

Estates and facilities

Information held by the Estates Division (EST) anything like this kept by SCIENCE as well? Please indicate in notes if applicable!

Environmental management

Activity	Record group	Retention period	Authority	Notes
Environmental Hazard Identification & Risk Assessment	Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	NA	Waste chemical collection by Veolia in CHE and EST
Waste Management	Records documenting hazardous waste to be disposed of, as required by Regulation 49 of the Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/894).	Removal of waste + 3 years	SI 2005/894 Regulation 49(3)	Waste chemical collection by Veolia in CHE and EST
	Register of 'special waste' removed from the premises for disposal by registered/licensed contractors, as required by Regulation 15 of the Special Waste Regulations 1996 (SI 1996/972).	Removal of waste consignment + 3 years	SI 1996/972 Regulation 15(4)	Waste chemical collection by Veolia in CHE and EST

Estate management

Activity	Record group	Retention period	Authority	Notes
Property Security Management	Records documenting property access controls to secure areas (e.g. access registers, key registers,	Creation + 2 years	NA	Departmental records kept for access controls and security measures for all areas in ENV. On-

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Activity	Record group	Retention period	Authority	Notes
	security data logs).			going and updated
	Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	NA	Kept and archived
	Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year	NA	Records of keys issued and campus card access rights to cardax doors
	Records of security passes issued to visitors	Expiry of pass + 1 month	NA	Yes. logged and retained
Space Management	Records documenting the conduct and outcomes of space audits.	Completion of subsequent audit + 5 years	NA	Yes, kept and archived. Also kept in the Dean of Faculty Office (SCI) for the whole Faculty.

Facilities management

Activity	Record group	Retention period	Authority	Notes
	Records documenting the conduct and outcomes of inspections of facilities by enforcing authorities.	Completion of subsequent inspection	NA	Records kept of any outcomes and actions related to department
	Records documenting the development of interior design and fit-out schemes.	Completion of works + 15 years	1980 c. 58 s 14	Some plans and specifications for labs CHE/PHA
	Records documenting the specification of requirements for facilities.	Completion of works + 15 years	1980 c. 58 s 14	Some plans and specifications for labs CHE/PHA
	Records documenting the carrying out of major maintenance works within facilities.	Completion of works + 15 years	1980 c. 58 s 14B	Some plans and specifications for labs CHE/PHA
	Records documenting the	Current year + 5 years	NA	Records kept as well as

Activity	Record group	Retention period	Authority	Notes
	carrying out of minor maintenance works within facilities.			estates Some plans and specifications for labs CHE/PHA

Safety

Information held by University Safety Services (USS) and other departments.

Equipment and consumables management

Activity	Record group	Retention period	Authority	Notes
Equipment & Consumables Disposal	Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year	NA	ENV - Records kept for larger items of equipment. Consumables etc. disposed of following agreed procedures. CHE/PHA – records kept and in EST
	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health.	Disposal of item + 15 years	1980 c.58 s 14	ENV - Yes, as and when required.
	Records documenting the cleaning/sanitisation of equipment/consumables	Disposal if item + 6 year	1980 c. 58 s 5	ENV - Yes, as and when required CHE/PHA- records kept and in EST

Activity	Record group	Retention period	Authority	Notes
	prior to disposal: other items.			
	Records documenting the transfer of ownership of equipment/consumables.	Disposal of item + 1 year	NA	ENV – Yes CHE/PHA- records kept and in EST
Equipment & Consumables Selection	Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations	Life of item + 40 years	NA	ENV - Yes, as required
	Records documenting the development of specifications for, and the selection of, equipment/consumables: major items	Life of item + 6 years	1980 c.58 s 5	ENV - Yes, as required CHE/PHA – records kept and EST + principal investigator (PI)
Equipment & Consumables Storage	Records documenting routine stocktaking and stock checking.	Current year + 1 year	NA	ENV - Not on consumable items CHE/PHA; Drug Precursor stock & usage in CHE/PHA, CHE Goods office, teaching labs. PI may keep records of stock in their labs.
Equipment Inspection, Testing & Maintenance	Maintenance logs for equipment	Life of equipment + 6 years	SI 1998/2306 Regulation 5(2) 1980 c. 58 s 5	ENV - Yes, for certain items of equipment CHE/PHA – yes for certain items of equipment.

