on record + 40 years - Move to Archive after 5 years
E25.05.04	The maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil the institutions duties under regulation 9 of the control of substances hazardous to health regulations 2002	Date of examination, test or repair + 5 years	SI 2002/2677 Regulation 11(3)	Minimum retention: Date of last entry on record + 40 years - Move to Archive after 5 years
E25.05.05	The conduct and results of monitoring employees general exposure to substances hazardous to health, to fulfil the institutions duties under regulation 10 of the control of substances hazardous to health regulations 2002	Last entry + 5 years	Regulation 12 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures
E25.05.06	The conduct and results of monitoring the personal exposure of individual employees to substances hazardous to health, to fulfil the institutions duties under regulation 10 of the control of substances hazardous to health regulations 2002	Permanent	Regulation 13 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.05.07	Health surveillance of identifiable individual employees who are exposed to substances hazardous to health, to fulfil the institutions duties under regulation 11 of the control of substances hazardous to health regulations 2002	Permanent	Regulation 13 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures
E25.05.08	The provision of information, instruction and training for employees who are exposed to substances hazardous to health, to fulfil the institutions duties under regulation 12 of the control of substances hazardous to health regulations 2002	Superseded + 10 years	Ec Directives 2013/35; Ec and ICNiRP Guidelines	
E25.05.09	The development of plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health, to fulfil the institutions duties under regulation 13 of the control of substances hazardous to health regulations 2002	Superseded + 10 years	Institutional Business Requirement	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 5 implies that the records should be retained until the risk assessment is superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures

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Reference	Description	Retention Period	Citation	Notes
E25.05	Hazardous Substance Exposure Control - Hazardous substances continued...			
E25.05.10	The institutions response to accidents, incidents and emergencies involving substances hazardous to health, to fulfil the institutions duties under regulation 13 of the control of substances hazardous to health regulations 2002	Last action on event + 10 years	SI 2002/2676 Regulation 8(4)	
E25.06	Hazardous Substance Exposure Control - Non-ionising radiation			
E25.06.01	Controlling and investigating exposure, assessing the risks to health, providing and maintaining equipment to control exposure following icnirp guidelines, providing information, instruction and training for employees who are exposed to non-ionising radiation, monitoring levels of non-ionising radiation, testing to detect leakage from articles or equipment transmitting non-ionising radiations	Date of inspection, test, repair or training + 5 years	SI 2002/2676 Regulation 10(5)	Minimum retention: Date of last entry on record + 40 years
E25.07	Hazardous Substance Exposure Control - Lead			
E25.07.01	The conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil the institutions duties under regulation 5 of the control of lead at work regulations 2002	Superseded + 10 years	SI 2002/2676 Regulation 9(4)	
E25.07.02	The maintenance of equipment provided to control exposure to lead, to fulfil the institutions duties under regulation 8 of the control of lead at work regulations 2002	Date of examination/test/repair + 5 years	Institutional Business Requirement	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.07.03	The medical surveillance of individual employees who are exposed to lead, to fulfil the institutions duties under regulation 10 of the control of lead at work regulations 2002	Permanent	Regulation 12 of the control of lead at work Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.07.04	The conduct and results of monitoring employees general exposure to lead (in air), to fulfil the institutions duties under regulation 9 of the control of lead at work regulations 2002	Last entry + 5 years	Institutional Business Requirement	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.07.05	The provision of information, instruction and training for employees who are exposed to lead, to fulfil the institutions duties under regulation 11 of the control of lead at work regulations 2002	Superseded + 10 years	Institutional Business Requirement	The Control of Asbestos Regulations (SI 2012/632) does not prescribe a retention period for these records. Retaining assessments provides evidence of effective management of risks over time.
E25.07.06	The development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil the institutions duties under regulation 12 of the control of lead at work regulations 2002	Superseded + 10 years	Institutional Business Requirement	The Control of Asbestos Regulations (SI 2012/632) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.

