

**University of Strathclyde**

**Safety, Health and Wellbeing (SHaW) – Privacy Notice**

**Introduction**

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice prior to providing your information.

We store your information securely, in accordance with applicable data protection law and the information will not be shared for marketing purposes.

**Data Controller and the Data Protection Officer**

The University of Strathclyde is a data controller under data protection legislation.

Any enquiries regarding data protection should be made to the University’s Data Protection Officer at [dataprotection@strath.ac.uk.](mailto:dataprotection@strath.ac.uk)

**The information being collected, how it is used and stored**

Identifiable information is collected in order to create and maintain adequate records in relation to the various interactions you may have with our Department. If we are ever collecting sensitive personal data **1** additional safeguards will be in place and the information provided by you will only be held/used for that specific purpose. We store your information securely, in accordance with applicable data protection legislation and it will not be shared for marketing purposes.

Information collected is used for:

* communicating with employees of the University to provide advice and support as necessary on a need to know basis in relation to our Department’s job function; (including by electronic means);
* managing and maintaining records as necessary to enable our department to carry out its obligations to the University;
* statutory reporting
* compiling records and statistics for audit purposes and management information within the University;
* financial reasons;
* undertaking surveys.

1. This is personal data about an individual’s race; ethnic origin; religion; trade union membership; genetics; biometrics (where it is used to identify an individual); health; sex life or sexual orientation. Criminal offence/conviction data will be treated in the same way

OHSP001v1

Issue date: May 2018

Owner: Head, SHaW

Last review date: May 2018

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Next review date: May 2019

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**Purpose of the processing and legal basis**

Our department discloses information to a small number of third parties. This will always be done in accordance with the relevant legislation. You should be aware that in many cases it is not necessary to seek your consent to share your personal data. This may be for a number of reasons, for example, the University is under a legal obligation to provide the information to Authorities dealing with emergency situations at the University.

If your consent is required before we can share your information, i.e. in the case of personal sensitive data, then we will request your consent. If you do not consent then your data will not be shared unless we are legally required to do so.

Personal data will only ever be disclosed in accordance with the data protection legislation in force at the time.

For further information on who we share your data with and the legal basis, please refer to

[**Appendix 1**](#page3)

**Retention period**

Your information will be retained as long as necessary for the purposes required under any legal obligations in line with our [document retention policy.](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf.pagespeed.ce._JCLpTXM2H.pdf)

**Data subject rights**

As a ‘Data Subject’ you have a number of rights under the Act. These include the right to:

* access the personal data the University holds about you via ‘Subject Access Request’ (SAR). For more information see the University’s Data Protection web pages; <https://www.strath.ac.uk/dataprotection/>
* have inaccurate data corrected or rectified;
* have inaccurate data erased;
* prevent processing of information which may cause you harm or distress;
* prevent unsolicited marketing;
* prevent automated decision–making.

For more information on your rights, see <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

**Right to complain**

If you have any concerns/issues with the way the University has processed your personal data you can contact the Data Protection Officer at [dataprotection@strath.ac.uk.](mailto:dataprotection@strath.ac.uk) You also have the right to lodge a complaint against the University regarding data protection issues with the [Information Commissioner’s Office](https://ico.org.uk/concerns)

