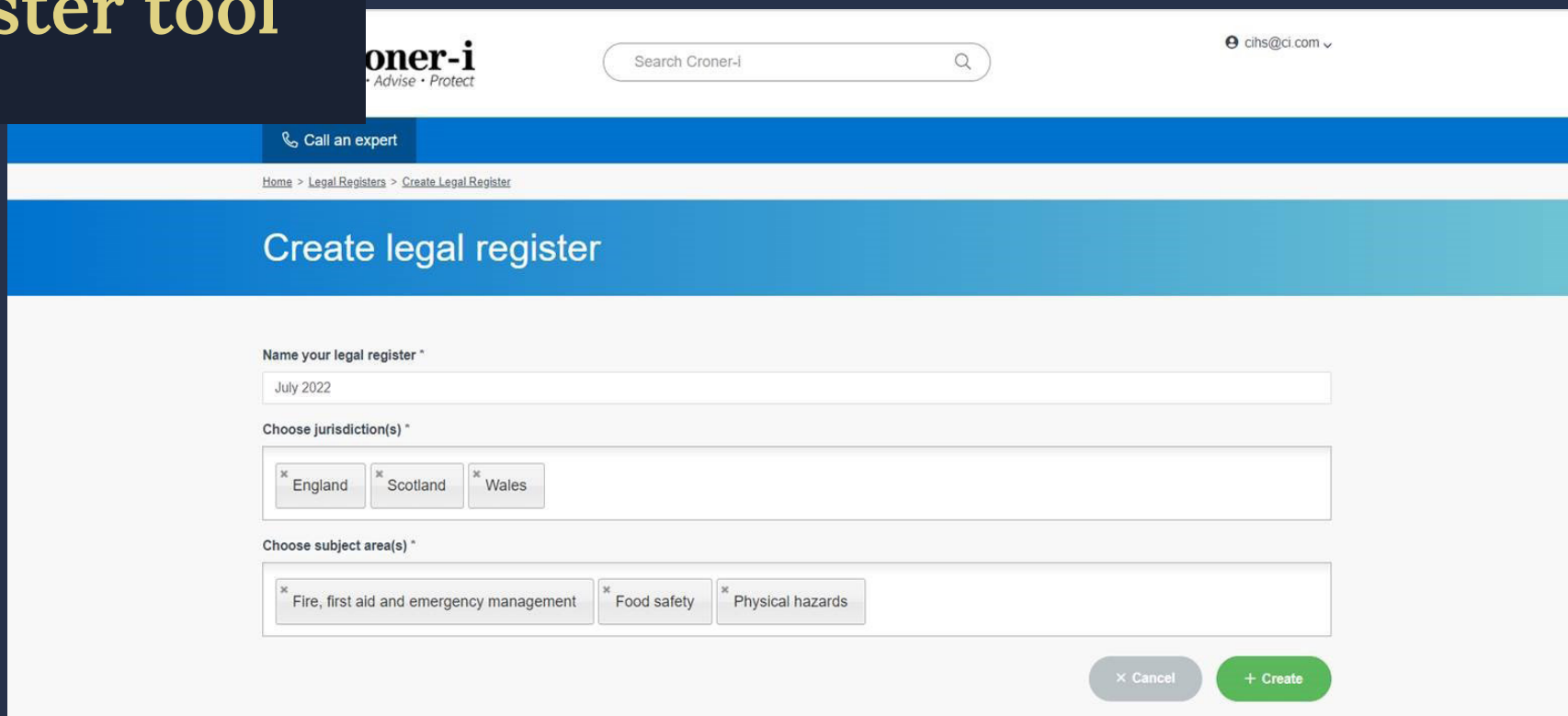


How to use the legal register tool



The screenshot shows the Croner-i website interface for creating a legal register. The header includes the Croner-i logo, a search bar, and a user profile. A blue navigation bar contains a 'Call an expert' button. The breadcrumb trail is 'Home > Legal Registers > Create Legal Register'. The main heading is 'Create legal register'. The form consists of three sections: 'Name your legal register *' with a text input containing 'July 2022'; 'Choose jurisdiction(s) *' with three buttons for 'England', 'Scotland', and 'Wales'; and 'Choose subject area(s) *' with three buttons for 'Fire, first aid and emergency management', 'Food safety', and 'Physical hazards'. At the bottom right are 'Cancel' and 'Create' buttons.