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Reference	Description	Retention Period	Citation	Notes
E25.07	Hazardous Substance Exposure Control - Lead continued...			
E25.07.07	The institutions response to accidents, incidents and emergencies involving lead, to fulfil the institutions duties under regulation 12 of the control of lead at work regulations 2002	Last action on event + 10 years	SI2002/2675	
E25.08	Hazardous Substance Exposure Control - Asbestos			
E25.08.01	Assessments of the presence and condition of asbestos, as required by regulation 5 of the control of asbestos regulations 2012	Completion of work to which the assessment relates + 10 years	Institutional Business Requirement	Control of Asbestos Regulations (SI 2012/632) Regulation 9 does not prescribe retention period for these records. Retaining assessments provides evidence of effective management of risks associated with works carried out.
E25.08.02	The conduct review and revision of assessments of the risks to health created by exposure to asbestos as required by regulation 6 of the control of asbestos regulations 2012	Superseded + 10 years	SI 2012/632 Regulation 13(3)	
E25.08.03	Plans of work for undertaking work with asbestos, as required by regulation 7 of the control of asbestos regulations 2012	Completion of work to which plan relates (+5years)	SI 2012/632 Regulation 13(3)	
E25.08.04	Notifications to enforcing authorities of proposed work with asbestos, to fulfil the institutions duties under regulation 9 of the control of asbestos regulations 2012	Duration of work + 10 years	Regulation 15 of the control of asbestos Regulations 2012	The Control of Asbestos Regulations (SI 2012/632) Regulation 15 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.08.05	The provision of information, instruction and training for employees who are exposed to asbestos, to fulfil the institutions duties under regulation 10 of the control of asbestos regulations 2012	Superseded + 10 years	Institutional Business Requirement	The Control of Asbestos Regulations (SI 2012/632) Regulation 15 does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.08.06	The maintenance of equipment provided to control exposure to asbestos, to fulfil the institutions duties under regulation 13 of the control of asbestos regulations 2012	Date of examination, test or repair + 5 years	SI 2012/632 Regulation 19(4)(b)	
E25.08.07	The development of plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, to fulfil the institutions duties under regulation 15 of the control of asbestos regulations 2012	Superseded + 10 years	SI 2012/632 Regulation 22(1)(b)	Minimum retention: Date of last entry on record + 40 years

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Reference	Description	Retention Period	Citation	Notes
E25.08	Hazardous Substance Exposure Control - Asbestos continued...			
E25.08.08	The institutions response to accidents, incidents and emergencies involving asbestos, to fulfil the institutions duties under regulation 15 of the control of asbestos regulations 2012	Last action on event +10 years	SI 2012/632 Regulation 22(4)	In practice, these are likely to be retained as part of the health records required by Regulation 22 of SI 2012/632.
E25.08.09	The conduct and results of monitoring employee general exposure to asbestos, to fulfil the institutions duties under regulation 19 of the control of asbestos regulations 2012	Date of monitoring + 5 years	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) Regulation 7 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.08.10	The medical surveillance of individual employees who are exposed to asbestos, to fulfil the institutions duties under regulation 22 of the control of asbestos regulations 2012	Permanent	SI 2017/1075 Regulation 10(2)	
E25.08.11	Employers copies of certificates of medical examinations of identifiable employees who are exposed to asbestos, as required by regulation 22 of the control of asbestos regulations 2012	Date of certificate + 4 years	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records.
E25.09	Hazardous Substance Exposure Control - Ionising Radiation			
E25.09.01	The conduct, review and revision of assessments of the risks to health created by work with ionising radiation, to fulfil the institutions duties under regulation 7 of the ionising radiations regulations 2017	Permanent	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records.
E25.09.02	The maintenance of personal protective equipment provided to control exposure to ionising radiation, to fulfil the institutions duties under regulation 10 of the ionising radiations regulations 2017	Date of examination, test or repair +2 years	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.09.03	The maintenance of other equipment provided to control exposure to ionising radiation, to fulfil the institutions duties under regulation 10 of the ionising radiations regulations 2017	Date of examination, test or repair + 5 years	SI 2017/1075 Regulation 19(4)(c)	
E25.09.04	The preparation of contingency plans to deal with radiation accidents, to fulfil the institutions duties under regulation 12 of the ionising radiations regulations 2017	Superseded	SI 2017/1075 Regulation 19(4)(c)	

