

**Health and safety
WM Housing retention schedule**

Document	Statutory Retention Period	Recommendation Retention Period
Employees: Health & Safety		
Medical records relating to control of asbestos	40 Years	40 years
Health & Safety assessments		permanently
Health & Safety policy statements		permanently
Records of consultations with safety representatives		permanently
Accident records and reports	3 Years after date of settlement	6 years after the date of occurrence
Accident books		6 years after date of last entry
Equipment Inspection records		Destroy 7 years from disposal of the equipment
Health and safety inspection reports		Destroy 6 years from the last action
Incident report forms (employees)		Retain for 6 years
Incident report forms member of public (adults)		Retain for 6 years
Incident report forms member of public (children)		Retain for 24 years
COSHH substance risk assessments		Retain for 6 years
DSE risk assessments		Retain for 6 years