

Surrey County Council Health and Safety Retention Schedule

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H&S1.0.4	Risk Assessments	-	Date the risk assessment superseded + 4 years	Secure Disposal	N	Not Protectively Marked	-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	-
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