

1. Introduction

The University recognises that the efficient management of its records is necessary to support its core functions, to contribute to the effective management of the institution and to comply with its legal and regulatory obligations. Good records management is also important for the purposes of accountability, for sources of evidence, for business continuity and for understanding the University's organisation and procedures.

The purpose of the University's [Records Management Policy](#) is to provide a framework for the creation, management and disposition of records within the University. The University's [Records Management Guidance](#) provides helpful information about the appropriate disposal of records, irrespective of format. It is advised that the above-mentioned documents are read in conjunction with this Guidance.

2. Aim of Guidance

This Guidance focuses on records relating to the management of occupational health and safety within the University as a whole, and within individual departments. It is based on Section 25 of JISC's* Records Retention Schedule for Higher Education Institutes, which deals with records for health and safety management.

3. Key Definitions

A record – defined as recorded information, in any form, created or received by the University that facilitates its business and which is thereafter retained for a set period to provide evidence of its transactions or activities. Records may occur in all types of format or medium, including electronic media.

Records Management – is a means of systematically managing the creation, receipt, maintenance, use and disposal/destruction of records.

4. Departmental Responsibilities

4.1 Head of Department

Each Head of Department has overall responsibility for the management of records generated by the activities within their departments.

4.2. Members of Staff

All employees who create receive and use records are responsible for ensuring their own general records are managed in accordance with the Records Management Policy and any health and safety records are managed in accordance with this Guidance.

5. Record Retention Schedule

The Record Retention Schedule below provides both a broad description of the types of documents to be retained, together with examples of specific occupational health and safety records likely to be used by departments plus their retention periods.

Retention periods shown are either set by legislation or are good practice recommendations based on JISC's extensive research and consultation with a wide range of institutions across the UK.

Some records need only be kept by **specific departments** or **professional services**; this fact is indicated in bold adjacent to the record descriptor. Records may be retained in paper and/or electronic format, but must be readily accessible, when necessary.

Retaining information in any form, for an extended period of time has cost implications for the University. Therefore, it is not only good practice, but it is also important for the University that records are only kept for as long as they are required.

*Historically, JISC stood for 'Joint Information Systems Committee', however, while it may no longer be an 'information systems committee' it continues to champion the use of digital technology to ensure the UK remains world-class in research, teaching and learning.

Record Retention Schedule

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University of Strathclyde

A - Z Reference Guide to Retention Periods for Typical Occupational Health and Safety Records

Where the following topics/issues are applicable to departments, then the associated records are required to be retained for the periods shown. Some records need only be kept by **specific departments** or **professional services**; this fact is indicated in bold adjacent to the record descriptor. Records may be retained in hard copy and/or electronic format, but must be readily accessible, when necessary.