**Keeping your information up to date**

|  |  |  |  |
| --- | --- | --- | --- |
| It is your responsibility to inform us if your details require updating. | | Please contact |  |
| [safety@strath.ac.uk](mailto:safety@strath.ac.uk) to make any relevant changes. | |  |  |
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**APPENDIX 1 – Safety, Health and Wellbeing - Forms**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Form** |  | **Information collected and how it is used** | |  | **Who we could share your Data with** | **Basis for** |  | **Retention Period** | | |  |
|  |  |  |  |  |
|  |  |  | **Processing** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting the reporting and investigation of | |  | • Senior Management within the University |  |  |  |  |  |  |
|  |  |  |  | accidents , dangerous occurrences and outbreaks of |  |  |  |  |  |  |  |
|  |  |  |  |  | • As necessary, relevant staff within SHaW and your | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  |  |  |  | notifiable diseases on the premises |  |  |  |
|  | Safe360 | |  |  | Department |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  |  |
|  | • | Records documenting unusual occurrences (e.g. |  |  |  |  |
|  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Incident | |  | exposures, radioactive spillages) which could result in, |  |  |  |  |  |  |  |
|  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | Management | |  | or could have resulted in, an abnormal ionising radiation |  | • Estates Services’ Staff |  |  |  |  |  |  |
|  | Online system | |  | dose |  |  |  |  |  |  |  |  |
|  | • | To compile records and statistics for audit purposes and |  |  |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  |  |  | • Records documenting the notification and reporting to | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | **F2508 and** | |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  |  |
|  |  | enforcing authorities of reportable accidents and |  |  |  |  |
|  |  |  | Department |  |  |  |  |  |  |
|  | **F2508a** | |  | dangerous occurrences (HSE F2508) and outbreaks of |  |  |  |  |  |  |  |
|  |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Health & Safety | |  | notifiable diseases (HSE F2508a) |  |  |  |  |  |  |  |
|  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | Executive Form | | • | To compile records and statistics for audit purposes and |  |  |  |  |  |  |  |
|  |  | • Injured Person |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  |  |  | • Record of an individual accident or incident on campus | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | **Incident** | |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  |  |
|  |  | as reported to Security Services’ staff |  |  |  |  |
|  | **Management** | |  |  | Department |  |  |  |  |  |  |
|  | • | To compile records and statistics for audit purposes and |  |  |  |  |  |  |  |
|  | **Process** (IMPs) | |  | • Injured Person |  |  |  |  |  |  |
|  |  | management information within the University |  |  |  |  |  |  |  |
|  |  |  |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  |  |  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | | |  |
|  | **GMO** | | • | Risk Assessment Form recording activities involving |  | • Senior Management within the University | Legal Obligation |  | Elimination of risk + 5 years OR | | |  |
|  | Risk Assessment | |  | • As necessary, relevant staff within SHaW and your |  |  | review/updating of assessment + 40 | | |  |
|  |  | larger genetically modified organisms |  |  |  |  |
|  | Form for larger | |  |  | Department, |  |  | years | | |  |
|  | • | To compile records and statistics for audit purposes and |  |  |  |  |
|  | Genetically | |  | • Members of Genetic Modification Safety Committee |  |  |  |  |  |  |
|  |  | management information within the University |  |  |  |  |  |  |  |
|  | Modified | |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Organisms | |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  |  |  |
|  | **GMM 1** | |  |  |  | • Senior Management within the University |  |  |  |  |  |  |
|  | Part 1 - Risk | | • | Risk Assessment Form recording activities involving |  | Legal Obligation |  | 10 years after notification of HSE of | | |  |
|  | Assessment | |  | genetically modified material |  | • As necessary, relevant staff within SHaW and your |  |  | project cessation | | |  |
|  | Form for | | • | To compile records and statistics for audit purposes and |  | Department, |  |  |  |  |  |  |
|  | Genetically | |  | management information within the University |  | • Members of Genetic Modification Safety Committee |  |  |  |  |  |  |
|  | Modified | |  |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Microorganisms | |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | **GMM2** | |  |  |  |  |  |  |  |  |  |  |
|  | Part 2 - | |  |  |  |  |  |  |  |  |  |  |
|  | Continuation | |  |  |  |  |  |  |  |  |  |  |
|  | Form for use in | |  |  |  |  |  |  |  |  |  |  |
|  | cases where a | |  |  |  |  |  |  |  |  |  |  |
|  | detailed Risk | |  |  |  |  |  |  |  |  |  |  |
|  | Assessment is | |  |  |  |  |  |  |  |  |  |  |
|  | necessary | |  |  |  |  |  |  |  |  |  |  |
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OHSPN001/v1.1