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Reference	Description	Retention Period	Citation	Notes
E25.09	Hazardous Substance Exposure Control - Ionising Radiation continued...			
E25.09.05	The provision of information, instruction and training for employees who are exposed to ionising radiation, to fulfil the institutions duties under regulation 14 of the ionising radiation regulations 2017	Superseded + 10 years	SI 2017/1075 Regulation 21(3)(a)	Dose records are usually made and maintained by a dosimetry service on behalf of an employer. A dosimetry service provides summaries of dose records to an employer on whose behalf it makes and maintains the records.
E25.09.06	The maintenance and testing of equipment for monitoring levels of ionising radiation, to fulfil the institutions duties under regulation 19 of the ionising radiations regulations 2017	Date of maintenance or testing + 2 years	SI 2017/1075 Regulation 21(7)	
E25.09.07	The monitoring of levels of ionising radiation in designated controlled areas, to fulfil the institutions duties under regulation 19 of the ionising radiations regulations 2017	Date of monitoring + 2 years	SI 2017/2075 Regulation 22(4)	
E25.09.08	The assessments of doses of ionising radiation received by 'classified person which are likely to be significant, to fulfil the institutions duties under regulation 21 of the ionising radiations regulations 2017	Permanent	SI 2017/1075 Regulation 23(2)(b)	
E25.09.09	Summaries of dose records, as required by regulation 21 of the ionising radiations regulations 2017	Current year + 2 years	SI 2017/1075 Regulation 24(3)	
E25.09.10	Investigations into the exposure of 'classified person to ionising radiation, to fulfil the institutions duties under regulation 22 of the ionising radiations regulations 2017	Date of report of investigation + 2 years	SI 2017/1075 Regulation 25(2)(a)	
E25.09.11	The assessments of individual doses of ionising radiation received as a result of a radiation accident, to fulfil the institutions duties under regulation 23 of the ionising radiations regulations 2017	Permanent	SI 2017/1075 Regulation 25(2)(b)	
E25.09.12	The medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance, to fulfil the institutions duties under regulation 24 of the ionising radiations regulations 2017	Permanent	SI 2017/1075 Regulation 27(3)	
E25.09.13	Reports of immediate investigations into possible overexposure to ionising radiation, to fulfil the institutions duties under regulation 25 of the ionising radiations regulations 2017	Date of report of investigation + 2 years	SI 2017/1075 Regulation 28	
E25.09.14	Reports of investigations into occurrences of overexposure to ionising radiation, to fulfil the institutions duties under regulation 25 of the ionising radiations regulations 2017	Permanent	Regulation 2 of the health and safety (display screen) equipment Regulations 1992	The Health and Safety (Display Screen) Equipment Regulations (SI 1992/2792) does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and

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Reference	Description	Retention Period	Citation	Notes
E25.09	Hazardous Substance Exposure Control - Ionising Radiation continued...			
E25.09.15	Records of tests to detect leakage from articles containing or embodying radioactive substances, to fulfil the institutions duties under regulation 27 of the ionising radiations regulations 2017	Completion of subsequent test on article or disposal of article + 2 years	Institutional Business Requirement	The Health and Safety (Display Screen) Equipment Regulations (SI 1992/2792) does not prescribe a retention period for these records.
E25.09.16	The quantity and location of radioactive substances, to fulfil the institutions duties under regulation 28 of the ionising radiations regulations 2017	Disposal of radioactive substance +2 years or date of record (whichever is the longer)	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.10	Hazardous Substance Exposure Control - Display screen equipment			
E25.10.01	The conduct, review and revision of assessments of risks to health and safety created by using workstation, to fulfil the institutions duties under regulation 2 of the health and safety (display screen) equipment regulations 1992	Superseded + 10 years	Common audit requirement	A record of the issue of personal protective equipment should be included in an employees staff record - See Human Resources Management - Employee Contract Management
E25.10.02	The provision of training and information for employees using workstations, to fulfil the institutions duties under regulations 6 and 7 of the health and safety (display screen) equipment regulations 1992	Superseded + 5 years	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.11	Hazardous Substance Exposure Control - Noise			
E25.11.01	The conduct, review and revision of assessments of risks to health and safety created by exposure to noise, to fulfil the institutions duties under regulation 5 of the control of noise at work regulations 2005	Superseded + 10 years	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records.
E25.11.02	The provision of personal protective equipment to employees, to fulfil the institutions duties under regulation 7 of the control of noise at work regulations 2005	Return of issued equipment +1 year	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.11.03	The maintenance of equipment provided to control exposure to noise, to fulfil the institutions duties under regulation 8 of the control of noise at work regulations 2005	Date of examination, test or repair + 5 years	SI 2013/1471 Regulation 7(3)/ SI 1993/2113 Regulation 2	The contents of records to be kept are specified in Schedule 4 of SI 2013/1471
E25.11.04	The health surveillance of employees who are exposed to noise, carried out to fulfil the institutions duties under regulation 9 of the control of noise at work regulations 2005	Permanent	Limitation Act 1980 c58 s 11	Minimum retention: Closure of investigation + 40 years. Potential long term liability - Move to Archive after 5 years

