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| **Additional Health & Safety Documents Index** |
| **Unit Name:** |  | **Unit Number:** |  |

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| **Document Name** | **Notes** | **Mandatory across all sectors** | **Comments** |
| Site Manager’s Declaration of Commitment to Health, Safety and Environment  | Retain whilst current | ✓ |  |
| Work Premises: Statutory Compliance Declaration | Review annuallyRetain for 6 years | ✓ |  |
| Unit Manager’s Emergency Manual | Available from Linney and the HSE websiteRetain whilst current | ✓ |  |
| Fire Safety Log | Annual – retain previous 6 years | If applicable |  |
| Fire Emergency Action Plan | AnnualRetain for 6 years | ✓ |  |
| Combined HSE Activity Calendar | Complete annually | ✓ |  |
| Operational Risk Assessments (e.g. New Unit, Major Event, Inclement Weather, Use of Hoists etc). **Please list all relevant risk assessments for the unit in the comments section** | Available on HSE websiteRetain for 6 years | If applicable |  |
| Quarterly HSE Record | Also available on Origami Forms  | ✓ |  |
| Health, Safety and Environment Meeting Minutes Template | Minimum 6-monthly meetingsRetain for 3 years | ✓ |  |
| Record of Repairs and Maintenance | OngoingRetain for 3 years | ✓ |  |
| Statutory Certificates (Gas, PVI’s, Lifts etc) | Retain whilst current | If applicable |  |
| Service Documentation (Refrigeration, etc) | Retain for 3 years | If applicable |  |
| Incident Investigation Pack | Copy to HSE Admin Retain original for 3 years | ✓ |  |
| Any Client Specific H&S Documents (e.g. pest control records, fire risk assessment) | Retain whilst current | If applicable |  |
| Hot Oil Quiz Template and Answers | Available on HSE websiteFile completed quiz in personnel folder | If applicable |  |

Record any additional documentation required on the following page

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| **Document Name** | **Notes** | **Mandatory across all sectors** | **Comments** |
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