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Form** |  | **Information collected and how it is used** | |  | **Who we could share your Data with** | **Basis for** |  | **Retention Period** | | |  |
|  |  |  |  |  |
|  |  |  | **Processing** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **CU2** | |  |  |  |  |  |  |  |  |  |  |
|  | (HSE Form) - | | • Notification to HSE for authorisation to conduct work | |  | • Relevant Departmental and SHaW staff | Legal Obligation |  | 10 years after notification to HSE of | | |  |
|  | Form for | |  | under Contained Use Regulations |  | • Members of Genetic Modification Safety Committee |  |  | project cessation | | |  |
|  | Notification of | | • To compile records and statistics for audit purposes and | |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | intention to | |  | management information within the University |  |  |  |  |  |  |  |  |
|  | conduct | |  |  |  |  |  |  |  |  |  |  |
|  | individual | |  |  |  |  |  |  |  |  |  |  |
|  | contained uses | |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  |  |  |
|  | **RP2** | |  |  |  | • Senior Management within the University | Legal Obligation |  | Until appointment of Departmental | | |  |
|  | Appointment of | | • Records detailing the appointment of Departmental | |  |  |  |
|  | Departmental | |  | Radiation Protection Supervisors |  | • As necessary, relevant staff within SHaW and your |  |  | Radiation Protection Supervisors ceases | | |  |
|  | Radiation | | • To compile records and statistics for audit purposes and | |  | Department |  |  | + 1 year | | |  |
|  | Protection | |  | management information within the University |  |  |  |  |  |  |  |  |
|  | Supervisor(s) | |  |  |  |  |  |  |  |  |  |  |
|  |  | |  | |  |  |  |  |  | |  |  |
|  | **S12** | | • Records documenting the conduct and significant | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Risk Assessment | |  | findings of NEMS assessments |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | - New and | | • To compile records and statistics for audit purposes and | |  | Department |  |  |  |  |  |  |
|  | Expectant | |  | management information within the University |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | Mothers (NEMs) | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  | • Senior Management within the University |  |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | **S17** | | • Records documenting all aspects of an individual’s | |  | • As necessary, relevant staff within SHaW and your | Legal Obligation |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  |  |
|  |  | health and safety training |  | Department |  |  |  |  |  |  |
|  | Record of Safety | |  |  |  |  |  |  |  |  |
|  | • | To compile records and statistics for audit purposes |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Training | |  |  |  |  |  |  |  |
|  |  | and management information within the University |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  | |  |  |  |  |  |  |  |  |
|  | **S19** | | • Records documenting key contacts for equipment | |  | • Senior Management within the University | Legal Obligation |  |  |  |  |  |
|  | Record of | |  | running outwith normal hours |  | • As necessary, relevant staff within SHaW and your |  |  | Electronic S19 expires every 4 weeks | | |  |
|  | equipment | | • To allow Security Services’ staff to contact the | |  | Department |  |  | Previous electronic S19’s kept in | | |  |
|  | running | |  | appropriate people in the event of an emergency |  | • Estates Services’ staff (Security Services) |  |  | archives for 1 year | | |  |
|  | unattended | | • To compile records and statistics for audit purposes and | |  |  |  |  |  |  |  |  |
|  | outwith normal | |  | management information within the University |  |  |  |  |  |  |  |  |
|  | working hours | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting the conduct and significant | |  |  |  |  |  |  |  |  |
|  | **S20** | |  | findings of general risk assessments e.g. biological |  |  | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  |  | agents, substances hazardous to health, asbestos, lead, |  | • Senior Management within the University |  |  |
|  | General Risk | |  | manual handling, lone working, noise, vibration, working |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  | |  |
|  | Assessment | |  | at height, radiation, fieldwork, working off campus etc. |  | Department |  |  |  |  |  |  |
|  | Form | | • To compile records and statistics for audit purposes and | |  | • Health & Safety Executive |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