Abbreviations: SSOW = Safe System of Work

Ref.	Topic/Issue and Typical Records	Safety Services Form Ref. or other document	Retention Period
A			
1. Accident & Incident Reporting and Investigation			
1.1	Records documenting the recording and investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the premises.	S1	Closure of investigation + 4 years, OR if health-related, then + 40 years
1.2	Records documenting the notification and reporting to enforcing authorities, of reportable accidents, dangerous occurrences (HSE F2508) and outbreaks of notifiable diseases (HSE F2508a). (Safety Services or Occupational Health Service only)	F2508 & F2508a	Date of notification + 4 years
1.3	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents.	S1	Closure of investigation + 40 years
1.4	Records documenting unusual occurrences (e.g. accident investigations, unintended exposures, radioactive spillages) which result in, or could have resulted in, an abnormal ionising radiation dose.	S1	Closure of investigation + 50 years
2. Asbestos at Work			
2.1	Records documenting assessments to determine the presence of asbestos.	Records	Elimination of asbestos + 5 years, OR review of assessment + 5 years
2.2	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: <i>where the exposure of employees may exceed the action level.</i> (Estates Services only)	S20, SSOW or equivalent	Completion of all associated work + 40 years
2.3	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: <i>in all other cases.</i> (Estates Services only)	S20, SSOW or equivalent	Completion of all associated work + 40 years
2.4	Records documenting written plans of work (as defined in the Control of Asbestos at Work Regulations) for undertaking work with asbestos. (Estates Services only)	Written plans	Completion of all associated work + 5 years
2.5	Records documenting notifications of work with asbestos to the enforcing authorities. (Estates Services only)	HSE FOD ASB5	Duration of work
2.6	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos. (Estates Services only)	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 40 years
2.7	Records documenting air monitoring conducted in accordance with the requirements of the Control of Asbestos at Work Regulations: <i>where exposure requires health records to be kept for individual employees under Regulation 21</i> (Safety Services/Estates Services only)	Records	Date of monitoring + 40 years
2.8	Records documenting air monitoring conducted in accordance with the requirements of the Control of Asbestos at Work Regulations: <i>in all other cases.</i> (Estates Services only)	Records	Date of monitoring + 5 years
3. Audits			
3.1	Records documenting the conduct and results of audits of departmental occupational health and safety management systems and Departmental Management Action Plans detailing how any issues were addressed.	OHS Audit Reports; Management Action Plans	Completion of audit + 5 years
B			
4. Biological Safety			
4.1	Records documenting biological agents, as defined in the Control of Substances Hazardous to Health Regulations (COSHH), present / in use.	Records	Date of entry + 40 years
4.2	List of employees exposed to Group 3 or Group 4 biological agents.	BP1 & BP2	Date of registration + 40 years
4.3	Records documenting the conduct and significant findings of COSHH assessments for work involving biological agents.	S21, SSOW or equivalent	Date of assessment/SSOW + 40 years
4.4	Records documenting statutory thorough examination, testing and repair of plant and equipment provided to control exposure to biological agents, e.g. microbiological safety cabinets.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years

Ref.	Topic/Issue and Typical Records	Safety Services Form Ref. or other document	Retention Period
	C		
5.	Clinical Waste		
	Records documenting clinical waste transferred by departments for disposal.	CW1	Date of record + 3 years
	Records documenting clinical waste transferred by Estates Services to contracted Waste Carrier. (<i>Estates Services only</i>)	Controlled Waste Transfer Note	Date of record + 3 years
6.	Compressed Gas Safety (Gas Cylinders)		
6.1	For cylinders <u>purchased outright</u> by a department: Records documenting annual statutory examination and testing of each purchased cylinder , by independent competent person.	Formal Reports	Date of examination etc. + 2 years
6.2	For cylinders <u>rented and used</u> by a department: Records documenting the conduct and results of annual formal inspections.	Records	Date of inspection + 2 years
	Compressed Gas Safety (Gas Regulators)		
6.3	Records documenting annual in-house inspections of gas regulators , to include: date of manufacture, date of last inspection, inspection report, date of replacement, indication of PASS or FAIL.	Records	Date of inspection + 2 years
	Compressed Gas Safety (Installed Systems)		
6.4	Records documenting annual statutory examination and testing of each installed system , by independent competent person, to include: written scheme of examination, details of repairs, details of out of service periods and storage conditions, any agreement to postpone an examination and subsequent notification to enforcing authority.	Records	Date of examination etc. + 2 years
7.	Confined Spaces		
	Records documenting the conduct and significant findings of risk assessments.	S20, SSOW or equivalent	Date of assessment/SSOW + 4 years
8.	Control of Substances Hazardous to Health (COSHH)		
	Records documenting substances hazardous to health, as defined in the Control of Substances Hazardous to Health Regulations (COSHH), present / in use.	Records	Date of entry + 40 years
	Records documenting the conduct and significant findings of COSHH assessments for work involving substances hazardous to health.	S21, SSOW or equivalent	Elimination of risk + 5 years OR Review / updating of assessment + 40 years
	Records documenting statutory thorough examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, e.g. local exhaust ventilation systems.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
	Records documenting results of face-fit tests for RPE.	Records	Date of test + 40 years
	Records documenting provision of training in storage, use and maintenance of PPE/RPE.	Records	Date + 40 years
9.	Cytotoxic Substances and Agents		
9.1	Records documenting cytotoxic substances and agents, as defined in the Control of Substances Hazardous to Health Regulations (COSHH), present / in use.	Records	Date of entry + 40 years
9.2	List of employees exposed to cytotoxic substances and agents.	S31	Date of entry + 40 years
9.3	Records documenting the conduct and significant findings of COSHH assessments for work involving cytotoxic substances and agents.	S21, SSOW or equivalent	Date of assessment/SSOW + 40 years
9.4	Records documenting statutory thorough examination, testing and repair of plant and equipment provided to control exposure to cytotoxic substances and agents e.g. microbiological safety cabinets.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
	Records documenting results of face-fit tests for RPE.	Records	Date of test + 40 years
	Records documenting provision of training in storage, use and maintenance of PPE/RPE.	Records	Date + 40 years

