

Record keeping

The University is required to keep records of certain occupational injuries, diseases and dangerous occurrences. The legal requirements are specified in the following regulations:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR)

Schools and services must keep a copy of any reportable injuries, diseases and dangerous occurrences that have taken place. The records must be kept centrally within health and safety services, with a copy kept in the relevant school or service.

The records must be kept for at least three years.

Social Security (Claims and Payment) Regulations 1979

Records of accidents must be kept for at least three years from the date of entry.

Health Records

Health records are usually required to be kept for long periods.

Regulations	Records to be kept for:
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)	40 years
The Control of Asbestos Regulations 2006,	40 years
Control of Lead at Work Regulations 2002 (CLAW),	40 years
Work in Compressed Air Regulations 1996 (WCAR)	40 years
The Ionising Regulations 1999	50 years
Control of Noise at Work Regulations 2005	Not specified
Control of Vibrations at Work Regulations 2005	Not specified

Similarly the Working Time Regulations 1998 do not specify how long health assessments for lone workers and young workers should be kept.