OHSPN001/v1.1

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Form** |  | **Information collected and how it is used Uses** | |  | **Who we could share your Data with** | **Basis for** |  | **Retention Period** | | |  |
|  |  |  |  |  |
|  |  |  | **Processing** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | • To create and edit relevant COSHH records | |  | • Senior Management within the University |  |  |  |  |  |  |
|  |  |  | • Records documenting the conduct and significant | |  | • As necessary, relevant staff within SHaW and your | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  |  |  |  | findings of COSHH assessments for work involving |  | Department |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  |  |  |  | substances hazardous to health, nanomaterials and |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | **Online** | |  | biological agents |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  | (This replaces the previously used paper based S21 |  |  |  |  |  |  |  |  |
|  | **Electronic** | |  |  |  |  |  |  |  |  |  |
|  |  | Form) |  |  |  |  |  |  |  |  |
|  | [**eCoSHH**](https://www.coshh.strath.ac.uk/) | |  |  |  |  |  |  |  |  |  |
|  | • | To allow contact with users to inform when action is |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | required on forms or with updated information on |  |  |  |  |  |  |  |  |
|  |  |  |  | chemical and biological agents |  |  |  |  |  |  |  |  |
|  |  |  | • To compile records and statistics for audit purposes and | |  |  |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  |  |  |
|  | **S22-LC** | |  |  |  |  |  |  |  |  |  |  |
|  | Manual Handling | |  |  |  | • Senior Management within the University |  |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Operations | |  |  |  |  |  |  |
|  | Assessment | | • | Records documenting the conduct and significant |  | • As necessary, relevant staff within SHaW and your | Legal Obligation |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  |  |
|  | Checklist Lifting | |  | findings of a manual handling assessments |  | Department |  |  |  |  |  |  |
|  | & Carrying | | • | To compile records and statistics for audit purposes and |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | and | |  | management information within the University |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | **S22-PP** | |  |  |  |  |  |  |  |  |  |  |
|  | Manual Handling | |  |  |  |  |  |  |  |  |  |  |
|  | Operations | |  |  |  |  |  |  |  |  |  |  |
|  | Assessment | |  |  |  |  |  |  |  |  |  |  |
|  | Checklist Pulling | |  |  |  |  |  |  |  |  |  |  |
|  | & Pushing | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | **S23** | | • Used exclusively by the Recruitment and International | |  | • Senior Management within the University | Legal Obligation |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  | |  |
|  |  | Office (RIO), Departmental ERASMUS Advisers and |  | • As necessary, relevant staff within SHaW, your Department |  |  |  |  |  |
|  | Student | |  | relevant Departmental/Faculty Exchange Co-ordinators |  | and RIO |  |  |  |  |  |  |
|  | Exchange Pre - | |  |  |  |  |  |  |  |  |
|  |  | who complete it with the relevant student(s). |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Departure | |  |  |  |  |  |  |  |  |
|  | • | To compile records and statistics for audit purposes and |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | Checklist | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | **S24c** | | • Records issues identified through a safety inspection | |  | • Senior Management within the University | Legal Obligation |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  |  | plus remedial actions and tracking thereof |  | • As necessary, relevant staff within SHaW and your |  |  |  |  |  |  |
|  | Departmental | |  |  |  |  |  |  |  |  |
|  | • | To compile records and statistics for audit purposes and |  | Department |  |  |  |  |  |  |
|  | Safety Inspection | |  |  |  |  |  |  |  |
|  |  | management information within the University |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Report Form | |  |  |  |  |  |  |  |  |
|  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | **S25** | | • Records documenting the conduct and significant | |  | • Senior Management within the University | Legal Obligation |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  |  | findings of display screen equipment risk assessments |  | • As necessary, relevant staff within SHaW and your |  |  |  |  |  |  |
|  | Computer | |  |  |  |  |  |  |  |  |
