

The purpose of this process is to demonstrate how legal and other requirements are identified, assessed, reviewed and communicated within Safespear

Definition of Legal Requirements – set by legislation (Directives, Acts, Regulations etc.) that apply to the activities, processes and operations carried out by Starn Group.

Definition of Other Requirements – set by industry bodies, ISO and British Standards, trade associations, best practices, ACOPs, insurance providers, customers etc.

Legal and other requirements are identified on the basis of the hazards, risks, aspects and impacts over which the business controls or is influenced by the contractual requirements of clients and regulatory bodies.

A competent person(s) will assess legal and other requirements by comparing current legislation and standards to business operations. All H&S requirements are maintained within the H&S Legal Register. All environmental requirements are maintained within the Aspects and Impacts Register.

A competent person(s) will determine the control measures required for each identified item and will specify whether the company is compliant or not. This information will be held on the H&S Legal Register and Aspects and Impacts Register

Relevant parties shall be consulted if further action is required to ensure compliance with all legal and other requirements.

Corrective action will be raised and tracked through the Master Action List.

The H&S Legal Register and Aspects and Impacts Register will be reviewed periodically (minimum annually). Change in legislation, best practice or industry standards will prompt a review.

Compliance with legal and other requirements will be discussed as a minimum during management review meetings and any issues during the period of review will be raised.

Audits and site inspections are carried out at regular intervals and compliance/non-compliance with legal and other requirements will be determined at this time. All issues with compliance will be communicated to relevant parties at the first available opportunity.

The H&S Legal Register and Aspects and Impacts Register are available in controlled electronic form via the shared drive

