

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	P/M	Notes/Access
H&S1.0	Operational Health & Safety	-	-	-	-	-	-
H&S1.0.1	Accident Reporting	-	Date of the accident + 4 years where the injured person is an adult at the time of the accident; date of birth + 22 years where the injured person is a minor at the time of the accident.	Secure Disposal	Y	Official	-
H&S1.0.2	Records relating to the Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) process	Statutory Instrument 1995 No 3163 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Date of notification + 3 years	Secure Disposal	Y	Official	-
H&S1.0.3	Surrey Fire and Rescue Notices	-	Date of notice + 6 years	Secure Disposal	N	Not Protectively Marked	-
H&S1.0.4	Risk Assessments	-	Date the risk assessment superseded + 4 years	Secure Disposal	N	Not Protectively Marked	-
H&S1.0.5	COSHH Risk Assessments	Control of Substances Hazardous to Health	Date of creation + 40 years	Secure Disposal	Y	Not Protectively Marked	-
H&S1.0.6	Risk Assessments relating to activities involving people under the age of 18	Limitation Act 1980 (Section 11)	Date of birth of the youngest participant + 22 years	Secure Disposal	N	Not Protectively Marked	-
H&S1.0.7	Driving At Work Forms - Driving risk assessments	-	Current year + 2 years	Secure Disposal	Y	Official	-
H&S1.0.8	Fire Risk Assessments	Limitation Act 1980 (Section 11)	Date the risk assessment superseded + 4 years	Secure Disposal	-	Not Protectively Marked	-
H&S1.0.9	Trading Standards: Health and Safety: H&S Equipment Register - log of all H&S equipment held by officers	-	Current year + 6 years	Secure Disposal	N	Not Protectively Marked	-
H&S1.0.10	Records relating to health and safety training	-	Date of training + 7 years	Secure Disposal	N	Not Protectively Marked	-
H&S2.0	Health & Safety Monitoring	-	-	-	-	-	-
H&S2.0.1	Investigations into health and safety incidents which may lead to HSE involvement	Limitation Act 1980 (Section 11)	Date of investigation + 4 years (unless the incident involves a minor in which case Date of birth of minor + 22 years) then review – if the information is being used as a case study then the information should be anonymised	Secure Disposal	Y	Official	-
H&S2.0.2	Corporate audits, schools audits, monitoring reports	Limitation Act 1980 (Section 2)	Date of audit + 6 years then review	Secure Disposal	N	Official	-
H&S2.0.3	Health and Safety: Audits relating to Families and Adult Social Care	Limitation Act 1980 (Section 11)	Date of audit + 4 years	Secure Disposal	N	Official	-
H&S2.0.4	Health and Safety Executive Communications (Notices Prosecutions)	Limitation Act 1980 (Section 2)	Date of notice + 6 years then review	-	-	Not Protectively Marked	-
H&S2.0.5	Trading Standards: Health and Safety Monthly checks	-	Current year + 6 years	Secure Disposal	N	Not Protectively Marked	-
H&S2.0.6	Property - records of fire logs, fire maintenance, legionella checks	Limitation Act 1980 (Section 2)	Life of building + 6 years then review	Secure Disposal	N	Not Protectively Marked	-
H&S2.0.7	Legionella and water checks undertaken in SCC premises	Limitation Act 1980 (Section 2)	Date of check + 6 years	Secure Disposal	N	Not Protectively Marked	-
H&S2.0.8	Health and Safety: Display Screen Equipment Reports	Limitation Act 1980 (Section 11)	Life of assessment + 4 years	Secure Disposal	Y	Official	-
H&S2.0.9	Health and Safety: New and Expectant Mother Risk Assessments	Limitation Act 1980 (Section 11)	Life of assessment + 4 years	Secure Disposal	Y	Official	-
H&S2.0.10	Stress (Positive Pressure Management) Assessments (individual or teams)	Limitation Act 1980 (Section 11)	Life of assessment + 4 years	Secure Disposal	Y	Official	-
H&S2.0.11	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	-	Last action + 40 years	Secure Disposal	N	Not Protectively Marked	-
H&S2.0.12	Controlled Drug Register - held in a Residential Home	Safer management of controlled drugs: a guide to good practice in secondary care (England). October 2007, Dept of Health, 17th October 2007 section 9	Last date in register + 2 years	Secure Disposal	Y	Official	-
H&S2.0.13	Fire Register maintained by Residential Homes	Fire Precautions (Workplace) Regulations 1997	Last date in register + 6 years	Secure Disposal	N	Not Protectively Marked	-
H&S2.0.14	Human Resources: Health and Safety: Risk Registers relating to all directorates	Limitation Act 1980 (Section 11)	Last date in register + 4 years	Secure Disposal	Y	Official	-
H&S2.0.15	Health and Safety team meetings and working groups	-	Current year + 3 years	Secure Disposal	N	Not Protectively Marked	-
H&S2.0.16	Health and Safety: Safety Complaints	Limitation Act 1980 (Section 2)	Date complaint resolved + 6 years	Secure Disposal	Y	Official	-
H&S3.0	Strategy, Planning, Policies	-	-	-	-	-	-
H&S3.0.1	Records relating to health and safety campaigns	-	Date of campaign + 3 years	-	N	Not Protectively Marked	-
H&S3.0.2	Records relating to health and safety strategy planning	-	Closure of file + 6 years then review	Secure Disposal	N	Official	-
H&S3.0.3	Health and Safety Working Party	Limitation Act 1980 (Section 2)	Date of meeting + 6 years	Secure Disposal	N	Official	-
H&S3.0.4	Health and Safety Policy	-	Date policy superseded + 6 years	Secure Disposal	N	Not Protectively Marked	-