|  |  | (including homeworking) for individuals |  | Department |  |  |  |  |  |  |
|  | Workstation | |  |  |  |  |  |  |  |  |
|  | • | Completion of online awareness training risk |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Assessment | |  |  |  |  |  |  |  |
|  |  | assessments (British Safety Council Platform) |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | Form | |  |  |  |  |  |  |  |  |
|  | • | To compile records and statistics for audit purposes |  |  |  |  |  |  |  |  |
|  | and online self - | |  |  |  |  |  |  |  |  |
|  |  | and management information within the University |  |  |  |  |  |  |  |  |
|  | assessments | |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Form** |  | **Information collected and how it is used Uses** |  | **Who we could share your Data with** | **Basis for** |  | **Retention Period** | | |  |
|  |  |  |  |  |  |
|  |  |  |  | **Processing** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **S27 (Lower** | | |  |  |  |  |  |  |  |  |  |
|  | **Risk)** | | | • Records documenting participation in OHS Induction – |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Occupational | | | Part 2 – Lower Risk |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Health and | | | • To compile records and statistics for audit purposes |  | Department |  |  |  |  |  |  |
|  | Safety Induction - | | | and management information within the University |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | Part 2 - Checklist | | |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  | (Lower Risk) | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  |  |  |
|  | **S27** | | |  |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Occupational | | | • Records documenting participation in OHS Induction – |  |  |  |
|  | Health and | | | Part 2 – Higher Risk |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Safety Induction - | | | • To compile records and statistics for audit purposes |  | Department |  |  |  |  |  |  |
|  | Part 2 - Checklist | | | and management information within the University |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | (Higher Risk) | | |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  | |  |  |
|  | **S29** | | | • Records documenting individuals’ work activity with |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Record of | | | nanomaterials |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Personal Work | | | • To compile records and statistics for audit purposes and |  | Department |  |  |  |  |  |  |
|  | Activity | | | management information within the University |  | • Occupational Health Physician |  |  |  |  |  |  |
|  | (Nanomaterials) | | |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  |  |  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  |  |  |  | • Records documenting the conduct and significant |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | **S30** | | | findings of DSEAR assessments |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  |  |
|  |  |  | Department |  |  |  |  |  |  |
|  | DSEAR | | |  |  |  |  |  |  |  |  |
|  |  |  | • Scottish Fire & Rescue Service |  |  |  |  |  |  |
|  | Assessment | | |  |  |  |  |  |  |  |  |
|  |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  | **S31** | | | • List of names and department of University employees |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | exposed to cytotoxic substances and agents |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  | Record of | | |  |  |  |  |
|  |  |  | Department |  |  |  |  |  |  |
|  | Personal Work | | |  |  |  |  |  |  |  |  |
|  |  |  | • Occupational Health Physician |  |  |  |  |  |  |
|  | Activity | | |  |  |  |  |  |  |  |  |
|  |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  | (Cytotoxic) | | |  |  |  |  |  |  |  |  |
|  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |
|  | **S33** |  |  | • Records documenting fire safety checks |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |
|  |  | | • To compile records and statistics for audit purposes and |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  | |  |
|  | Monthly Fire | | | management information within the University |  | Department |  |  |  |  |  |  |
|  | Checks | | |  |  | • Scottish Fire & Rescue Service |  |  |  |  |  |  |
|  | Procedure | | |  |  | • Health & Safety Executive |  |  |  |  |  |  |
|  |  |  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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OTHER RECORDS HELD BY SHaW in the course of work undertaken that is not part of specified forms