Header: Croner-i, Search Croner-i, cihs@ci.com

Navigation: Call an expert

Breadcrumb: Home > Legal Registers > Create Legal Register

Create legal register

Name your legal register *

July 2022

Choose jurisdiction(s) *

England Scotland Wales

Choose subject area(s) *

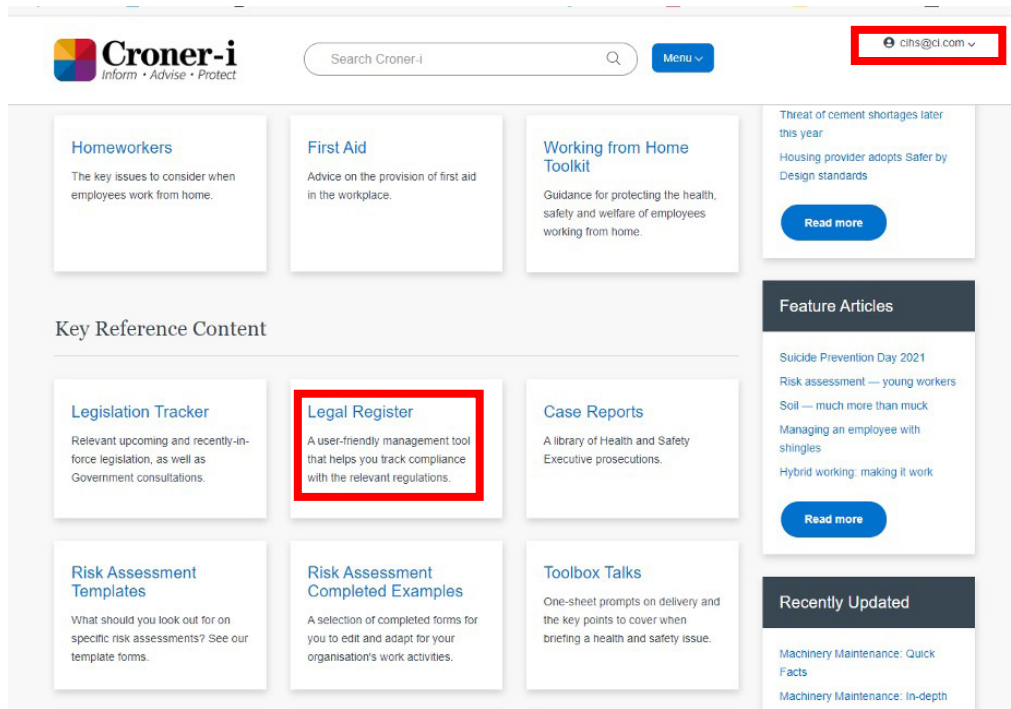
Fire, first aid and emergency management Food safety Physical hazards

Cancel Create

Creating a legal register

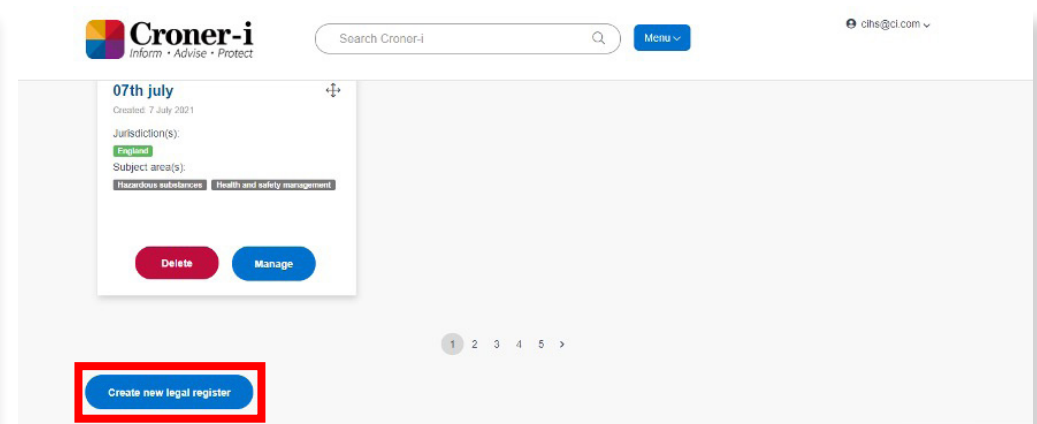
1

The link to your legal register tool can be found on the home page, under Key Reference Content, or in the drop-down menu under your login name in the top right-hand corner of the screen.



2

To create a legal register, click on the “Create new legal register” button at the bottom of the page.



3

Here you will be asked to name your legal register.

The screenshot shows the 'Create legal register' form. It has a blue header with the title 'Create legal register'. Below the header, there are three main sections: 'Name your legal register *' with a text input field containing 'New legal register', 'Choose jurisdiction(s) *' with a dropdown menu showing '- Select -', and 'Choose subject area(s) *' with a dropdown menu showing '- Select -'. At the bottom right, there are two buttons: a grey 'X Cancel' button and a green '+ Create' button.