Activity	Record group	Retention period	Authority	Notes
	Records documenting inspections of equipment, made under Regulation 6 of the Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306).	Completion of subsequent inspection	SI 1998/2306 Regulation 6(3)	?
	Records documenting the examination, testing and repair of other equipment provided to control exposure to ionising radiation, as required by Regulation 10(1) of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of examination/test/repair + 5 years	NA	ENV - All aspects of activity under the Ionising Radiations regulations overseen by USS and records kept by them.
	Records documenting the examination, testing and repair of personal protective equipment provided to control exposure to ionising radiation, as required by Regulation 10(2) of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of examination/test/repair + 2 years	SI 1999/3232 Regulation 10(2)	ENV - All aspects of activity under the Ionising Radiations regulations overseen by USS and records kept by them.
	Records documenting the examination, testing and repair of plant and	Date of examination/test/repair + 5 years	SI 2002/2677 Regulation	ENV - Yes, as required

Activity	Record group	Retention period	Authority	Notes
	equipment provided to control exposure to substances hazardous to health, as required by Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).		9(4)	
	Records documenting the inspection, testing and maintenance of equipment, except as specified elsewhere.	Disposal of item + 1 year	NA	?
	Records documenting the inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Decommissioning/Disposal + 15 years	1980 c.58 s 14	ENV - Yes records kept
	Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere.	Decommissioning/removal + 6 years	1980 c.58 s 5	ENV - Yes records kept
	Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, as	Date of maintenance/testing + 2 years	SI 1999/3232 Regulation 19(4)(c)	ENV - All aspects of activity under the Ionising Radiations regulations overseen by USS and records kept by them.

Activity	Record group	Retention period	Authority	Notes
	required by Regulation 19(2) of the Ionising Radiations Regulations 1999 (SI 1999/3232).			
	Reports of inspection and 'thorough examination' of lifting equipment, as required by Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307).	Date of subsequent report OR Date of report + 2 years, whichever is the later	SI 1998/2307 Regulation 11(2)(a)(iv)	ENV - Yes, together with estates
	Records documenting the installation of equipment: major items.	Decommissioning/removal + 6 years	1980 c. 58 s 5	CHE/PHA – laboratory equipment
	Records documenting the installation of equipment: other items.	Decommissioning/removal	NA	ENV - As required CHE/PHA – laboratory equipment
	Reports of pre-commissioning examinations of accessories for lifting, as required Regulation 9(1) of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307).	Date of report + 2 years	SI 1998/2307 Regulation 11(2)(a)(ii)	NA
	Reports of pre-commissioning examinations of lifting equipment, as required by Regulation 9(1) and	Decommissioning	SI 1998/2307 Regulation 11(2)(a)(i) and	ENV - Yes along with Estates

Activity	Record group	Retention period	Authority	Notes
	9(2) of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307).		11(2)(a)(iii)	

Health and safety management

Activity	Record group	Retention period	Authority	Notes
Health & Safety Audit	Records documenting the conduct and results of health and safety audits.	Completion of audit + 5 years	NA	ENV - Yes Retaining previous versions provides evidence of compliance and effective management of health and safety over time. CHE/PHA - Yes
Health & Safety Consultation	Records documenting 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.	Current year + 50 years	NA	ENV - Yes through health and safety Committee CHE/PHA - yes
	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Current year + 50 years	NA	ENV - Yes through H&S Committee
	Records documenting notifications of appointments of safety representatives by trade unions	Termination of appointment + 1 year	NA	ENV – Yes CHE/PHA - yes

Activity	Record group	Retention period	Authority	Notes
	under Regulation 3 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).			
	Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Completion of election + 1 year	NA	ENV - Yes
	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Completion of election + 1 year	NA	ENV - Yes
	Records documenting the establishment of a safety committee to fulfil the institution's duty under s 2(7) of the Health and Safety at Work etc. Act 1974 (c. 37) and in accordance with Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500). Includes records documenting the objectives, role, functions, composition and administration of the committee.	Dissolution of committee + 50 years	NA	ENV - Yes
	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and	Current year + 50 years	NA	ENV – Yes CHE/PHA - yes

