# Register of Legal and Other Requirements

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| **Legislation** | **Regulator** | **Comments / means of compliance** | **Method / Record maintained to ensure legal compliance** |
| Environmental Protection Act 1990 -Part 2 | Environment Agency | Requirement to dispose of waste through proper duty of care | Waste Transfer Notes  Obtainment of Waste Management / Carrier Licenses and Environmental Permits |
| Environmental Protection Act 1990 -Part 3 | Environment Agency | Requirement for clarifying statutory nuisance e.g. noise and odours from our premises | Internal audit checks |
| List of Waste Regulations 2005  (As amended 2015) | Environment Agency | Clarification of wastes being collected and disposed using the European Waste Catalogue | EWC Codes on the waste transfer / consignment notes |
| Hazardous Waste Regulations 2005  (amendments 2016) | Environment Agency | Hazardous Waste will be dealt with accordingly and appropriately with waste consignment notes maintained. | Waste Consignment Notes |
| The Hazardous waste (Amendment) regulations 2009  (as amended 2015)  (as amended 2016)  (As amended 2019) | Environment Agency | All types of premises that produce less than 500 kg are now exempt from the Hazardous waste regulations and no longer have a requirement to register. | Waste Consignment Notes - inclusion of waste code if required to register |
| WEEE Regulations 2013  (as amended 2015)  (as amended 2018)  (as amended 2019)  (As amended 2021) | Environment Agency | Duty of care to dispose of any waste electrical products properly through recycling. | Waste Consignment Notes for electrical waste  Take back service for products bought after 13th august 2005 |
| Environmental Permitting Regulations 2010  (as amended 2011)  (as amended 2012)  (as amended 2013)  (as amended 2014)  (as amended 2015)  (as amended 2016)  (as amended 2017)  (as amended 2018)  (As amended 2022) | Environment Agency | Requirement to pre-treat all waste, prior to it entering landfill site for disposal. | Recycling activities |
| Controlled Waste (Registration of Carriers & Seizures of Vehicles) 1991 | Environment Agency | Requirement to register as a carrier of waste with the Environment Agency | Carrier License  (Valid for 3 years) |
| End of Life Vehicle Regulations 2003 (as amended 2010) | Environment Agency | Requirement to safely dispose of all vehicles | Use of competent contractor  Waste consignment note |
| Waste (England and Wales) Regulations 2011  (as amended 2012)  (as amended 2014)  9as amended 2018) | Environment Agency | Requirement to apply the waste hierarchy when transferring waste. This is as follows;   * Prevention * Preparing for re-use * Recycling * Recovery e.g. energy recovery * Disposal | Waste consignment transfer note  Recycling activities |
| Waste Batteries and Accumulators Regulations 2009  (as amended 2011)  (as amended 2015) | Environment Agency | Requirements for the safe disposal of waste batteries | Consignment notes |
| The Controlled Waste Regulations 2012 | Environment Agency | Classification of waste e.g. household, domestic etc. | Correct waste classification |
| Control of Pollution (Oil Storage) (England) Regulations 2001  (As amended 2017) | Environment Agency | Requirements for the storage of oils including requirements for secondary containment up to 110% | Secondary containment, prevention of pollution |
| Water Resources Act  1991 | Environment Agency | Sets up the regime to conserve, manage and control pollution of water resources. It makes the producer of a spillage liable to prosecution | Incident Reports |
| Scrap Metal Dealers Act  2013  (As amended 2018) | Environment Agency | To improve the accuracy of documentation relating to scrap metals | Records and WT notes.  Duty of Care |
| F Gas Regulations  (fluorinated Greenhouse Regulations)  2015  (as amended 2019)  (As amended 2022) | DEFRA | Requirement to prohibit those gasses that contribute to global warming if released into the atmosphere. | Leakage checks where units exceed the specified quantities  Annual service. |
| The Control of Noise at Work Regulations 2005 | HSE | Established noise action levels to ensure that exposure to noise is kept to a minimum | Considered in risk assessments and suitable control measures implemented |
