



---

## **Registers and Records Safe Working Practices**

---

Numerous Acts and Regulations require registers and records be kept. Many such records must be preserved and held ready for inspection by Inspectors from the Health and Safety Executive. In some cases 'time' is specified. For example, at least two years in the case of Factories Act registers. A minimum of three years for accident records.

There is a need to maintain registers or records so as to satisfy the employer's responsibilities under the Health and Safety at Work Act, which requires that records be kept for most practices including risk assessments, training and inspections. The list at Appendix 1 is not exhaustive. It is included to illustrate a selection of areas where legislation dictates registers and/or records be maintained.

It is now particularly important to maintain a written list of Hazards together with a written "Risk Assessment" and the appropriate management control procedures introduced to control Risk. The Management of Health and Safety at Work Regulations 1999 refer.

**REGISTERS AND RECORDS****Register/Record/Report****Form No.**

General Registers

Abrasive Wheels Register

Records of examinations and tests of plant,  
ventilating apparatus, etc.

Control of Asbestos at Work Regulations 1987

Reports of thorough examination and test of  
exhaust ventilationReports of thorough examination and test of all leisure  
equipment

Building Operations and Works of Engineering Construction

F91 (Part 1)

Inspection of Scaffolds

Reports of thorough examination and tests of theatre  
equipment, stage props etc.

Records of food hygiene inspections

Weekly inspections, examinations and special test  
of lifting appliances

F91 (Part 1)

Poolside inspections, including water quality and  
plant maintenance inspections

Records of reports on

- Thorough examination of lighting appliances  
except hoists
- Thorough examination of hoists  
(theatres, stage areas)
- Thorough examination of chains, ropes and  
lifting gear (Theatres, stage areas etc.)

F91 (Part 1)  
Sections C & EF91 (Part 1)  
Sections C & EF91 (Part 1)  
Sections C & EMaintenance and testing of portable and fixed electrical  
appliances including appliances brought onto premises  
by entertainers, maintenance staff and other visiting groups  
or persons utilising electrical instruments or appliances

**Register/Record Report**

**Form No.**

**Control of Substances Hazardous to Health (COSHH)**

Records of Assessment, Monitoring, Control, Evaluation,  
Training, Fire Precautions Act 1971

Records of Inspection, Technical Testing of Equipment,  
Training, Practice Evacuation Procedures

General training records for all training related to the employer's duties under the **Health and Safety at Work Act 1974** and supporting regulations.

**RISK ASSESSMENT**

For further guidance refer to

- Risk Assessment Guidance s.2.
- Written records of hazards, associated risk assessments and control measures introduced to control risks.