Ref.	Topic/Issue and Typical Records	Safety Services Form Ref. or other document	Retention Period
	D		
10.	Dangerous Substances and Explosive Atmospheres (DSEAR)		
	Records documenting dangerous substances present / in use.	Records	Date of entry + 4 years
	Records documenting the conduct and significant findings of DSEAR assessments.	S21, SSOW or equivalent	Elimination of risk + 5 years OR Review / updating of assessment + 40 years
	Records documenting statutory thorough examination, testing and repair of plant and equipment provided to mitigate explosive atmospheres e.g. local exhaust ventilation systems.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
11.	Departmental OHS Systems and Procedures		
	Departmental OHS systems and procedures.	Systems and Procedures	Previous edition + current edition
12.	Display Screen Equipment		
	Records documenting the conduct and significant findings of display screen equipment risk assessments.	S25	Elimination of risk + 5 years OR Review / updating of assessment + 20 years
13.	Driving at Work		
	Records documenting the conduct and significant findings of risk assessments.	S20, SSOW or equivalent	Date of assessment/SSOW + 5 years
	E		
14.	Electrical Safety		
	Records documenting the conduct and results of portable electrical appliance testing.	Records	Until superceded
15.	Engineering Risk Control Measures		
	Records documenting statutory thorough examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, e.g. local exhaust ventilation, fume cupboards, microbiological safety cabinets etc.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
16.	Events (Organising and Hosting)		
	Records documenting the conduct and significant findings of risk assessments.	S20, SSOW or equivalent	Date of assessment/SSOW + 5 years
	Safe systems of work from external contributors to events.	SSOW	Date of assessment/SSOW + 5 years
17.	External Service Providers		
	Records documenting the content of information and instruction on health and safety matters provided to and/or exchanged with contractors or external service providers.	S7	Date of S7 + 4 years
	Records documenting the content of OHS induction provided, plus evidence of receipt.	Records	Date of induction + 4 years
	F		
18.	Fieldwork		
	Records documenting the conduct and significant findings of risk assessments.	S20, SSOW or equivalent	Date of assessment/SSOW + 5 years
	Records documenting provision and receipt of relevant information to students.	Records	Date of issue + 4 years
19.	Fire Safety		
	Records documenting the nomination / appointment of Fire Safety Co-ordinators.	Records	Until termination of appointment
	Records documenting the provision of training for Fire Safety Co-ordinators.	S17	Until termination of appointment + 5 years
	Records documenting assessment for fire safety equipment, installations and other provisions (Safety Services and Estates Services only).	Records	Date of assessment + 5 years
	Records documenting all tests, maintenance and inspections of all fire safety equipment, installations and other provisions (Safety Services and Estates Services only).	Reports; Certificates; Records of maintenance etc.	Date of test etc. + 5 years
	Records documenting fire drills (Safety Services and Estates Services only).	Records	Current year + 3 years
	Records documenting procedures for evacuation of disabled persons.	PEEPS	Date of PEEP + 4 years
	Records of Fire Safety Awareness Checks.	Records	Date of check + 1 year
	Records documenting arrangements with external emergency service organisations. (Safety Services and Estates Services only)	Records	Review of arrangements + 3 years

