

Derbyshire County Council Adult Care

Frequency of Checks, Inspections and Documentation Retention Schedules

Approval and Authorisation

Name	Job Title	Date
Authored by: Trevor Thacker	Principal Health and Safety Officer	October 2013
Approved by: Mel Teasdale	HR Business Partner	October 2013
Authorised by:	Quality Assurance Group	March 2017

Change History

Version	Date	Name	Reason
V2	November 13	Trevor Thacker	Review and update
V3	March 17	Trevor	Review and update

This document will be reviewed on a regular basis if you would like to make any comments, amendments; additions etc please email Dawn Nash – Policies and Procedures, dawn.nash@derbyshire.gov.uk

Below is a list of health and safety subjects and the recommended frequency of inspections and checks within these areas to enable compliance with relevant legislation. Also outlined is a list of documents required to be retained at establishments and the period for which they are to be held before disposal.

Please note: documents may only be disposed of after the retention period is complete – this starts from the latest review date on the document concerned (i.e. a risk assessment originally dated 2006 and last reviewed in 2009 must be retained until 2016).

Checks/Inspections							Documentation Retention				
Subject	Record Daily	Record Weekly Check	Record Monthly Check	Record 6 Monthly Check	Record /Check Annually	Record As/When Required	Retain in Separate Secure File	Retain in H&S File	Retain for 7 years	Review	Dispose of as confidential waste
Access Routes (inc Fire escapes)	✓							✓	✓		
Asbestos Permits & Surveys					✓ (Surveys)	✓ (Permits)		✓		50 years from date of last amendment	
Attack Alarms		✓						✓	✓		
Building Related Records (Gas, water, electricity supply)					✓			✓	✓		✓

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Burglar Alarm				✓				✓	✓		
CDM Files						✓		✓		Retain for life of building	
COSHH/ Inventory Assessment					✓	✓ (New products)		✓	✓		✓
DDA Assessment (Building Related only)						✓		✓		Retain for life of building	
DSE Assessment					✓		✓		✓		✓
Emergency Lighting	✓				✓ (Testing)			✓	✓		

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Employee Liability Claim info.						✓	✓		✓		✓
Fire Alarms		✓						✓	✓		
Fire Drills			✓	✓				✓	✓		
Fire Extinguisher					✓			✓	✓		
First Aid Kits			✓					✓	✓		
Fire Risk Assessment					✓			✓	✓		✓
Hazardous Waste						✓		✓	✓		✓
Health & Safety Bulletins						✓		✓	✓		

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Health & Safety Management Group Mtg. Minutes						✓		✓	✓		
Health & Safety Policy					✓			✓	✓		
Health Surveillance Records						✓	✓			40 years from date of last amendment	
Incident Forms						✓	✓		✓		✓
Incident Investigation Documents						✓	✓		✓		✓
Ladders/ Stepladders/ Footstools	✓ (Visual check only)			✓				✓	✓		

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Legionella Testing and Survey			✓ (Testing)			✓ (Survey)		✓	✓		✓
LOLER Records				✓				✓	✓		✓
Manual Handling Assessment					✓			✓	✓		✓
Noise Assessment					✓			✓	✓		✓
PAT – electrical tests						✓ (Scheduled process)		✓	✓		
Personal Protective Equipment					✓			✓	✓		✓

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Pregnant Worker Risk Assessment						✓	✓		✓		✓
Radon Testing						✓		✓		50 years from date of last amendment	
Risk Assessment (general)					✓			✓	✓		✓
Risk Assessment (person specific)						✓	✓		✓		✓
Safe Operating Procedures					✓			✓	✓		
Safety Mgt. System Documents e.g. Audit Forms					✓			✓	✓		

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Stress Risk Assessment					✓			✓	✓		
Training Records					✓		✓		✓		
Vehicle Records	✓					✓		✓	✓		
Vibration					✓	✓ (New equipment/ exposure)	✓			40 years from date of last amendment	
Work at Height Assessment					✓			✓	✓		✓
Workplace Inspections				✓				✓	✓		

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Workplace Investigation						✓	✓		✓		✓
Work Placement Risk Assessment						✓	✓		✓		✓
Young Person's Risk Assessment						✓	✓		✓		✓

Any documentation relating to an individual with mental ill health or learning disability must be retained for the life of the individual.

You may also find it useful to read the Adult Care Retention Schedule - http://dnet/policies_and_procedures/older_adults/adult_care/all/infogovernance/records_management/default.asp