| The Personal Protective Equipment at Work regulations 1992  (As amended 2022) | HSE | The supply of PPE based on the task in hazards of the task and the outcome of a suitable and sufficient risk assessment. | PPE Issue records |
| Lifting Operations and Lifting Equipment Regulations 1992  (As amended 2022) | HSE | Testing and maintenance of all lifting equipment e.g. manual stacker | Maintenance records  Safe Working Load Test reports as necessary  thorough reports and certificates  Training records |
| Smoke Free (Exemptions and Vehicles) Regulations 2007  (as amended 2015) | HSE | Provision of smoke free vehicles  Displaying of signage on vehicles. | Displaying of no smoking signage and ensuring no smoking in vehicles. |
| Manual Handling Operations 2002  (As amended 2022) | HSE | The transporting or supporting of loads by human effort. Includes lifting, putting down, pushing, pulling, carrying or moving. | Manual Handling Risk assessments  Training |
| Electricity at Work Regulations 1989 | HSE | Electrical equipment Testing, for example computers, photocopiers, kettle etc. | PA Test Records with identifiable labels |
| Data Protection Act  1998  (As amended 2018) | ICO | Requirement to maintain Data and records sufficiently and with due care and diligence. | As required. |
| Display Screen Equipment Regulations 1992  (as amended 2002)  (as amended 2007)  (As amended 2022) | HSE | Minimum Health and Safety Requirements for use of Display Screen Equipment.  Every workstation will be analyzed in order to assess the risks. | DSE User Risk assessments  Training where required |
| Health and Safety (First Aid) Regulations 1981  (as amended 2013) | HSE | Ensures adequate First Aid supplies and appointed persons.  Location known to employees. | Training Records and certificates  File |
| Regulatory Reform (Fire Safety) Order 2005 | HSE | Completion of a Fire risk assessment.  Suitable fire extinguishers, emergency lighting and alarms. | Fire Risk assessment  Fire maintenance e.g. extinguishers, alarm etc. |
| Management of Health and Safety at Work Regulations 1999  (as amended 2006) | HSE | Ensuring risk assessments and suitable emergency procedures are developed and carried out.  Provide information to employees and others on matters of Health and Safety  Provide adequate training | Risk assessments |
| Corporate Manslaughter and Homicide Act 2007 (as amended 2010)  (As amended 2018) | HSE | Full safety system to manage health & safety | All safety documents  Accident statistics |
| Employers Liability Regulations (Compulsory Insurance) Regulations 1998  (as amended 2004)  (as amended 2008)  (as amended 2011) | OPSI | Requirement to have employers liability insurance and to display it | Display of current employers liability insurance |
| Health and Safety Information for Employees Regulations 1989 (as amended 2009) | HSE | Requirement to display a HSE poster with relevant information | Display of posters within office and sites |
| SEMA | HSE | Racking systems must be installed by competent persons. All shelves must have safe working loads recorded.  Formal inspections Annually. | Safe working loads indicated (SWL)  Formal inspection annually. |
| CLP Regulations | HSE | Correct labelling and classification of products placed on the market  Provision of MSDS | Correct Data sheets |
| Control of Asbestos at Work (Amendment)  Regulations 2012  (As amended 2020) | HSE | Requirement to be aware of asbestos (ACM’S) locations where required. | Tool Box talks / Training & Awareness  Considered in planning works |
| The Health & Safety (Miscellaneous Amendment) Regulations 2013 | HSE | Removes and revokes certain pieces of legislation; Construction (Head Protection) regulations now included in PPE Regulations.  (It also makes changed to various other pieces of legislation.) | N/A |
| The Control of Vibration at Work Regulations 2005  (as amended 2007) | HSE | Requirement to control and assess exposure to vibration levels and to keep it to a minimum. | Considered in risk assessments and suitable control measures implemented |
| Smoke free (Signs) Regulations 2007  (as amended 2012)  (as amended 2015) | HSE | Provision of Smoke free premises.  Displaying of prominent signage at entrances to the building | Displaying of no smoking signage and ensuring no smoking in the building. |
| Smoke Free (Exemptions and Vehicles) Regulations 2007  (as amended 2015) | HSE | Provision of smoke free vehicles  Displaying of signage on vehicles. | Displaying of no smoking signage and ensuring no smoking in vehicles. |
