

Compliance Checklist

Our Employment Law, Health and Safety and Environmental Services are tailored to meet the needs of all companies across all commercial sectors.



Health and Safety:

- | | Yes | No |
|--|--------------------------|--------------------------|
| • Has a competent individual been appointed to achieve and assist with the management of Health and Safety?
<i>(Statutory requirement under Section 7 of the Management of Health and Safety At Work Regulations 1999)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have a recognised and up-to-date Health and Safety policy that has been communicated to all staff?
<i>(Requirement under the Health and Safety at Work Act 1974, if more than 5 employees)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you carried out statutory risk assessments?
<i>(Statutory requirement under Section 3 of the Management of Health and Safety At Work Regulations 1999)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you made arrangements for effective planning, organisation, control, monitoring and review of preventive and protective health and safety measures? Also do you keep records of such management activity?
<i>(Statutory requirement under Section 5 of the Management of Health and Safety At Work Regulations 1999)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you provided your employees with suitable and sufficient training for the work activity and are records kept of the training?
<i>(Statutory requirement under Section 13 of the Management of Health and Safety At Work Regulations 1999)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you carried out statutory fire risk assessments?
<i>(Requirement under the Regulatory Reform (Fire Safety) Order 2005)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have up-to-date statutory electrical testing certification in place?
<i>(Requirement under the Electricity at Work Act 1989)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Environmental Management System (EMS):

- | | | |
|--|--------------------------|--------------------------|
| • Do you have a recognised and up-to-date environmental policy that has been communicated to all staff, clients and customers?
<i>(Environmental Protection Act 1990)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you record and retain details of all waste transfers from your business and have confirmed that you are transferring waste to authorised persons?
<i>(Environmental Protection Act 1990, Environmental Protection (Duty of Care) Regs 1991 SI 2839, Control of Pollution (Amendment) Act 1989, Hazardous Waste Regulations 2005)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all hazardous substances, whether waste, raw materials, or fuels, kept within the confines of a building or within suitable secondary containment?
<i>(Water Resources Act 1991, Water Industry Act 1991, Control of Pollution (Oil Storage) (England) Regulations 2001)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you identified all aspects of your business activities that could have an impact upon the environment, assessed the scale and nature of that impact and put in place action to eliminate, minimize or mitigate any adverse effects?
<i>(Environmental Protection Act 1990)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

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For more information call: **08453 100 600** email: enquiries@mhl-support.com visit: www.mhl-support.com



Quality Management Systems:

Did you know that mhl's Health and Safety and Environmental Management Systems have been written to fully comply to OSHAS 18001 and ISO 14001 standards and can be taken to the point of UKAS Accreditation?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Employment Law:

- Have you issued Section 1 written Main Terms of Employment to all of your employees (both full-time and part-time) within 2 months of their start date?
(Requirement under Section 1 of the Employment Rights Act 1996)
- Have you issued written Disciplinary and Grievance procedures?
(Requirement under the Employment Act 2002 and ACAS Code of Practice Disciplinary and Grievance Procedures)
- Do you have Equal Opportunity, Anti-Bullying and Anti-Harassment policies in place to reduce the possibility of costly claims under, for example, the Sexual Discrimination Act 1975 and Race Relations Act 1976?
- Do you have 24 hour access to qualified legal experts, backed by an indemnity, to cover Tribunal legal representation costs and awards?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

I hereby consent to a no obligation appointment with an mhl consultant.

Employment Law Health and Safety Environmental Management System

Referrer: Print Name:

Company: Position:

Date: Company:

Signed: Tel No:



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