4

Choose which jurisdictions apply to the organisation covered by the legal register.

The screenshot shows the 'Create legal register' form with the 'Choose jurisdiction(s) *' dropdown menu open. The menu lists the following options: England, European Union, Northern Ireland, Scotland, and Wales. The other fields remain the same as in the previous screenshot.

5

Select relevant subject areas from the drop-down list. You can have a different legal register for each area or include all those that apply in the same legal register.

The screenshot shows the 'Create legal register' form with 'England' and 'Wales' selected in the 'Choose jurisdiction(s) *' dropdown. The 'Choose subject area(s) *' dropdown is open, showing a list of subject areas: Coronavirus, Fire, first aid and emergency management, Food safety, Hazardous substances, Health and safety management, Personal protective equipment, and Physical hazards. The 'Health and safety management' option is highlighted.

6

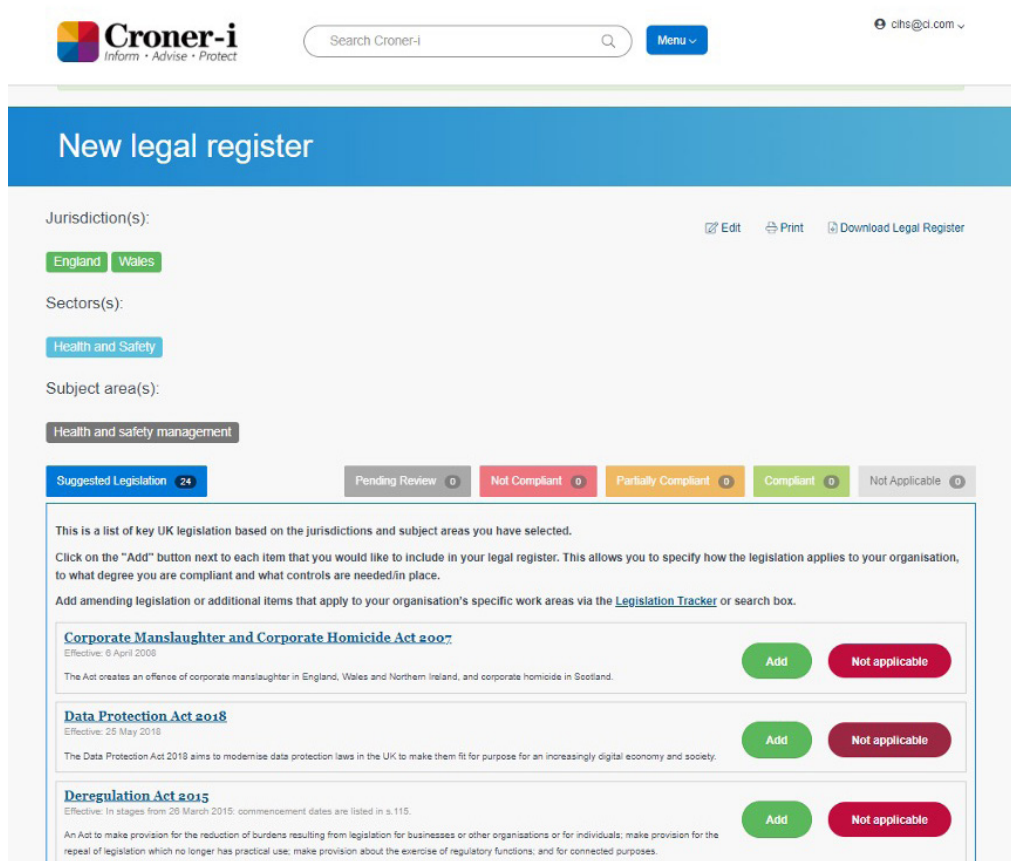
Once you have made your selections (you will be able to edit these choices later), click on the "Create" button.

The screenshot shows the 'Create legal register' form with 'England' and 'Wales' selected in the 'Choose jurisdiction(s) *' dropdown and 'Health and safety management' selected in the 'Choose subject area(s) *' dropdown. The green '+ Create' button at the bottom right is highlighted with a red rectangle.

Managing the legislation

1

Your newly-created legal register will now display a list of suggested legislation on its front page.



Croner-i
Inform • Advise • Protect

Search Croner-i

Menu

clhs@ci.com

New legal register

Jurisdiction(s):
England **Wales**

Sectors(s):
Health and Safety

Subject area(s):
Health and safety management

Suggested Legislation 24

Pending Review 0 Not Compliant 0 Partially Compliant 0 Compliant 0 Not Applicable 0

This is a list of key UK legislation based on the jurisdictions and subject areas you have selected.
Click on the "Add" button next to each item that you would like to include in your legal register. This allows you to specify how the legislation applies to your organisation, to what degree you are compliant and what controls are needed/in place.
Add amending legislation or additional items that apply to your organisation's specific work areas via the [Legislation Tracker](#) or search box.

