

Health and Safety documentation – Storage and Retention

Introduction

This guide outlines how health and safety documentation can be stored and communicated within Schools and Divisions, and how Managers can use Teams and Box as tools to manage, collaborate on and communicate health and safety documentation with their teams.

Record Management

Managers are required to ensure health and safety documentation is stored and retained following the university's record management processes. The University Records Management Policy, related guidance and the Master Records Retention Schedule are available on the [Records Management](#) pages on Sussex Direct, and includes guidance on

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Further information

How to Install Teams and request a Team

IT Services provides guidance on how to install Teams and how to request a dedicated Team to collaborate with your colleagues. [Getting started with Teams – Staff Guide](#)

Training in Box and Teams

Training for these solutions is available via the [IT Training pages](#) on Sussex Direct, through useful

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