



Reynolds

Training Services

POLICY NAME	Legal Register			POLICY NUMBER	Po-020-RTS
EFFECTIVE DATE	November 2023	NEXT REVISION	November 2024	VERSION NUMBER	1.0

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	February 2023	Policy Implemented	John Reynolds
1	John Reynolds	November 2023	Annual Review – No Amends	John Reynolds

Approved by: John Reynolds
Position: Managing Director
Date: 15th November 2023

Approved by: Andrew Reynolds
Position: Centre Manager
Date: 15th November 2023

Legal Register

No.	Legislation / Regulation / Order / Code of Practice or Other	How it Applies	Internal Documents Supporting Management and Compliance	How Compliance Is Evaluated
1	Health and Safety at Work etc. Act 1974	Primary Health and Safety legislation - The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other	Health and Safety Policy and all supporting system documentation	Site and systems audits (internal and external)
2	Management of Health and Safety at Work Regulations 1999 ACOP L21	Expands on HASAWA - Specifically Risk assessments and training.	Health and Safety Policy, training, hazard identification and risk assessment procedure	System audits
3	Workplace (Health, Safety and Welfare) Regulations 1992 ACOP L24	Basic Health and Safety welfare issues, including welfare facilities, lighting, ventilation, heating, workstations etc.	Health and Safety Policy and risk assessments	System and site audits
6	Control of Noise at Work Regulations 2005 Guidance L108, INDG362	Details action and limit levels on noise exposure.	Noise surveys, risk assessments and Noise Assessments procedure	System, site auditing and monitoring.
7	Control of Substances Hazardous to Health (COSHH) Regulations 2002 ACOP L5	Risk assessments of hazardous substances and defined appropriate controls	Hazard identification and risk assessment procedure, COSHH assessments	System and site audits
8	Dangerous Substance and Explosive Atmospheres Regulations 2002 ACOP L134, L135, L136,	Risk assessment of activities involving dangerous substances. Ensuring correct storage, use and disposal of all highly flammable liquids and liquefied petroleum gases	Risk assessments, COSHH assessments and company training and documentation	System and site audits

9	Electricity at Work Regulations 1989 Guidance HSR25, HSG85 & IEE Wiring Regulations (BS7671) 17 th Edition	Ensure electrical systems on site are safe to use and maintained in a safe condition	Compliance certification and PAT testing registers	System and site audits
10	Employers' Liability (compulsory Insurance) Act 1969 Guidance HSE40	Liability insurance must be in place to insure against accidents and ill health to employees, the certificate must be displayed	Insurance certificate on each noticeboard	Site audit
11	Health and Safety (Consultation with Employees) Regulations 1996 Guidance L95	Details functions of Representatives of Employee Safety (RoES) and consulting requirements (safety meetings) with employees	Training and consultations	System and site audits
12	Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) Guidance L26	Ensure employees using display screen equipment are assessed in order to reduce risks	Display screen equipment assessments	System and site audits
13	Health and Safety (First Aid) Regulations 1981 ACOP L74	Ensure appropriate equipment, facilities and trained personnel are available to ensure first aid can be given to employees if they are injured or become ill at work	Training documentation	System and site audits
14	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Guidance L73	Requirement to notify certain occupational injuries, diseases and dangerous occurrences to the HSE	Accident/ Incident reporting, HSE accident forms, accident investigations and accident interviews	System audits
15	Health and Safety Information for Employees Regulations 1989	Must provide information to employees relating to their health, safety and welfare at work	Display the approved poster or issue the approved leaflet	System and site audits