| Workplace (Health, Safety and Welfare) Regulations 1992  (as amended 1999) | HSE | Ensures sufficient maintenance of plant etc, ventilation, temperature, lighting, cleanliness.  Provisions such as soap, toilets, rest areas, drinking water. | Internal audit checks |
| Health and Safety (Consultation with employees) Regulations 1996 | HSE | Employer’s duty to consult and provide relevant Health and Safety information to its employees. | Training Records  Ongoing Communication and consultation  H & S Poster display |
| Health and Safety Signs and Signals Regulations 1996 | HSE | Safety signs will be clearly placed as identified during risk assessment process and for other specific locations e.g. first aid boxes | Visible signage throughout office and site  Site inspections |
| Display Screen Equipment Regulations 1992  (as amended 2022) | HSE | Minimum Health and Safety Requirements for use of Display Screen Equipment.  Every workstation will be analyzed in order to assess the risks. | DSE User Risk assessments  Training where required |
| Occupiers Liability Act 1957 & 1984 |  | Duty of Care for the come and goings of visitors. | Visitors book |
| Health and Safety (First Aid) Regulations 1981  (as amended 2013) | HSE | Ensures adequate First Aid supplies and appointed persons.  Location known to employees. | Training Records and certificates  Site File |
| Regulatory Reform (Fire Safety) Order 2005 | HSE | Completion of a Fire risk assessment.  Suitable fire extinguishers, emergency lighting and alarms. | Fire Risk assessment  Fire maintenance e.g. extinguishers, alarm etc. |
| Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  (As amended 2019) | HSE | Ensuring that all notifiable accidents, dangerous occurrences are reported within the time limit. | Accident book  RIDDOR Reports |
| Control of Substances Hazardous to Health Regulations 2002  (As amended 2022) | HSE | Monitoring of Cleaning equipment and any other flammable supplies.  Ensuring all materials subject to COSHH have been assessed and the necessary controls implemented. | COSHH Assessments |
| Health And Safety at Work Act 1974 | HSE / EHO | Ensures general welfare of staff, safe systems of work and a safe workplace. | All Health and Safety documents |
| Management of Health and Safety at Work Regulations 1999  (as amended 2006) | HSE | Ensuring risk assessments and suitable emergency procedures are developed and carried out.  Provide information to employees and others on matters of Health and Safety  Provide adequate training | Risk assessments |
| Provision and use of work equipment regulations 1998  (as amended 2022) | HSE | Work equipment is used without risks to health and safety, regardless of its age, condition or origin.  Includes maintenance and inspections. | Calibration/ maintenance records.  Risk Assessments |
| Health and Safety Information for Employees Regulations 1989  (as amended 2009) | HSE | Requirement to display a HSE poster with relevant information | Display of posters within office and sites |
| The Health and Safety (Fees) Regulations 2012 | HSE | Those who break health and safety legislation re liable for the fees incurred by the HSE | As required |
| IEEE Wiring Regulations | HSE | Fixed installation required for the building electrical installation. | Every 5 years |
| The Health & Safety (Miscellaneous amendments and revocation) Regulations 2017 | HSE | Make changes to the following pieces of legislation;   * The Offshore Installations (Safety Zones) Regulations 1987 * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 * The Control of Major Accident Hazards Regulations 2015 | As required |
| Working Time Regulations 1999  (as amended 2006)  (as amended 2007)  (as amended 2009)  (as amended 2013)  (as Amended 2019)  (as amended 2020)  (As amended 2022) | HSE | Defines the minimum rest periods for at work and between shifts, maximum weekly working hours etc. | Contracts of Employment  Opt out as necessary  Covid update |
| General Data Protection Regulations 2018  (As amended 2022) | ICO | Requirement to maintain data and records sufficiently and with due care and diligence. Staff trained to be aware of requirements and breaches. | ICO Registration  Data policies and training. |
| Health Protection (Coronavirus) Regulations 2020  (As amended 2022) | DoH&SE | Requirements for reporting and preventing spread of the virus | As required  Inc face masks, travel etc |