Ref.	Topic/Issue and Typical Records	Safety Services Form Ref. or other document	Retention Period
20.	First Aid		
	Records documenting the appointment of official first aiders. <i>(Estates Services and all individual departments, where applicable).</i>	Records	Termination of appointment + 5 years
	Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders. <i>(Estates Services and all individual departments, where applicable).</i>	Records	Termination of appointment + 5 years
	Records documenting assessment of requirements for first aid facilities and equipment. <i>(Occupational Health Service only)</i>	Records	Re-assessment + 5 years
	Records documenting specifications for first aid facilities and equipment. <i>(Occupational Health Service only)</i>	Records	Superseded + 5 years
	Records documenting arrangements with external emergency service organisations. <i>(Safety Services and Estates Services only)</i>	Records	Review of arrangements + 5 years
	G		
21.	Gas Safety (Natural Gas)		
	Records documenting the conduct and findings of inspections of gas appliances, fittings and flues.	Records	Date of inspection + 2 years
22.	Genetically Modified Organisms		
	Records documenting the conduct and results of risk assessments, notifications to HSE, annual reviews and databases in connection with work involving genetically modified organisms, as defined in the Genetically Modified Organisms (Contained Use) Regulations 2000.	S21, SSOW or equivalent	Elimination of risk + 5 years OR Review / updating of assessment + 40 years
	H		
23.	Hazardous Waste		
	Records documenting hazardous waste transferred by departments for disposal.	S15	Date of transfer + 3 years
	Records documenting hazardous waste transferred by Estates Services to contracted Waste Carrier.	Controlled Waste Transfer Note	Date of Transfer Note + 3 years
24.	Homeworking		
	Records documenting the conduct and significant findings of display screen equipment risk assessments.	S25	Elimination of risk + 5 years OR Review / updating of assessment + 20 years
	I		
25.	Induction, Information, Instruction and Training		
	Records documenting participation in OHS Induction – Part 1	Confirmation of Completion Form	40 years
	Records documenting participation in OHS Induction – Part 2	S27	40 years
	Records documenting all aspects of health and safety training, including for any topics/issues in this A-Z Quick Reference Guide.	S17 and/or Training Matrix	40 years
	Records documenting the provision of information and instruction to students and receipt thereof.	Records	Date of issue + 4 years
	L		
26.	Lead at Work		
	Records documenting the conduct and results of risk assessments relating to work with lead.	S20, SSOW or equivalent	Completion of work to which the assessment relates + 40 years
	Safe systems of work and other measures to prevent or control exposure to lead.	SSOW	Date + 5 years
	Records documenting the provision of information about health risks/precautions and receipt thereof.	Records	Date of issue + 4 years
27.	Lifting Equipment		
	Records documenting statutory thorough examination, testing and repair of lifting equipment.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
27.	Lone Working		
	Records documenting the conduct and results of risk assessments relating to lone working (or evidence of incorporation into other general risk assessments).	S20, SSOW or equivalent	Date of assessment + 5 years

