**Purpose**

To identify and ensure the Company complies with all legal and other requirements to which it subscribes too – as identified senior staff, with regard to the following;

* The Environment
* Work activities e.g. electrical, gas etc.
* Health & Safety

**Procedure**

Our Compliance obligations have been defined and recorded on the legal register and this is used to ensure the company are fully compliant. Any information required to be communicated to employees as part of any legislation will be done so through the use of Induction training completed when the employee first commences work with us.

**Register of Legal and other requirements**

The legal and other requirements register is maintained by the Company and updated as required.

It includes the following;

* Environmental laws and regulations
* Health & Safety laws and regulations
* Schemes and Guidance notes
* Codes of Practice

Those applicable to the company are recorded on the register as follows;

* Piece of legislation
* Regulator
* Comments / means of compliance
* Method / record of ascertaining legal compliance for evaluation purposes.

**Monitoring of our legal requirements**

The monitoring of our legal compliance is done so through various methods, sources and resources and as changes occur they will be discussed, addressed and any actions or changes implemented.

The monitoring of legal information is managed using the following methods;

* Internal audits of the management system on a regular basis – any changes discussed with JR Consultants as they occur.
* Information from various information sources such as HSE, Environment Agency
* Trade magazines.

Should there be any changes to legislation that are applicable to us, then our legal register will be updated as necessary. If required we shall also review the following;

* Environmental aspect assessments
* Risk assessments
* Company policies and procedures

If necessary, any new controls or changes identified shall be implemented to ensure current appropriateness and fulfilment of changes; and if required these changes will be communicated to our employees through the use of tool box talks or information, instruction and training.

**Evaluation of our legal compliance**

The evaluation of our legal compliance will be done so on an annual basis through the following methods;

* Legal audit completed of the management system by JR Consultants at least once annually.
* Site inspections – reviewed during this audit.
* Annual management review meeting – where company legal compliance is discussed and a formal statement issued by the Directors to confirm (recorded at the management meeting)