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Records** |  | **Information collected and how it is used Uses** | |  | **Who we could share your Data with** | **Basis for** |  | **Retention Period** | | | |  |
|  |  |  |  |  |
|  |  |  | **Processing** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting assessments, samples and air | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | | |  |
|  | **Asbestos at** | |  | monitoring in relation to asbestos work |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | | |  |
|  | • | To compile records and statistics for audit purposes and |  | Department |  |  |  |  |  |  |  |
|  | **Work Records** | |  |  |  |  |  |  |  |  |
|  |  | management information within the University |  | • Health & Safety Executive |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  | |  |  |  |
|  |  |  | • Records documenting the conduct and results of audits | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |  |
|  |  |  |  | of departmental occupational health and safety |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  |  | |  |
|  | **Audits** | |  | management systems and Departmental Management |  | Department |  |  |  |  |  |  |  |
|  |  | Action Plans detailing how any issues were addressed |  | • Health & Safety Executive |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | • To compile records and statistics for audit purposes and | |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  | |  | |  |
|  | **Biological** | | • Records documenting biological agents, as defined in | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | | |  |
|  |  | the Control of Substances Hazardous to Health |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | | |  |
|  | **Safety and** | |  | Regulations (COSHH) |  | Department |  |  |  |  |  |  |  |
| **Registration of** | | | • | Records documenting statutory thorough examination, |  | • Health & Safety Executive |  |  |  |  |  |  |  |
| **Biological** | | |  | testing and repair of plant and equipment provided to |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |
| **Workers** | | |  | control exposure to biological agents e.g. |  | • |  |  |  |  |  |  |  |
|  |  |  |  | microbiological safety cabinets |  |  |  |  |  |  |  |  |  |
|  |  |  | • List of names and departments of Biological Workers | |  |  |  |  |  |  |  |  |  |
|  |  |  |  | and the biological materials they are using within the |  |  |  |  |  |  |  |  |  |
|  |  |  |  | University (Group 3 or Group 4 biological agents) |  |  |  |  |  |  |  |  |  |
|  |  |  | • To compile records and statistics for audit purposes and | |  |  |  |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  | |  | |  |
|  | **Registration of** | | • Personal details of radiation workers, radiation training | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  | |  |
|  |  | received and the type(s) of radiation they will be working |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  | | |  |
|  | **Radiation** | |  | with at the University |  | Department |  |  |  |  |  |  |  |
|  | **Workers,** | | • | Records documenting radiation doses received; |  | • University’s Approved Dosimetry Service provider |  |  |  |  |  |  |  |
|  | **Dosimetry and** | | • | Records documenting routine monitoring of radiation |  | • Health & Safety Executive |  |  |  |  |  |  |  |
|  | **Safety** | |  | and contamination |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |
|  |  |  | • To compile records and statistics for audit purposes and | |  |  |  |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | | | | |  |
|  |  |  |  |  |  |  |  | Students: Normally kept for 4 years – | | | | |  |
|  | **Personal** | | • Personal Emergency Evacuation Plans for each mobility | |  | • Senior Management within the University | Legal Obligation | destroyed when student leaves University | | | | |  |
|  |  | impaired person in the event of a fire |  | • As necessary, relevant staff within SHaW, Disability |  |  |  |  |  |  |  |
|  | **Emergency** | |  |  |  | Staff – Ongoing but reviewed as | | | | |  |
|  | • | To compile records and statistics for audit purposes and |  | Services and your Department |  |  |
|  | **Evacuation** | |  |  |  |
|  |  | management information within the University |  | • Health & Safety Executive |  | necessary and destroyed when they leave | | | | |  |
|  | **Plans (PEEPs)** | |  |  |  |  |
|  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  | the University | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  | | | |  |
|  | **Cytotoxic** | | • Records documenting the conduct and significant | |  | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | | |  |
|  |  | findings of COSHH Assessments for work involving |  | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  | |  |
|  | **Substances and** | |  | substances hazardous to health |  | Department |  |  |  |  |  |  |  |
|  | **Agents** | | • | Records documenting statutory thorough examination, |  | • Health & Safety Executive |  |  |  |  |  |  |  |
|  |  |  |  | testing and repair of plant and equipment provided to |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |
|  |  |  |  | control exposure to cytotoxic substances and agents |  |  |  |  |  |  |  |  |  |
|  |  |  |  | e.g. microbiological safety cabinets |  |  |  |  |  |  |  |  |  |
