**Register of Legal and Other Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Legislation** | **Regulator** | **Comments / means of compliance** | **Method / Record maintained to ensure legal compliance** |
| Environmental Protection Act 1990 - Part 2(Waste Duty of Care Code of Practice) | Environment Agency | Requirement to dispose of waste through proper duty of care. This applies to you if you produce, carry, keep, dispose of, treat, import or have control of waste in England or Wales.The law requires anyone dealing with waste to keep it safe, make sure it is dealt with responsibly and only given to businesses authorized to take it. | Waste Transfer NotesObtainment 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 odour’s from our premises | Internal audit checks |
| List of Waste Regulations 2005 | 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 | 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) | Environment Agency | All types of premises are now exempt from the Hazardous waste regulations and no longer have a requirement to register. | Waste Consignment Notes - inclusion of first letters of company name instead of the premise code |
| WEEE Regulations 2013(as amended 2014)(as amended 2015) | Environment Agency | Duty of care to dispose of any waste electrical products properly through recycling. | Waste Consignment Notes for electrical wasteTake back service to clients for old products bought after 13 August 2005. |
| Environmental Permitting Regulations 2010(as amended 2011)(as amended 2012)(as amended 2013)(as amended 2014)(as amended 2015)(as amended 2016) | 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) |
| Waste Batteries and Accumulators Regulations 2009(as amended 2011)(as amended 2015) | Environment Agency | Requirements for the safe disposal of waste batteries | Consignment notes |
| 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 |
| Environmental Noise Regulations 2006 | Environment Agency | Noise levels within the works area to remain minimal and low as possible and in accordance with government schemes | Noise complaints (where received)Noise plans – management plans as necessary |
| End of Life Vehicle Regulations 2003(as amended 2010) | Environment Agency | Requirement to safely dispose of all vehicles | Use of competent contractorWaste consignment note |
| Control of Pollution (Oil Storage) (England) Regulations 2001 | Environment Agency | Requirements for the storage of oils including requirements for secondary containment up to 110% | Secondary containment, prevention of pollution |
| Waste (England and Wales) Regulations 2011(as amended 2012)(as amended 2014) | 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 noteRecycling activities |
| Control of Asbestos at Work Regulations 2012 | HSE | Requirement to be aware of asbestos (ACM’S) locations where required.  | Tool Box talks / Training & Awareness |
| The health and safety (miscellaneous repeals, revocations and amendments) 2013  | HSE | Revokes and repeals various piece of legislation including the head protection regulations | PPE records |
| The Control of Vibration at Work Regulations 2005 | 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 |
| 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 | 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 | HSE | Testing and maintenance of all lifting equipment including that for any specific jobs e.g. MEWP’sProvision for competent users | Maintenance recordsSafe Working Load Test reports as necessary6 month inspection reports and certificatesTraining records |
| 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. |
| Workplace (Health, Safety and Welfare) Regulations 1992 | HSE | Ensures sufficient maintenance of plant etc, ventilation, temperature, lighting, cleanliness.Provisions such as soap, toilets, rest areas, drinking water. | Pre-site arrangements and checksMaintenance records.Internal audit checks |
| Manual Handling Operations 2002 | HSE | The transporting or supporting of loads by human effort. Includes lifting, putting down, pushing, pulling, carrying or moving. | Manual Handling Risk assessmentsTraining |
| Working at Height Regulations 2005 | HSE | Ensures suitable risk assessments are completed for working at height. For example changing a light bulb. | Working at Height Risk assessments and method statements (where required) |
| Electricity at Work Regulations 1989 | HSE | Electrical equipment Testing, for example computers, photocopiers, kettle etc. | PA Test Records with identifiable labels |
| Working Time Regulations 1998(as amended 2006)(as amended 2007)(as amended 2009)(as amended 2013) | HSE | Defines the minimum rest periods for at work and between shifts, maximum weekly working hours etc.  | Contracts of EmploymentOpt out as necessary |
| 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 RecordsOngoing Communication and consultationH & 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 siteSite inspections |
| Display Screen Equipment Regulations 1992(as amended 2002) | 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 assessmentsTraining where required |
| Occupiers Liability Act 1957 | DEFRA | Duty of Care for the come and goings of visitors. | Visitor safety |
| 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 |
| Regulatory Reform (Fire Safety) Order 2005 | HSE | Completion of a Fire risk assessment.Suitable fire extinguishers, emergency lighting and alarms. | Fire Risk assessmentFire maintenance e.g. extinguishers, alarm etc. |
| Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 | HSE | Ensuring that all notifiable accidents, dangerous occurrences are reported within the time limit. | Accident bookRIDDOR Reports |
| Control of Substances Hazardous to Health Regulations 2002 | 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 | HSE | Ensuring risk assessments and suitable emergency procedures are developed and carried out.Provide information to employees and others on matters of Health and SafetyProvide adequate training | Risk assessments |