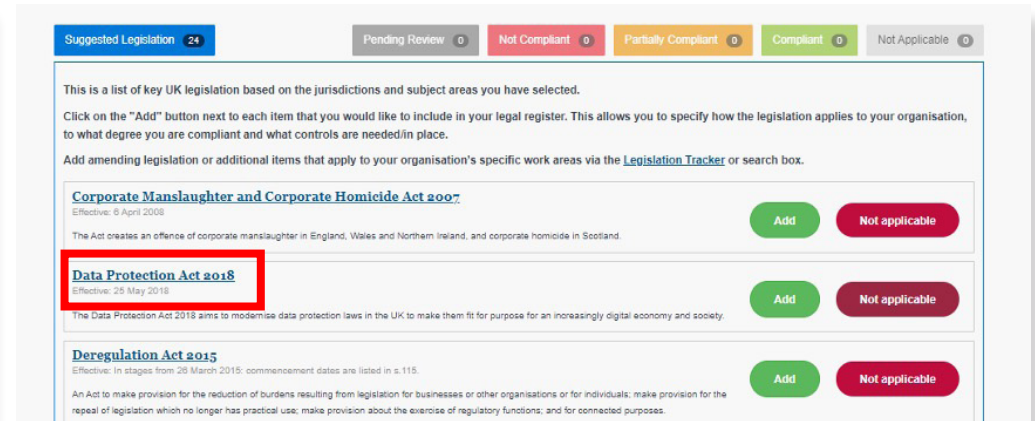
Corporate Manslaughter and Corporate Homicide Act 2007
Effective: 6 April 2008
The Act creates an offence of corporate manslaughter in England, Wales and Northern Ireland, and corporate homicide in Scotland.

Data Protection Act 2018
Effective: 25 May 2018
The Data Protection Act 2018 aims to modernise data protection laws in the UK to make them fit for purpose for an increasingly digital economy and society.

Deregulation Act 2015
Effective: In stages from 26 March 2015; commencement dates are listed in s.115.
An Act to make provision for the reduction of burdens resulting from legislation for businesses or other organisations or for individuals; make provision for the repeal of legislation which no longer has practical use; make provision about the exercise of regulatory functions; and for connected purposes.

2

To see a summary of the legislation and its key requirements, click on the link in the legislation's title.



Suggested Legislation 24

Pending Review 0 Not Compliant 0 Partially Compliant 0 Compliant 0 Not Applicable 0

This is a list of key UK legislation based on the jurisdictions and subject areas you have selected.
Click on the "Add" button next to each item that you would like to include in your legal register. This allows you to specify how the legislation applies to your organisation, to what degree you are compliant and what controls are needed/in place.
Add amending legislation or additional items that apply to your organisation's specific work areas via the [Legislation Tracker](#) or search box.

Corporate Manslaughter and Corporate Homicide Act 2007
Effective: 6 April 2008
The Act creates an offence of corporate manslaughter in England, Wales and Northern Ireland, and corporate homicide in Scotland.

Data Protection Act 2018
Effective: 25 May 2018
The Data Protection Act 2018 aims to modernise data protection laws in the UK to make them fit for purpose for an increasingly digital economy and society.

Deregulation Act 2015
Effective: In stages from 26 March 2015; commencement dates are listed in s.115.
An Act to make provision for the reduction of burdens resulting from legislation for businesses or other organisations or for individuals; make provision for the repeal of legislation which no longer has practical use; make provision about the exercise of regulatory functions; and for connected purposes.

You build your customised legal register by deciding whether each piece of suggested legislation applies to your organisation.

This will take you to the Legislation Tracker entry on the product.

There is a link at the bottom of each legislation summary to the full, published text of the legislation on www.legislation.gov.uk in case you need more information or want to see how the original legislation has been amended.

Data Protection Act 2018

Added to legal register Added to folder Printable version Email to a colleague Download

Reference
Chapter 12

Stage
Legislation in force

Effective
25 May 2018

Summary

The Data Protection Act 2018 aims to modernise data protection laws in the UK to make them fit for purpose for an increasingly digital economy and society.

The EU General Data Protection Regulation (GDPR) has also applied in the UK since 25 May 2018. Its application will not be affected by the UK's decision to leave the EU.

The GDPR has direct effect across all EU Member States, so organisations must look to the GDPR for most legal obligations. However, the GDPR gives Member States limited opportunities to modify how it applies in their country, eg in areas such as academic research, financial services and child protection. One element of the Data Protection Act 2018 is the details of these. It is therefore important that the GDPR and the Act are read side by side.