|  |  |  |  | To compile records and statistics for audit purposes and |  |  |  |  |  |  |  |  |  |
|  |  |  |  | management information within the University |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Records** |  | **Information collected and how it is used Uses** | **Who we could share your Data with** | **Basis for** |  | **Retention Period** | | | | |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Processing** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting all aspects of the | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |  |  |
|  | **Training** | | provision/participation in SHaW’s training courses | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  |  | |  |  |
|  | **Records – for** | | • Material for In-house production of training videos | Department |  |  |  |  |  |  |  |  |
|  | **all SHaW** | | • To compile records and statistics for audit purposes and | • Health & Safety Executive |  |  |  |  |  |  |  |  |
|  | **courses** | | management information within the University | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | |  |  |  |  |
|  | **Safety Action** | | • Records documenting departmental objectives and | • As necessary, relevant staff within SHaW and your | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  |  |  |
|  | plans to improve the management of occupational | Department |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  |  |  |  |  |
|  | **Plans** | |  |  |  |  | |  |  |
|  | health and safety |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | |  | |  |  |
|  | **Nanotechnology** | | • Records documenting statutory thorough examination, | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | | |  |  |
|  | testing and repair of plant and equipment provided to | • As necessary, relevant staff within SHaW and your |  |  | [on Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  |  | | |  |
|  |  |  | control exposure to nanomaterials e.g. fume cupboards | Department |  |  |  |  |  |  |  |  |
|  |  |  |  | • Health & Safety Executive |  |  |  |  |  |  |  |  |
|  |  |  |  | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | | |  | |  |
|  | **Key Controls** | | • Records self-assessment and statement of assurance | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  | |  |
|  | for key controls which departments are required to put | • As necessary, relevant staff within Internal Audit, SHaW and |  |  | [On Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  |  |  |  |
|  | **Checklist** | |  |  |  | | |  |
|  | in place. | your Department |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Including: |  |  |  |  |  |  |  |  |  |
|  |  |  | Health Surveillance Records | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  | |  |
|  |  |  | Health Lifestyle Screening | • As necessary, relevant staff within SHaW, your Department |  |  | [On Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  | | |  |
|  | **Occupational** | | Management Referrals | and HR |  |  |  |  |  |  |  |  |
|  | Self-Referrals | • University’s Occupational Hygiene Provider (For |  |  |  |  |  |  |  |  |
|  | **Health and** | | Occupational Health and Wellbeing Week Sessions | Occupational Hygiene monitoring only) |  |  |  |  |  |  |  |  |
|  | **Hygiene** | | Occupational Hygiene Monitoring | • University’s Occupational Health Physician (For Health |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting fitness to work, where individuals | Surveillance and Management Referrals only) |  |  |  |  |  |  |  |  |
|  |  |  | • Health & Safety Executive |  |  |  |  |  |  |  |  |
|  |  |  | are within any type of health or medical surveillance | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |  |
|  |  |  | programme e.g. monitoring of hearing tests |  |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting aspects of general health and |  |  |  |  |  |  |  |  |  |
|  |  |  | wellbeing e.g. blood pressure |  |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting working capacity of the employee |  |  |  |  |  |  |  |  |  |
|  |  |  | • Records of attendance at Wellbeing Week sessions |  |  |  |  |  |  |  |  |  |
|  |  |  | • Records documenting all aspects of occupational |  |  |  |  |  |  |  |  |  |
|  |  |  | hygiene monitoring whether related to general exposure |  |  |  |  |  |  |  |  |  |
|  |  |  | or exposure of identifiable individuals |  |  |  |  |  |  |  |  |  |
|  |  |  | • To compile records and statistics for audit purposes and |  |  |  |  |  |  |  |  |  |
|  |  |  | management information within the University |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | | |  | |  |
|  |  |  | • Records documenting the conduct and results of face fit | • Senior Management within the University | Legal Obligation |  | [University’s Retention Policy/Guidance](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | | |  | |  |
|  | **Personal &** | | testing of RPE | • As necessary, relevant staff within SHaW and your |  |  | [On Occupational Health Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) | |  | | |  |
|  | **Respiratory** | | • Records documenting provision of information, | Department |  |  |  |  |  |  |  |  |
|  | **Protective** | | instruction and training in use, care, maintenance and | • University’s Occupational Hygiene Provider |  |  |  |  |  |  |  |  |
|  | **Equipment** | | storage of PPE/RPE | • Health & Safety Executive |  |  |  |  |  |  |  |  |
