Record Keeping in MRC Establishments

Policy

The MRC requires its Directors to ensure that health and safety records are made, maintained and retained as required by law, and that these records are in an accurate and retrievable form. They are also required to ensure that additional records are made, maintained and retained where it is a Council requirement and where there is a reasonably foreseeable possibility they will be of benefit and use to Council and its employees in the future.

Scope

Certain records are required to be made and retained by law. The need for additional record keeping as set out in the accompanying guidance has been identified in the light of the continued aim to avoid unnecessary bureaucracy.

Responsibilities

The Director is ultimately responsible for ensuring that the requirements of this policy are implemented.

Directors' summary

Making, maintaining and keeping of appropriate records can be of significant benefit to management. Whilst there are legal requirements that must be met, it is prudent to keep certain records beyond those that are strictly required by law, to provide evidence that things have actually been done at the time it is claimed they were done.

The production of accurate relevant records can be of great benefit in settling civil claims, either to protect the employer in the event of an unjust claim or to benefit the employee or other injured party where a claim is justifiable. Where there is a legal obligation for record keeping, the production of that record will help satisfy the enforcing authority.

The requirements of this policy and guidance are:

- To review the management of records in the Unit or Team
- To ensure that appropriate records are made, maintained and retained where required
- To ensure the records are readily accessible and retrievable.

Further assistance can be obtained from the MRC Corporate Safety, Security and Resilience Team (the Corporate team).

Guidance Notes

Guidance Note 1 – Premises
Guidance Note 2 – Plant and Equipment
Guidance Note 3 – Procedures
Guidance Note 4 – Personnel

MRC Safety, Security and Resilience Section
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