The Data Protection Act 2018 is a complete data protection system. It governs general data covered by the GDPR and all other data. It has sections on:

- law enforcement processing
- intelligence services processing
- the Information Commissioner
- enforcement.

The Act replaces the Data Protection Act 1998.

Available at:
www.legislation.gov.uk

Related Topics

- Waste Management in England and Wales
- Waste Management in Scotland and Northern Ireland
- Demonstrating an Effective Health and Safety Management System

If you decide that particular piece of legislation is not applicable to your organisation, select the “Not applicable” button next to it. This files it in the “Not applicable” tab of your legal register so that you have a record, if you ever need it, of the legislation you have considered and rejected.

Jurisdiction(s):
England Wales

Sectors(s):
Health and Safety

Subject area(s):
Health and safety management

Suggested Legislation 24 Pending Review 0 Not Compliant 0 Partially Compliant 0 Compliant 0 Not Applicable 0

This is a list of key UK legislation based on the jurisdictions and subject areas you have selected.

Click on the “Add” button next to each item that you would like to include in your legal register. This allows you to specify how the legislation applies to your organisation, to what degree you are compliant and what controls are needed in place.

Add amending legislation or additional items that apply to your organisation's specific work areas via the Legislation Tracker search box.

Corporate Manslaughter and Corporate Homicide Act 2007
Effective: 9 April 2008
The Act creates an offence of corporate manslaughter in England, Wales and Northern Ireland, and corporate homicide in Scotland.

Data Protection Act 2018
Effective: 25 May 2018
The Data Protection Act 2018 aims to modernise data protection laws in the UK to make them fit for purpose for an increasingly digital economy and society.

Deregulation Act 2015
Effective: in stages from 26 March 2015; commencement dates are listed in s.115.
An Act to make provision for the reduction of burdens resulting from legislation for businesses or other organisations or for individuals; make provision for the repeal of legislation which no longer has practical use; make provision about the exercise of regulatory functions; and for connected purposes.

Deregulation Act 2015 (Health and Safety at Work) (General Duties of Self-Employed Persons) (Consequential Amendments) Order 2015
Effective: 1 October 2015
The Deregulation Act 2015 and consequential legislation amended the Health and Safety at Work, etc Act 1974 to require that only those self-employed people who conduct certain undertakings are obliged to protect themselves and others from risks to their health and safety arising from their activities. This Order amends other Regulations as a consequence.

Arrows indicate the flow from the 'Add' button to the 'Not applicable' button for the Data Protection Act 2018.

If you think that the item of legislation is or may be relevant to your activities, press the green “Add” button.

This brings up a form where you give the item of legislation a status, and where you can add notes and action points that will appear in your legal register.

Add 'Corporate Manslaughter and Corporate Homicide Act 2007' to legal register

Status *

- Select -

Application to organisation

Controls

× Cancel

+ Add to legal register

You must add a status (the other fields are optional) to indicate whether your organisation is already compliant with the legislation or has more work to do.

Add 'Corporate Manslaughter and Corporate Homicide Act 2007' to legal register

Status *

- Select -

- Select -

Compliant
Partially Compliant
Not Compliant
Pending Review

Controls

× Cancel

+ Add to legal register

If you would just like to add the legislation for now and consider the details later, choose “Pending Review” from the drop-down menu. You do not need to add notes on **Application to the organisation** or **Controls** if you don’t want to.

Once you have filled in the form, click “Add to legal register”. This will move the legislation entry from the front page of suggested legislation into one of the folders of your legal register.

NOTE: Only legislation that is in your folders will download into your legal register spreadsheet. Suggested legislation is not considered to be part of your legal register.

If you have a large list of suggested legislation and would like to add it all to the Pending Review folder in one click for later consideration, use the link that says “Add all suggested legislation to Pending Review”.

Managing your legal register folders

1

Once you have allocated the legislation to your folders, you just need to click on the tabs across the top of the legal register tool to see the legislation in each one.