| Provision and use of work equipment regulations 1998(as amended 2002) | 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 |
| Confined Spaces Regulations 1997 plus amendments | HSE | Requirement to manage and protect the safety of workers in confined spaces through control measures and monitoring | Emergency plansRisk assessments and monitoring |
| Corporate Manslaughter and Homicide Act 2007(as amended 2010) | HSE | Full safety system to manage health & safety | All safety documentsAccident 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 |
| 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 |
| IET Wiring Regulations | HSE | Fixed installation required for the building electrical installation. | Every 5 years |
| The Water Resources (Control of Pollution) (Oil Storage) (Wales) Regulations 2016 | Environment Agency | In relation to any container in which oil is being stored | As required |
| Data Protection Act 1998 | ICO | Requirement to maintain data and records sufficiently and with due care and diligence | As required |
| Scrap Metal Dealers Act2013 | Environment Agency | To improve the accuracy of documentation relating to scrap metals | Records and WT notes.Duty of Care |
| General Data Protection Regulations 2018 | ICO | Requirements to ensure Data is processed in accordance with the principles, people are trained and aware of its requirements, breaches and our policies | ICO RegistrationData Policies and training |
| Computer Misuse Act 1990 (as amended by the Police and Justice act 2006 and the Serious Crime Act 2015) | Criminal Activity  | Requirements to ensure the disposal date on records or calculated from dates held electronically.Requirement for users to agree to a code of conduct that warns against computermisuse | As required  |
| The Communications Act 2003 | Criminal Activity | Provides that sending malicious communication using social media is a criminal offence. | As required  |
| Sexual Offences Act 2003(as amended by the SeriousCrime Act 2015) | Criminal Activity  | A process must exist by which offensive or threatening material can be reportedand acted upon in confidence.Internet and Email Usage Policy and Acceptable Use Policy must state that theInternet is only to be used for business purposes and that misuse will be subjectto disciplinary action and possible prosecution. | As required – policies reviewed annually in January  |
| Value Added Tax Act 1994(Schedule 11) | Data Retention  | Controls to ensure that records are retained according to the legal requirements.Disposal date on records or calculated from dates held electronically;Disposal controls ensure destruction. | HMRC |
| Income Tax (Pay As YouEarn) Regulations 2003 | Data Retention | Controls to ensure that records are retained according to the legal requirements.Disposal date on records or calculated from dates held electronically;Disposal controls ensure destruction. | HMRC |
| Malicious CommunicationsAct 1988 | Offensive Communications  | A process must exist by which offensive or threatening material can be reportedand acted upon in confidence.Internet and Email Usage Policy and Acceptable Use Policy must state that theInternet is only to be used for business purposes and that misuse will be subjectto disciplinary action and possible prosecution. | As required – policies reviewed annually in January |
| Employment Act 2002 | Employment Tribunals  | This legislation is designed to enhance the statutory rights of parents to help balance work and family commitments, reform employment tribunal procedures and workplace dispute resolutionmechanisms.  | All areas of the A1 Group Business and cover by up to date HR Polices  |
| Equality Act 2010 | Equality and Human Rights Commission | The Equality Act became law in October 2010. It replaces previous legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency in whatthe organisation needs to do to make the workplace a fair environment and to comply with the law. | Equality and Diversity Policy which is reviewed Annually |
| Consumer Rights Act (CRA) 2015  | Trading Standards  | The legislation is concerned primarily with fair trading, but it does require products to be fit for purpose and safe. The CRA does not refer to EU requirements and should be little affected by Brexit, although trading standards officers may need to find different criteria from EUrequirements for what constitutes a product that is “fit for purpose” from a safety point of view. | Health and Safety Office needs to be aware of the legislation but no policy is required at the present time. |
| Driving at work Regulations 1997 & Road Traffic Act 1988  | HSE / The Police | The legislation is concerned primarily with all employees who drive on behalf of the A1 Group in respect of their duties and the obey of the laws of the highway and those regulations from the DVSA | Monitored by the Depot Managers responsible for Transport |
| Pensions Act 2008 | The Pensions Regulator (TRP) | Under the Pensions Act 2008, workplace pensions have become 'opt-out' rather than 'opt-in', which means most employees are automatically enrolled into a pension provided by their employer. The law also requires employers to pay into their employees' pension schemes | All employees are contracted and offered entry to pension scheme after completing probationary period |
| Modern Slavery Act 2015  | Human Rights  | The purpose of the Modern Slavery Act is to prevent modern slavery – including that of children – in supply chains by enabling the public, consumers, investors and employees to know what steps that organisations are taking to address the issue. ... Business has a key role to play in the efforts to end modern slavery. | Modern slavery Policy is in place and reviewed annually  |
|  |  |  |  |