|  | **(PPE/RPE)** | | • To compile records and statistics for audit purposes and | • Solicitors acting on behalf of the University/Injured Person |  |  |  |  |  |  |  |  |
|  |  |  | management information within the University |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | | | | | |  |
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| --- | --- | --- | --- | --- | --- |
| **Records** | **Information collected and how it is used Uses** | **Who we could share your Data with** | **Basis for** | **Retention Period** |  |
| **Processing** |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emergency** | • Records documenting the contact details for those | | • Senior Management within the University | Legal Obligation | Updated when list changes |  |
|  | members of staff who may need to be contacted in the | • As necessary, relevant staff within Estates Services’ |  |  |  |
| **Contact List** |  |  |  |  |
|  | event of an emergency | Security Staff, SHaW and your Department |  |  |  |
|  |  |  |  |  |
|  |  | |  |  |  |  |
| **Private** | • Records documenting the type of work being carried out | | • Senior Management within the University | Legal Obligation | 5 Years |  |
|  | by private companies working on University premises, | • As necessary, relevant staff within Estates Services, SHaW |  |  |  |
| **Companies** |  |  |  |  |
|  | numbers of staff, health and safety | and the Company |  |  |  |
| **within** |  |  |  |  |
|  | contact/policy/management arrangements | • Health & Safety Executive |  |  |  |
| **University** |  |  |  |  |
| • | To compile records and statistics for audit purposes and | • Solicitors acting on behalf of the University/Injured/Party |  |  |  |
| **Premises** |  |  |  |
|  | management information within the University |  |  |  |  |
|  |  |  |  |  |  |
|  |  | |  |  |  |  |
| **Health & Safety** | • Documents relevant to the workplace or to the | | • Trade Union Safety Representatives | Consent | Documents will be retained as per |  |
|  | employees represented by the Trade Union Safety |  |  | document retention period mentioned |  |
| **documents** |  |  |  |  |
|  | representative for the purpose of fulfilling their duties |  |  | above for each type of record |  |
| **requested by** |  |  |  |  |
|  | under the Safety Representatives & Safety Committees |  |  |  |  |
| **Trade Union** |  |  |  |  |  |
|  | Regulations 1977. |  |  |  |  |
| **Safety** |  |  |  |  |  |
| • | Exceptions are: |  |  |  |  |
| **Representatives** |  |  |  |  |
|  | o Where information relates specifically to an |  |  |  |  |
| **as part of** |  |  |  |  |  |
| **workplace** |  | individual, unless they have consented to it being |  |  |  |  |
|  | disclosed |  |  |  |  |
| **inspections** |  |  |  |  |  |
|  | o Health records of an identifiable individual |  |  |  |  |
|  |  |  |  |  |  |
|  |  | |  |  |  |  |
|  | • Records documenting risks and opportunities affecting a | | • Senior Management within the University and Risk Group | Legal Obligation | Update quarterly for Risk Group |  |
|  |  | department; | members; |  | Meetings |  |
| **Risk Register** | • Summary of risks for presentation at Risk Group | | • As necessary, relevant staff within SHaW and your |  |  |  |
|  | Meetings | department; |  |  |  |
|  |  |  |  |  |
|  | • To compile records and statistics for audit purposes and | | • Health & Safety Executive |  |  |  |
|  |  | management information within the University | • Solicitors acting on behalf of the University |  |  |  |
|  |  |  | • University Insurers |  |  |  |
|  |  | |  |  |  |  |
|  | • Records documenting a department’s business | | • Senior Management within the University and Risk Group | Legal Obligation | 5 years or if specified under specific |  |
| **Business** |  | continuity plans as part of their risk management | members; |  | legislation |  |
| **Continuity** |  | strategy | • As necessary, relevant staff within SHaW and your |  |  |  |
| **Plans** | • | To compile records and statistics for audit purposes and | department; |  |  |  |
|  |  | management information within the University |  |  |  |  |
|  |  | |  |  |  |  |
| **Roadshows and** | • Photographs or video footage showing participants at | | • Internal publication within University | Consent (via booking | 5 Years |  |
|  | roadshows/events organised by SHaW | • SHaW website | system) |  |  |
| **Events** |  |  |  |
| • | To promote future events |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| **All** | • | Information received and recorded as necessary to | • Senior Management within the University and relevant | N/A | 5 years or if specified under specific |  |
| **administrative** |  |
|  | undertake the work carried out within the SHaW | Committee/Group members; |  | legislation |  |
| **information** |  |  |  |
|  | department such as emails, Minutes of Meetings, | • As necessary, relevant staff within the University |  |  |  |
| **necessary to** |  |  |  |  |
|  | sickness absence returns, holiday records, ADR |  |  |  |  |
| **carry out** |  |  |  |  |  |
|  | information and key contact lists |  |  |  |  |
| **departmental** |  |  |  |  |  |
| • | To compile records and statistics for audit purposes and |  |  |  |  |
| **work/duties** |  |  |  |  |
|  | management information within the University |  |  |  |  |
|  |  |  |  |  |  |
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