Sector(s):
Health and Safety

Subject area(s):
Fire, first aid and emergency management

Suggested Legislation 0

Pending Review 4 Not Compliant 3 Partially Compliant 4 Compliant 7 Not Applicable 12

Items of legislation you have set as "Not Compliant" on this legal register:

Legislation	Effective	Manage
Building (Scotland) Regulations 2004	Effective: 1 May 2005	Manage
The Building (Scotland) Regulations 2004 implement the Building (Scotland) Act 2003 with regards to the functional standards for the design and construction of buildings.		
Application to organisation	Controls	
1. point one 2. point two 3. point 3	1. James Robbins is to action by 11/11/2022. 2. We need to create an asbestos survey. Raise at H&S forum October 2021. 3. Action for point 3	
Control of Major Accident Hazards Regulations (Northern Ireland) 2015	Effective: 29 September 2015	Manage
These Regulations impose requirements with respect to the control of major accident hazards involving dangerous substances in Northern Ireland.		
Application to organisation	Controls	
No content	No content	
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997	Effective: 1 April 1998	Manage
These regulations revoke, re-enact with modifications, repeal and amend a variety of legislation with regard to reporting injuries, diseases and dangerous occurrences.		
Application to organisation	Controls	
No content	No content	

Delete this legal register

2

You can always add and edit notes or change the status of the piece of legislation by using the "Manage" buttons.

Manage 'Building (Scotland) Regulations 2004'

Status *

Not Compliant

Application to organisation

1. point one
2. point two
3. point three

Controls

1. James Robbins is to action by 11/11/2022.
2. We need to create an asbestos survey. Raise at H&S forum October 2021.
3. Action for point 3

Cancel Update

Your legal registers will be displayed as tiles on your Legal Registers page.

The screenshot displays the 'Legal Registers' page with a blue header bar. A 'Sort alphabetically' button is located in the top right corner. The page contains a grid of nine tiles, each representing a legal register. Each tile has a title, a creation date, jurisdiction(s), subject area(s), and 'Delete' and 'Manage' buttons.

Register Name	Created	Jurisdiction(s)	Subject area(s)
COSHH	16 October 2019	England, Northern Ireland, Scotland, Wales	Hazardous substances
Fire, first aid and emergency management	7 August 2018	England, Northern Ireland, Scotland, Wales	Fire, first aid and emergency management
Fire	28 August 2019	England, Wales	Fire, first aid and emergency management
Hazardous substances	9 August 2018	England, Northern Ireland, Scotland, Wales	Hazardous substances
PPE	6 September 2018	England, Northern Ireland, Scotland, Wales	Personal protective equipment
worker health	22 January 2019	England, Northern Ireland, Scotland, Wales	Worker health
14/07 - Peter	14 July 2021		
Personal protective equipment	12 August 2021		
Product safety MAY 21	21 May 2021		

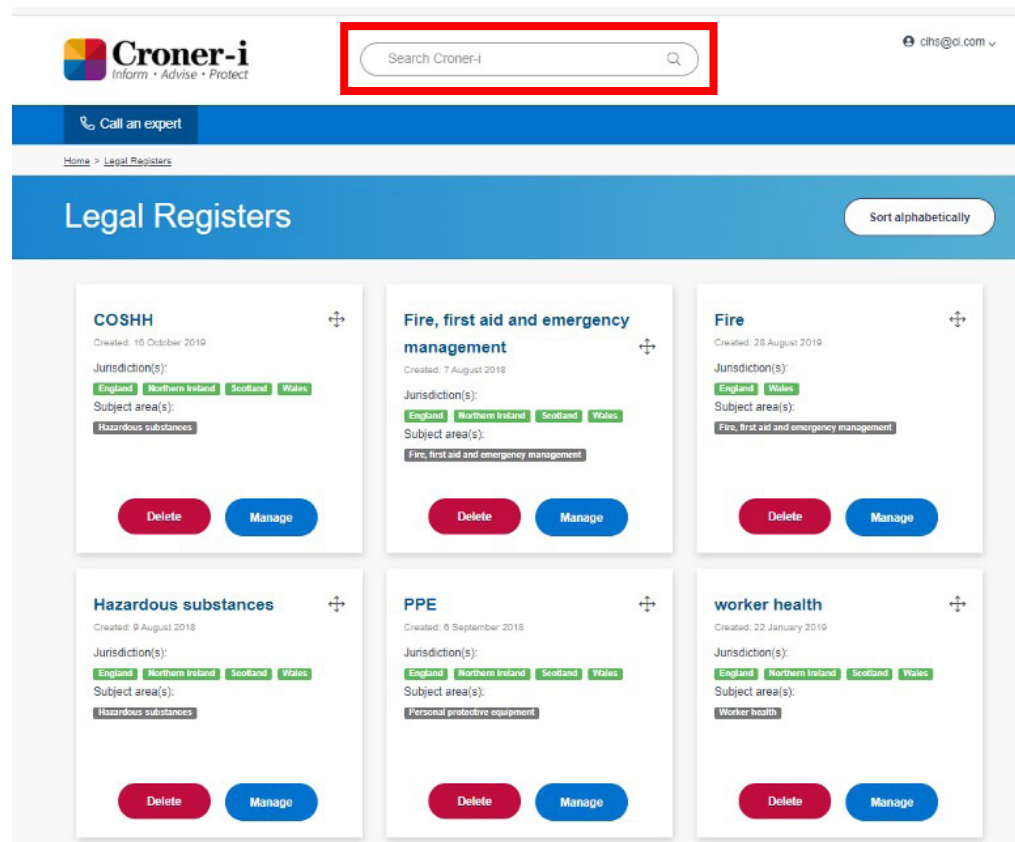
Again, simply click "Manage" to go into a specific legal register. The whole legal register can be deleted from this page, too.