Ref.	Topic/Issue and Typical Records	Safety Services Form Ref. or other document	Retention Period
	M		
28.	Management of Health and Safety – Performance Management		
	Records containing data on, and analyses of, performance against the plans for the implementation of University OHS Policy.	Minutes of SACSOH	Current year + 1 year
	Records containing reports of performance against the plans for the implementation of University OHS Policy.	Annual Assurance Statements Annual Safety Action Plans Minutes of Departmental Management Meetings and/or Minutes of Departmental Safety Committees.	Current year + 10 years
29.	Manual Handling		
	Records documenting the conduct and results of manual handling assessments.	S22LC S22PP	Elimination of risk + 5 years OR Review / updating of assessment + 40 years
	N		
30.	Nanotechnology		
	Records documenting nanomaterials present / in use.	Records	Date of entry + 40 years
	Records documenting the conduct and significant findings of COSHH assessments for work involving nanomaterials.	S21, SSOW or equivalent	Elimination of risk + 5 years OR Review / updating of assessment + 40 years
	Records documenting statutory thorough examination, testing and repair of plant and equipment provided to control exposure to nanomaterials e.g. fume cupboards.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
	Records documenting individuals' work activity with nanomaterials.	S29	Date of record + 40 years
31.	New and Expectant Mothers		
	Records documenting the conduct and significant findings of NEMS assessments.	S12, SSOW or equivalent	Date of assessment/SSOW + 5 years
32.	Noise at Work		
	Records documenting the conduct and significant findings of noise assessments.	S20, SSOW or equivalent	Date of assessment/SSOW + 40 years
	Records documenting the provision of information and instruction about health risks/precautions and receipt thereof.	Records	Date of issue + 4 years
	O		
33.	Occupational Health Surveillance		
	Records documenting fitness to work, where individuals are within any type of health or medical surveillance programme.	Records	Date of record + 40 years
	Reports to management on group health surveillance results and recommendations.	Reports	Date of report + 4 years
	Records documenting all aspects of health and medical surveillance, including for any of the topics/issues in this A-Z Quick Reference Guide.	Records	Date of record + 40 years
34.	Occupational Hygiene Monitoring		
	Records documenting all aspects of occupational hygiene monitoring, whether relating to <i>general exposure</i> or <i>exposure of identifiable individuals</i> , including for any topics/issues in this A-Z Quick Reference Guide, e.g. biological agents, substances hazardous to health, lead, noise, radiation etc.	Reports of occupational hygiene monitoring	Date of action + 40 years
	P		
35.	Personal & Respiratory Protective Equipment (PPE) (RPE)		
	Records documenting the conduct and results of face fit testing of RPE.	Records	Date of test + 40 years
	Records documenting provision of information, instruction and training in use, care, maintenance and storage of PPE/RPE, plus receipt thereof.	Records	Date of issue + 4 years
36.	Personal Safety		
	Records documenting the conduct and significant findings of risk assessments, relating to personal safety, where not included in general risk assessments.	S20, SSOW, or equivalent	Elimination of risk + 5 years OR Review / updating of assessment + 5 years