Activity	Record group	Retention period	Authority	Notes
	Safety Committees Regulations 1977 (SI 1977/500).			
	Records documenting 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	NA	ENV - Yes
	Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 SI 1977/500).	Current year + 5 years	NA	ENV - Yes, as required.
	Records documenting 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 (SI 1996/1513).	Current year + 5 years	NA	ENV - As required
Health & Safety Hazard Exposure Control - Display Screen Equipment	Records documenting the conduct, review and revision of assessments of risks to health and safety created by using workstations, to fulfil the institution's duties under	Superseded + 10 years	NA	ENV - Yes records kept CHE/PHA - Yes

Activity	Record group	Retention period	Authority	Notes
	Regulation 2 of the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792).			
	Records documenting the provision of training and information for employees using workstations, to fulfil the institution's duties under Regulations 6 and 7 of the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792).	Superseded + 5 years	NA	ENV – Yes records kept CHE/PHA - Yes
Health & Safety Hazard Exposure Control - Hazardous Substances	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 (SI 2002/2677), Schedule 3, para. 4.	Current + 40 years	SI 2002/2677 Regulation 7(10) and Schedule 3, para. 4(3)	ENV - All required documentation relating to COSH regulations kept in accordance with regulations CHE/PHA – records kept
	Records documenting health surveillance of individual employees who are exposed to substances hazardous to health, to fulfil the institution's duties under Regulation 11 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Date of last entry in record + 40 years	SI 2002/2677 Regulation 11(3)	ENV - All required documentation relating to COSH regulations kept in accordance with regulations – in conjunction with Occupational health CHE/PHA - yes
	Records documenting the conduct and results of monitoring employees' general exposure to substances hazardous to health, to	Last entry + 5 years	SI 2002/2677 Regulation 10(5)(b)	ENV – yes

Activity	Record group	Retention period	Authority	Notes
	fulfil the institution's duties under Regulation 10 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).			
	Records documenting the conduct and results of monitoring the personal exposures of individual employees to substances hazardous to health, to fulfil the institution's duties under Regulation 10 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Last entry + 40 years	SI 2002/2677 Regulation 10(5)(a)	ENV - yes
	Records documenting the conduct, review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil the institution's duties under Regulation 6 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Superseded + 10 years	NA	ENV - All required documentation relating to COSH regulations kept in accordance with regulations
	Records documenting 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 institution's duties under Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Superseded + 10 years	NA	ENV - Yes, records kept in accordance with regulations and University Policy

Activity	Record group	Retention period	Authority	Notes
	Records documenting the institution's response to accidents, incidents and emergencies involving substances hazardous to health, to fulfil the institution's duties under Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Last action on event + 10 years	NA	ENV – yes CHE/PHA- yes
	Records documenting the maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil the institution's duties under Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Date of examination/test/repair + 5 years	SI 2002/2677 Regulation 9(4)	ENV - As required
	Records documenting the provision of information, instruction and training for employees who are exposed to substances hazardous to health, to fulfil the institution's duties under Regulation 12 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Superseded + 10 years	NA	ENV - Training records kept
Health & Safety Hazard Exposure Control - Ionising Radiation	Records documenting assessments of doses of ionising radiation received by 'classified persons' which are likely to be significant, to fulfil the institution's duties under Regulation 21 of the Ionising	Date of assessment + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	SI 1999/3232 Regulation 21(3)(a)	ENV - Dose records are usually made and maintained by USS who maintains the records.

Activity	Record group	Retention period	Authority	Notes
	Radiations Regulations 1999 (SI 1999/3232).			
	Records documenting assessments of individual doses of ionising radiation received as a result of a radiation accident, to fulfil the institution's duties under Regulation 23 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of accident + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	SI 1999/3232 Regulation 23(2)(b)	ENV - Dose records are usually made and maintained by USS who maintains the records.
	Records documenting medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance, to fulfil the institution's duties under Regulation 24 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	SI 1999/3232 Regulation 24(3)	NA as never required
	Records documenting tests to detect leakage from articles containing or embodying radioactive substances, to fulfil the institution's duties under Regulation 27 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Completion of subsequent test on article OR Disposal of article + 2 years.	SI 1999/3232 Regulation 27(3)	ENV - Undertaken by USS
	Records documenting the conduct, review and revision of assessments of the risks to health created by work with ionising radiation, to fulfil the institution's duties under	Superseded + 10 years	NA	ENV - Risk assessments + USS records