Adding legislation to your legal register

1

The suggested legislation in each subject area is necessarily very general and you may wish to add in additional legislation relevant to your work activities.

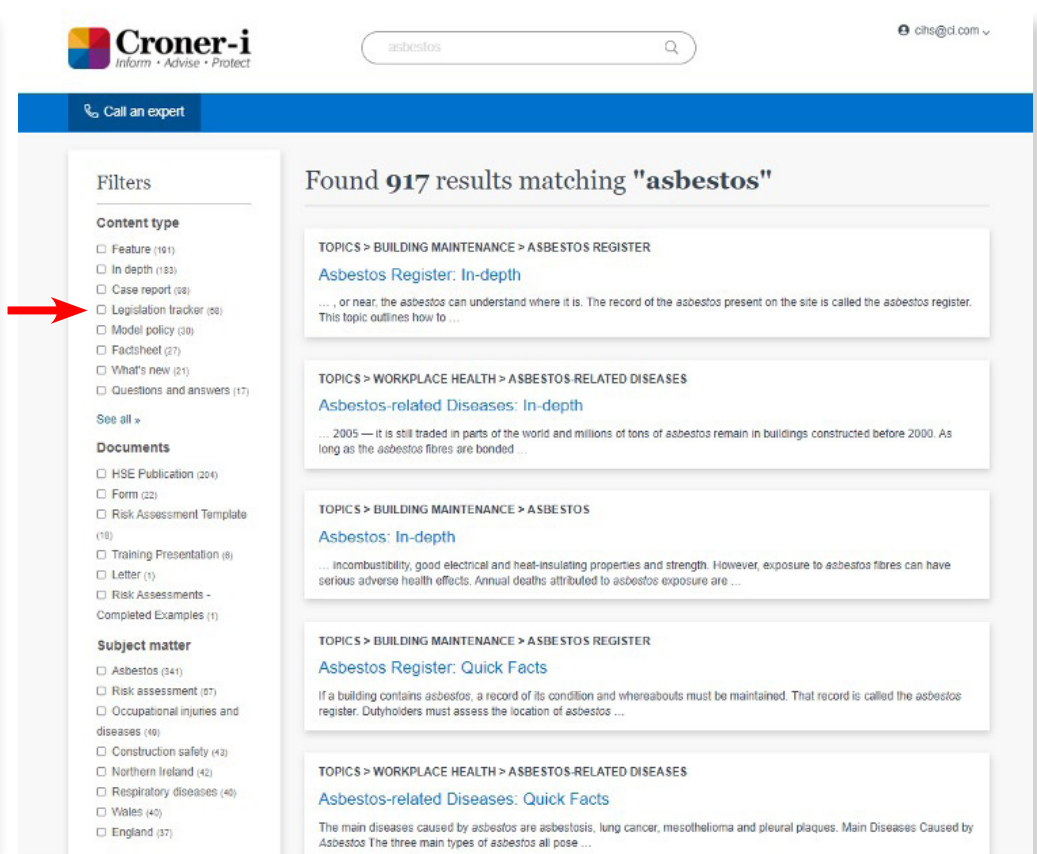
Use the search box at the top of the page to search for legislation.



2

Then filter your results to legislation tracker entries using the checkboxes on the left of the results screen.

