

INSTRUCTION 22

RECORDS

References:

- A. Health and Safety at Work Act 1974.
- B. Management of Health and Safety at Work Regulations (as amended).

Introduction

22.1 There are mandatory requirements to keep records in accordance with current legislation. When a specific retention time is not given under specific regulations, all records should be retained for a period of 5 years. Those appointments responsible for maintaining the various records have been detailed in each specific instruction.

22.2 Specialist Officers may have a requirement to keep records in their own discipline in which case they should issue their own instructions for this purpose.

Responsibilities

22.3 Managers and supervisors must maintain the records listed below, in accordance with current legislation and the Council's policy:

- Risk Assessments;
- Manual Handling Assessments;
- Fire risk assessments;
- Fire Drill Records;
- Fire wardens;
- COSHH Assessments;
- Copies Material Safety Data Sheets;
- DSE Assessments;
- Safe systems of work;
- Electrical Appliances Register;
- Asbestos Register;
- Violence at Work Reports;
- Completed Accident/Disease/Dangerous Occurrence Reports;
- RIDDOR reports;
- Accident investigations;
- First aiders;
- Noise audits;
- Hand Arm Vibration (HAV) records;
- Whole Body Vibration (WBV) records;
- Occupational Health Records;
- Induction Training;
- Individual Training Records;
- Health and Safety Audits/Inspections;
- Register of Lifting Equipment and operation;
- Copies of other local health and safety policies, procedures or guidance given to staff or students;
- Student placement checklists (6 months);
- Work in confined spaces;
- Inspection and statutory examination reports relating to equipment or plant (or at least a reference to what other records are kept and where these can be found).

22.4 All records must be maintained in an organised and good condition.

22.5 Inspectors from the Health and Safety Executive and Health and Safety Representatives from Trade Unions have a legal right to inspect health and safety records at any time

22.6 It should be noted that in cases of potential civil litigation, records might be requested by Solicitors acting on behalf of claimants, many years after the statutory need to keep records has expired. (The advice of the Insurance Officer should be sought as soon as possible if a Service is approached directly in such a regard). Where records include personal data that would allow an individual to be identified, the requirements of the General Data Protection Regulation (GDPR) apply.