Ref.	Topic/Issue and Typical Records	Safety Services Form Ref. or other document	Retention Period
37.	Pressure Systems		
	Records documenting statutory thorough examination, testing and repair of pressure systems e.g. autoclaves, compressors, installed gas systems etc.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
	R		
38.	Radiation Safety		
	Records documenting the conduct and results of risk assessments for work involving ionising radiations.	S20, SSOW, or equivalent	Elimination of risk + 5 years OR Review / updating of assessment + 40 years
	Records accounting for radioactive sources.	RP5	Date of last entry on record + 5 years and + 2 years following disposal
	Records documenting radiation doses received by 'classified persons' defined under reg. 20 of the current Ionising Radiations Regulations. <i>(In addition, relevant departments should arrange for their Approved Dosimetry Service to provide annual dose summaries, for classified persons, to the HSE's Central Index of Dose Information database).</i>	Records	Date of last entry on record + 50 years
	Records documenting leakage testing of sealed radioactive sources.	Records	Date of last test on record + 2 years (or until subsequent test)
	Records documenting routine monitoring of radiation and contamination.	Records	Date of monitoring + 2 years
	Records documenting the testing of radiation detection instruments.	Records	Date of testing + 2 years
	Records documenting monthly disposal of radioactive waste.	RP6	Indefinitely
	Records documenting annual disposal of radioactive waste.	RP10	Indefinitely
	Records of scintillate waste.	RP7SC	Indefinitely
	Record of isotopes with a half-life of greater than 90 days.	RP7a	Indefinitely
	Record of isotopes with a half-life of less than 90 days.	RP7b	Indefinitely
	Records documenting the statutory examination, testing and repair of plant and equipment provided to control exposure to ionising radiations.	Reports; Certificates; Records of maintenance etc.	Date of examination etc. + 5 years
39.	Risk Assessments		
	Records documenting the conduct and findings of general and specific risk assessments, including for any topics/issues in this A-Z Quick Reference Guide, e.g. biological agents, substances hazardous to health, lead, manual handling, noise, radiation, working off-campus, etc.	S20, SSOW, or equivalent	Elimination of risk + 5 years OR Review / updating of assessment + 40 years
	S		
40.	Safety Action Plans		
	Records documenting departmental objectives and plans to improve the management of occupational health and safety.	Safety Action Plans	Date + 3 years
41.	Safety Inspections		
	Reports of safety inspections with evidence that actions have been implemented.	S24c	Date + 3 years
	Records documenting annual assurance of implementation of OHS Policy.	Annual Assurance Statement	Date + 3 years
42.	School Pupils (Acceptance of) on Work Experience		
	Records documenting the conduct and results of risk assessments relating to school pupils on work experience.	S20, SSOW, or equivalent	Date of assessment/SSOW + 5 years
	Records documenting contents of information/induction provided on first day and receipt thereof.	S27SP	Date of issue + 5 years
43.	Stress (Work-related)		
	Records documenting conduct and results of risk assessments.	SSOW or equivalent	Date + 5 years

Ref.	Topic/Issue and Typical Records	Safety Services Form Ref. or other document	Retention Period
44.	Student Placements		
	Student Placement Health and Safety Checklists, returned from host employers.	Checklists	Date + 4 years
	Completed Pre-departure Checklist for Erasmus Students.	S23	Date + 5 years
	Records documenting conduct and results of risk assessments from host employers.	SSOW or equivalent	Date + 5 years
	Records documenting content of placement briefing and verification of attendance.	Records	Date of issue + 5 years
	Completed Student Health and Safety Induction Checklists.	Checklists	Date + 5 years
	T		
45.	Travelling or Working Off-Campus		
	Records documenting the conduct and results of risk assessments covering such work activities.	S20, SSOW, or equivalent	Date of assessment/SSOW + 5 years
46.	Training (see Induction, Information, Instruction & Training)		
	V		
47.	Vibration at Work		
	Records documenting the conduct and results of such risk assessments.	S20, SSOW, or equivalent	Date of assessment/SSOW + 40 years
	Records documenting the provision of information and instruction about health risks/precautions and receipt thereof.	Records	Date of issue + 4 years
	W		
48.	Water Quality Management (Estates Services)		
	Records documenting the conduct and results of risk assessments relating to water services.	S20, SSOW, or equivalent	Date + 5 years
	Written Schemes for controlling risks from exposure to legionella.	Written Schemes	Date + 5 years
	Records documenting results of any monitoring, inspections, testing etc.	Records	Date of monitoring etc. + 5 years
49.	Work at Height		
	Records documenting the conduct and results of risk assessments relating to work at height.	S20, SSOW or equivalent	Date + 5 years
	Reports of inspections of work equipment as specified by the Work at Height Regulations.	Reports	Date of inspection + 5 years
50.	Work Equipment		
	Records documenting statutory and non-statutory inspections of safety-critical equipment and/or components e.g. LEV systems, lifting equipment, power presses, pressure systems, mobile work platforms, interlock systems, emergency stops etc.	Reports	Date of inspection + 5 years
	Records documenting that hazardous work equipment has been appropriately decontaminated, decommissioned and disposed of, where necessary.	Records	Date of issue + 5 years
51.	Workplace Safety		
	Records documenting that vacated laboratories, workshops etc. have been appropriately decontaminated, decommissioned and left safe.	Laboratory Decommissioning Checklist	Date of issue + 5 years