Activity	Record group	Retention period	Authority	Notes
	Regulation 7 of the Ionising Radiations Regulations 1999 (SI 1999/3232).			
	Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, to fulfil the institution's duties under Regulation 19 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of maintenance/testing + 2 years	SI 1999/3232 Regulation 19(4)(c)	ENV - Undertaken by USS
	Records documenting the maintenance of other equipment provided to control exposure to ionising radiation, to fulfil the institution's duties under Regulation 10 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of examination/test/repair + 5 years	NA	ENV - Undertaken by USS
	Records documenting the maintenance of personal protective equipment provided to control exposure to ionising radiation, to fulfil the institution's duties under Regulation 10 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of examination/test/repair + 2 years	SI 1999/3232 Regulation 10(2)	ENV - As required
	Records documenting the monitoring of levels of ionising radiation in designated controlled areas, to fulfil the institution's duties under Regulation 19 of the	Date of monitoring + 2 years	SI 1999/3232 Regulation 19(4)(c)	ENV - Undertaken by USS

Activity	Record group	Retention period	Authority	Notes
	Ionising Radiations Regulations 1999 (SI 1999/3232).			
	Records documenting the provision of information, instruction and training for employees who are exposed to ionising radiation, to fulfil the institution's duties under Regulation 14 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Superseded + 10 years	NA	ENV - Yes records kept by USS
	Records of the quantity and location of radioactive substances, to fulfil the institution's duties under Regulation 28 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Disposal of radioactive substance + 2 years OR Date of record + 2 years, whichever is the longer.	SI 1999/3232 Regulation 28	ENV - Yes records kept by USS
	Reports of immediate investigations into possible overexposure to ionising radiation, to fulfil the institution's duties under Regulation 25 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of report of investigation + 2 years	SI 1999/3232 Regulation 25(2)(a)	ENV - Yes records kept by USS
	Reports of investigations into occurrences of overexposure to ionising radiation, to fulfil the institution's duties under Regulation 25 of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of report + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	SI 1999/3232 Regulation 25(2)(b)	Env - Yes records kept by USS
	Summaries of dose records, as	Current year + 2 years	SI	ENV - Yes records kept by USS

Activity	Record group	Retention period	Authority	Notes
	required by Regulation 21 of the Ionising Radiations Regulations 1999 (SI 1999/3232).		1999/3232 Regulation 21(7)	
Health & Safety Hazard Exposure Control - Lead	Records documenting medical surveillance of individual employees who are exposed to lead, to fulfil the institution's duties under Regulation 10 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Date of last entry on record + 40 years	SI 2002/2676 Regulation 10(5)	ENV - If required and in conjunction with Occupational Health if risk identified by Risk assessment
	Records documenting the conduct and results of monitoring employees' general exposure to lead (in air), to fulfil the institution's duties under Regulation 9 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Last entry + 5 years	SI 2002/2676 Regulation 9(4)	ENV - As above
	Records documenting the conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil the institution's duties under Regulation 5 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Superseded + 10 years	NA	ENV - As above
	Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil the institution's duties under	Superseded + 10 years	NA	ENV - As above

Activity	Record group	Retention period	Authority	Notes
	Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).			
	Records documenting the institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Last action on event + 10 years	NA	ENV - As above
	Records documenting the maintenance of equipment provided to control exposure to lead, to fulfil the institution's duties under Regulation 8 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Date of examination/test/repair + 5 years	SI 2002/2676 Regulation 8(4)	ENV - As above
	Records documenting the provision of information, instruction and training for employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Superseded + 10 years	NA	ENV - As above
Health & Safety Hazard Exposure Control - Noise	Records documenting health surveillance of employees who are exposed to noise, carried out to fulfil the institution's duties under Regulation 9 of the Control of Noise at Work Regulations 2005 (SI	Date of last entry in record + 40 years	NA	ENV - If required and identified as part of a risk assessment – in conjunction with Occupational Health

