BBC Studioworks

Records Management

Health & Safety Policy

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1. Scope

This policy applies to all Health & Safety records created, received or maintained by staff of the BBC Studioworks in the course of carrying out their corporate function. Health & Safety records and documentation created in the course of productions, are also subject to the BBC Studioworks' contractual record keeping requirements. These records may exist in printed or digital form.

2. Introduction

BBC Studioworks is committed to managing its Health & Safety records, in whatever format, to minimum agreed standards. This policy establishes how BBC Studioworks will manage its Health & Safety records, it also defines the roles and responsibilities for the creation, storage, access, amendment and disposal of BBC Studioworks information. This document provides the policy framework through which this effective management can be achieved and audited.

The aim of this policy is to consolidate a consistent approach to Records Management across all functions within the BBC Studioworks and establish requirements designed to help staff meet legal obligations relating to Records Management and to manage Health & Safety records so that their value as a corporate resource for the BBC Studioworks is fully exploited.

It will ensure that non-essential Health & Safety records are destroyed in a consistent and confidential manner in line with the BBC Studioworks' disposal schedule. It allows the BBC Studioworks to identify what it retains as a permanent record of its activities. The schedule also enables the destruction of those Health & Safety records which have outlived their administrative usefulness and are without significance for the historical or legal record.

3. Definitions

3.1 Health & Safety Records

Records are defined in the Lord Chancellor's Code of Practice as: 'Information created, received and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. This is any information, regardless of format or medium, captured in a reproducible format.

3.2 Document

A **document** is any piece of written information in any form, produced or received by an organisation or person. Note all Health & Safety records start off as documents, but not all documents will ultimately become records.

3.3 Health & Safety Records Management

Health & Safety Records Management is the creation, maintenance, control, storage and disposal of Health & Safety records in a way which facilitates their most appropriate, efficient and effective use.

3.4 Disposal Schedule

A Disposal Schedule is a list of Health & Safety records and the appropriate time limits that they must be kept for before they can be confidentially destroyed or transferred to archives for permanent storage. This document also defines which area of the BBC Studioworks is responsible for the storage and disposal of Health & Safety records.

4. Responsibilities

BBC Studioworks has a corporate responsibility to maintain its Health & Safety records and record-keeping systems in accordance with the regulatory environment. The Secretary and Registrar is responsible for the implementation of a corporate Records Management procedure within BBC Studioworks.

4.1 Governance

Governance is responsible for drawing up guidance for good Records Management practice and promoting compliance with this policy and is responsible for the co-ordination of the Records Management function across BBC Studioworks. It is also the responsibility of Governance to work with all areas of BBC Studioworks to ensure that this policy is understood and adhered to.

4.2 IT

IT is responsible for supporting good Records Management by providing guidance and codes of conduct on the use of IT systems. IT is also responsible for the security of data held electronically and ensuring that it is backed up in accordance with BBC Studioworks policy.

4.3 Departments

All Departments within BBC Studioworks must ensure that Health & Safety records for which they are responsible are accurate and maintained and disposed of in accordance with the BBC Studioworks' Records Management guidelines. They should develop local best practice guidelines for staff to follow and adopt Records Management principles. All Health & Safety records within a department should have an identified 'owner' responsible for their management whilst in regular use.

4.4 Staff

All BBC Studioworks staff who create, receive and use BBC Studioworks Health & Safety records hold Records Management responsibilities. All members of staff are responsible for ensuring they exercise good Records Management in their daily working practice, which includes:

- The creation and maintenance of accurate and reliable Health & Safety records, where applicable to their role
- Ensuring electronic Health & Safety records are properly maintained and that they capture core information and remain accessible, readable and authentic
- Ensuring the security of Health & Safety records, irrespective of format, and for ensuring that access to Health & Safety records is only granted to those who are permitted to view them
- Following guidance provided in the Records Disposal Schedule with regard to the retention and disposal of Health & Safety records
- Ensuring Health & Safety records of a sensitive or personal nature are handled appropriately and in accordance with legal requirements
- Supporting efficiency and the BBC Studioworks' Environmental Policy by avoiding duplication and only printing emails and electronic Health & Safety records when absolutely necessary

4.5 Training

All BBC Studioworks' members of staff should receive an introductory briefing on Records Management procedures. Departments should nominate a 'Records Champion' to provide liaison with the Health & Safety team and to ensure the integration of Health & Safety records management practice throughout the BBC Studioworks.

5. Relationship with existing policies

5.1 Guidance & Regulation

 This policy has been formulated within the context of the following guidance documents:

- Data Protection Act Guidance
- Freedom of Information Act Guidance
- Health & Safety at Work Act Guidance

Compliance with this policy will in turn facilitate compliance not only with information related legislation (specifically those above) but also with any other legislation or regulations (including audit, training and equal opportunities) affecting BBC Studioworks.

6. Storage

Health & Safety records should be appropriately stored with due regard for efficiency, cost-effectiveness, security, durability and access. Appropriate procedures and processes should be put in place to ensure the physical and intellectual security of BBC Studioworks Health & Safety records.

Storage conditions and handling processes should be designed to protect Health & Safety records from unauthorised access, loss or destruction and from theft and disaster.

The retention of Health & Safety records for longer than necessary is discouraged and the duplication of Health & Safety records should be limited to optimise the use of space for storage purposes.

7. Disposal

Health & Safety records should be disposed of in accordance with agreed retention schedules. The retention schedule should be reviewed regularly and adjusted if necessary. At the expiration of their currency, Health & Safety records should either be destroyed or if they have lasting historical value added to archives.