



## Corporate Health, Safety & Wellbeing Service

### H&S BRIEFING

For information

**Issue Date: 15/12/15**

#### Information

During the Place Directorate Health and Safety (H&S) Committee meeting on the 23/11/2015 a query was raised with regards to;

*The length of time an employee / individual's health record has to be kept and what specific H&S legislation and Policy's contain obligations for health record accessibility.*

In order to clarify the Legal stance and that of the Authority regarding Health Surveillance and the subsequent Record keeping there of - the CHSWS has issued a Briefing Note on the subject.

Please ensure that all members of staff who are a part of the Health Surveillance programme are made party to this information.

#### Target Audience

- Directors
- Heads of Service
- All managers
- All staff members to whom the Health Surveillance programme applies

#### Action to be taken

Please ensure that all members of staff who are a part of the Health Surveillance programme are made aware of this information.

The main body of the Briefing Note is provided as an attachment that accompanies this alert.

For further safety advice and guidance, please contact  
Corporate Health, Safety and Wellbeing Team:  
Tel: 636210  
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