

HEALTH & SAFETY

Reference	Description of Record	Point of Closure	Total Retention Period
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ACCIDENT & INCIDENT REPORTING & INVESTIGATION

Reporting and investigation of accidents or incidents, violent or aggressive conduct involving adults and children

CAH & CECR & ECS	Accident/Incident/Violence Report Form & Investigation Report (Adults)	Financial year in which form/investigation is complete	3 years
CAH & CECR & ECS	Accident/Incident/Violence Report Form & Investigation Report (Children)	When form/investigation is complete	22 years from date of birth
CAH & CECR & ECS	Health & Safety Executive (HSE) F2508 Forms Employee & Non Employee	End of financial year	6 years

ADVICE PROVISION

Provision of health & safety advice and support

CECR	Advice Administration	End of calendar year	6 years
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RISK ASSESSMENT

Identification, assessment of, and planning to mitigate risks

CECR	Fire Briefings	When briefing completed	1 year
CECR	Risk Assessments (COSHH, DSE, Manual Handling)	When superseded	3 years
CECR	Work Place Inspection	End of calendar year	3 years