



# THE IMPORTANCE OF STAFF RECORDS

Legally all employers are required to keep employer's liability certificates for a period of forty years after their expiry. We recommend that you keep a separate file specifically for these certificates and make sure that this file is readily available for any inspection by the Health & Safety Executive.

One client recently received a notification of a potential employers' liability claim arising from an assault by a resident in 1998. The employee did not believe that she had suffered any long term injury following the assault, but has since experienced continual pain behind her eyes and this has been attributed to the assault.

The home had not kept any records of their employer's liability insurance at that time, but thankfully we were able to track back through our own files and previous insurers to find out which insurer had been on cover at the time.

## **Moral of the story**

If there was ever proof of the need to retain your employers' liability certificate, this is it!