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E25.11	Hazardous Substance Exposure Control - Noise continued...			
E25.11.05	The provision of information, instruction and training for employees who are exposed to noise, to fulfil the institutions duties under regulation 10 of the control of noise at work regulations 2005	Superseded + 10 years	2013/1471 Regulation 7(3)	
E25.12	Health and Safety Incident Recording, Reporting and Investigation			
E25.12.01	The recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institutions premises, to fulfil the institutions duties under regulation 7 of the reporting of injuries, diseases and dangerous occurrences regulations 2013	Date of recording + 3 years	SI 2017/1075 Regulation 30	
E25.12.02	The investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institutions premises	Permanent	SI 2012/1075 Regulation 30	
E25.12.03	The notification and reporting (to the relevant reporting authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities	Date of notification + 3 years	Institutional Business Requirement	Neither SI 2005/1541 nor 2005 asp 5 prescribes a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.12.04	Records of immediate investigations into possible accidental release or theft of radioactive substances, where no release or theft was found to have occurred, to fulfil the institutions duties under regulation 30 of the ionising radiations regulations 2012	Date of report + 2 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.12.05	Records of immediate investigations into possible accidental release or theft of radioactive substances, where accidental release or theft was found to have occurred, to fulfil the institutions duties under regulation 30 of the ionising radiations regulations 2012	Date of report + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retention of these records must comply with the provisions of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016, 2016/679. 'Competent person in this context are often referred to as 'fire warden or similar.

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E25.13	Health and Safety Incident Management			
E25.13.01	The conduct, review and revision of fire safety risk assessments to fulfil the institutions duties under article 9 of the regulatory reform (fire safety) order 2005 or section 53 and/or section 54 of the fire (Scotland) act 2005	Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. 'Competent person in this context are often referred to as 'fire warden or similar.
E25.13.02	Fire safety arrangements made to fulfil the institutions duties under article 11 of the regulatory reform (fire safety) order 2005	Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 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.
E25.13.03	The nomination of competent persons to implement fire-fighting measures to fulfil the institutions duties under article 13 of the regulatory reform (fire safety) order 2005	Termination of status as 'competent person'	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous assessments provides evidence of compliance and effective management of health and safety over time.
E25.13.04	The appointment of 'competent person to assist in implementing fire-safety measures to fulfil the institutions duties under article 18 of the regulatory reform (fire safety) order 2005	Termination of status as 'competent person'	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.
E25.13.05	The provision of role-specific training for 'competent person to implement fire-fighting measures in the institutions premises to fulfil the institutions duties under article 13 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining maintenance history provides evidence of compliance and effective management of health and safety over time. Also see: Estate Management - Premises Maintenance; Facilities Management - Facilities Maintenance; Equipment and Consumables Management - Equipment Maintenance
E25.13.06	The conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil the institutions duties under article 13 of the regulatory reform (fire safety) order 2005	Review of assessment + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining maintenance history provides evidence of compliance and effective management of health and safety over time. Also see: Estate Management - Premises Maintenance; Facilities Management - Facilities Maintenance; Equipment and Consumables Management - Equipment Maintenance
E25.13.07	Arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services (including the provision of information on the institutions emergency procedures and arrangements) to fulfil the institutions duties under article 16 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 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.
E25.13.08	The maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighter, to fulfil the institutions duties under article 38 of the regulatory reform (fire safety) order 2005	Current year + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous drills etc provides evidence of compliance and effective management of health and safety over time.
E25.13.09	The maintenance of premises, facilities and equipment to fulfil the institutions duties under article 17 of the regulatory reform (fire safety) order 2005	Current year + 5 years	Institutional Business Requirement	

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E25.13	Health and Safety Incident Management continued...			
E25.13.10	The provision of fire safety training to employees to fulfil the institutions duties under article 21 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 1981/917 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.
E25.13.11	The conduct and review of safety drills, to fulfil the institutions duties under article 15 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 1981/917 does not prescribe a retention period for these records. Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.
E25.13.12	The appointment of first aiders	Termination of appointment	Institutional Business Requirement	SI 1981/917 does not prescribe a retention period for these records. Retaining previous information provides evidence of compliance and effective management of health and safety over time.
E25.13.13	The provision of approved training for first aiders to fulfil the institutions duties under regulation 3 of the health and safety (first aid) regulations 1981	Current year + 3 years OR Superseded + 3 years	Institutional Business Requirement	
E25.13.14	The conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfil the institutions duties under regulation 3 of the health and safety (first aid) regulations 1981	Superseded + 3 years	Institutional Business Requirement	
E25.13.15	The provision of information about first aid arrangements to employees, to fulfil the institutions duties under regulation 4 of the health and safety (first aid) regulations 1981	Superseded + 3 years	Institutional Business Requirement	