16	Health and Safety (Safety signs & Signals) Regulations 1996 Guidance L64	Details safety signage and signalling requirements	CATCH / Landlord	CATCH / Landlord
17	Manual Handling Operations Regulations 1992 (as amended) Guidance INDG383, HSG113 & L23	Ensure task involving manual handling are risk assessed and avoid hazardous handling where practicable and controls are in place to reduce risks.	Risk assessments and training	System. site audits and management inspections
18	Personal Protective Equipment at Work Regulations 1992 (as amended) (PPE) Guidance L25, HSG53	Ensure that appropriate protective equipment is provided to employees	Risk assessments, PPE issue records	System. site audits and management inspections
19	Provisions and Use of Work Equipment Regulations 1998 (PUWER) ACOP L22	Ensure that work equipment and machinery provided for use at work is safe	Risk assessments, maintenance schedules and pre-use checks	System and site audits
20	Regulatory Reform (Fire Safety) Order 2005	Ensures fire safety compliance	Fire risk assessments, training records and emergency plans	System and site audits
21	The Health Act 2006 (The Smoke free Regulations 2007)	Restricts smoking to defined outside areas	Smoking Policy	Site audits
22	Smoke-free (Signs) regulations 2012	Ensure compliance with The Health Act (The Smoke free Regulations 2012)	Smoking Policy	Site audits
23	Working at Height Regulations 2005 Guidance INDG401	Ensures all work at height is carried out safely	Risk assessments	System and site audits
24	Contaminated Land (England) Regulations 2006	Preventing land from contamination	Risk assessments, inspections	Site audits

25	Corporate Manslaughter and Corporate Homicide Act 2007	Imposes punishment where there is a failing in the duty of care or management which results in death of a person	Management Systems, Risk assessments, Management training,	Systems and site audits
26	Environmental Damage Prevention and Remediation Regulations 2009	Ensures that we prevent damage and remedy any damage we cause to the environment	Management Systems, Inspections, Risk assessments	System and site audits
27	Fire Safety (Employees Capabilities) (England) Regulations 2010	Ensures employee assess the capabilities of employees before assigning fire responsibilities	Appraisals & Training	System and site audits
28	The Confined Space Regulations 1997 ACOP L101	Ensure that work in confined spaces is assessed and controlled and avoided if possible.	Management Systems, Inspections, Permit to work	System, site audits and management inspections
29	Environmental Protection Act 1990	Defines legal responsibilities for the duty of care for waste, contaminated land and statutory nuisance.	Management Systems	Systems and site audits
30	Waste Electrical & Electronic Equipment Regulations 2013	Ensure waste electrical goods are sent to an authorised site for disposal	Management systems, waste transfer notes	System, site audits and management inspections
31	Waste (England & Wales) Regulations 2011 (as amended 2014)	Ensures that a hierarchy must be followed for waste management and that waste is only moved by authorised persons who know their legal obligations.	Management systems, waste transfer notes, invoices, Edoc	System and site audits
32	Environment Act 1995	It set up the enforcement authorities to protect the environment and regulate businesses- needs to comply with legislation	Management systems, Environmental Policy	System and site audits
33	Wildlife & Countryside Act 1981	Ensures the protection of certain animals and habitats.	Management Systems, Training	Systems and site audits
34	Disclosure & Barring Regulations 2012	Allows registered employers to access the DBS checking service to ask 'an exempted question' of an individual who applies for or when the individual will be working in specific occupations, for certain licenses and specified positions.	DBS Documentation and Management systems	System and site audits.

35	Environmental Protection (Control on Ozone Depleting Substances) Regulations 2011	We must take steps to prevent the leakage of the gases used in our air conditioning system and where applicable ensure it is tested at a specified frequency.	Service records & schedules	System and site audits.
36	Waste (England and Wales) (Amendment) Regulations 2012	Requirement to separate and segregate waste for collection provided it is technically, environmentally and economically practicable (TEEP).	Waste Transfer Notes	System and site audits.
37	The Health and Safety (Miscellaneous Revocations and Amendments) Regulations 2013	First Aid courses are no longer approved by the HSE it is now down to us to ensure any first aid training is suitable.	Training Certification	System and site audits.
38	The Energy Savings Opportunity Scheme Regulations 2014	Requirement to measure energy consumption and implement saving initiatives.	Evidence Pack	Assessed by independent ESOS Assessor