Activity	Record group	Retention period	Authority	Notes
	2005/1643).			
	Records documenting the conduct, review and revision of assessments of the risks to health and safety created by exposure to noise, made to fulfil the institution's duties under Regulation 5 of the Control of Noise at Work Regulations 2005 (SI 2005/1643)	Superseded + 10 years	NA	ENV - Risk assessment system
	Records documenting the maintenance of equipment provided to control exposure to noise, to fulfil the institution's duties under Regulation 8 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Date of examination/test/repair + 5 years	NA	ENV - As required
	Records documenting the provision of information, instruction and training for employees who are exposed to noise, to fulfil the institution's duties under Regulation 10 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Superseded + 10 years	NA	ENV - As required
	Records documenting the provision of personal protective equipment to employees, to fulfil the institution's duties under Regulation 7 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Return of issued equipment + 1 year	Common audit requirement	ENV - Details in training record

Activity	Record group	Retention period	Authority	Notes
Health & Safety Hazard Identification & Risk Assessment	Records documenting the conduct, review and revision of risk assessments made to fulfil the institution's duties under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) and except where specified elsewhere in this RRS	Superseded + 5 years	NA	ENV - A full and robust Risk Assessment process is in operation with full audits and reviews – records kept and archived
Health & Safety Incident Management	Records documenting 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 institution's emergency procedures and arrangements) to fulfil the institution's duties under Article 16 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years or Superseded + 5 years	NA	ENV - NA at departmental level CHE/PHA – in safety handbook for staff
	Records documenting fire safety arrangements made to fulfil the institution's duties under Article 11 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Superseded + 5 years	NA	ENV - Training records kept CHE/PHA – in CHE/PHA safety handbook
	Records documenting the appointment of 'competent persons' to assist in implementing fire safety measures to fulfil the institution's duties under Article 18 of the Regulatory Reform (Fire	Termination of status as 'competent person'	NA	ENV - Records kept CHE/PHA – records kept

Activity	Record group	Retention period	Authority	Notes
	Safety) Order 2005 (SI 2005/1541).			
	Records documenting the appointment of first aiders.	Termination of appointment	NA	ENV - Records kept CHE/PHA – records kept
	Records documenting the conduct and review of safety drills to fulfil the institution's duties under Article 15 of the Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).	Current year + 5 years or Superseded + 5 years	NA	ENV - Safety drills undertaken by USS CHE/PHA – records kept
	Records documenting the conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Review of assessment + 5 years	NA	ENV – Estates and USS
	Records documenting the conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Superseded + 3 years	NA	ENV - Yes records kept CHE/PHA – records kept
	Records documenting the nomination of 'competent persons' to implement fire-fighting measures to fulfil the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Termination of status as 'competent person'	NA	ENV - Yes records kept

Activity	Record group	Retention period	Authority	Notes
	Records documenting the provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Current year + 3 years OR Superseded + 3 years	NA	ENV - Yes records kept CHE/PHA – records kept
	Records documenting the provision of fire safety training to employees to fulfil the institution's duties under Article 21 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years or Superseded + 5 years	NA	ENV - Yes records kept CHE/PHA – records kept
	Records documenting the provision of information about first aid arrangements to employees, to fulfil the institution's duties under Regulation 4 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Superseded + 3 years	NA	ENV – yes CHE/PHA - yes
Health & Safety Incident Recording, Reporting & Investigation	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	1980 c. 58 s 11	ENV - Yes records kept
	Records documenting the notification and reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification + 3 years	In line with SI 1995/3163 Regulation 7(3)	ENV - Yes records kept
	Records of injuries, dangerous	Date of recording + 3	SI	ENV - Yes records kept

Activity	Record group	Retention period	Authority	Notes
	occurrences and outbreaks of notifiable diseases on the institution's premises, to fulfil the institution's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163).	years	1995/3163 Regulation 7(3) SI 1993/2113 Regulation 2	
Health & Safety Information, Instruction & Training Provision	Records documenting the provision of health and safety information, instruction and training for employees, students and others, except where specified elsewhere in this Records Retention Schedule.	Current year + 5 years or Superseded + 5 years	NA	ENV - Yes records kept CHE/PHA - yes
Health & Safety Inspection	Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.	Current year + 5 years OR Superseded + 1 year	NA	ENV - Yes records kept Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
Health & Safety Management Procedure Development	Master copies of procedures relating to the management of health and safety.	Superseded + 50 years	NA	ENV - Yes full records kept Retaining previous versions provides evidence of compliance and effective management of health and safety over time.