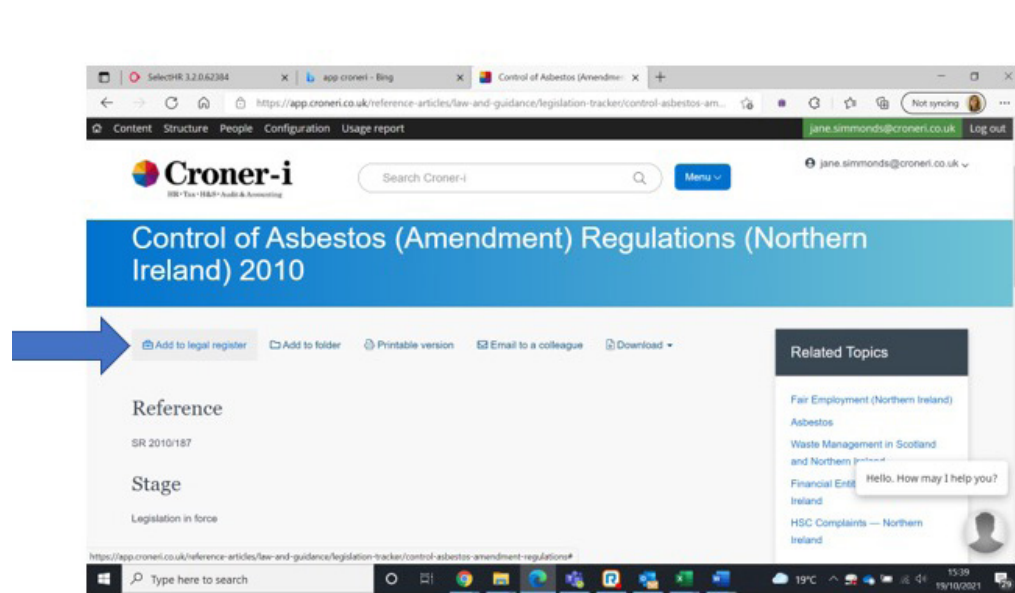
Note: this will bring up consultations as well as legislation entries



3

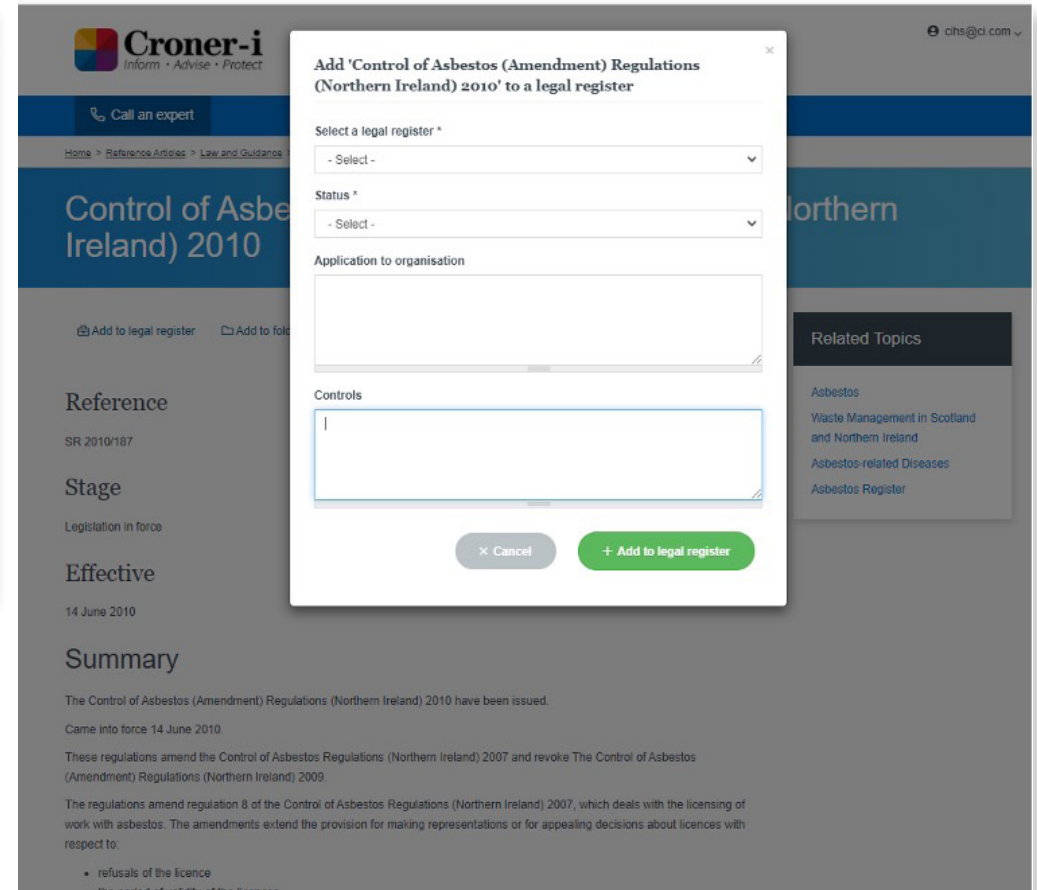
Click on the title of the legislation tracker in which you are interested.

If the item is relevant to your organisation, you can add it to your legal register by using the “Add to legal register” link at the top of the content.



4

This will bring up the usual form, which also allows you to select which legal register you want the legislation to go into.



Editing your legal register

1

If at any stage you would like to change the name of your legal register or change the parameters of the suggested legislation by:

- Changing the jurisdictions
- Adding or removing some subject areas

Select the “Edit” option from the top right of your legal register.

The screenshot shows a web interface for managing a legal register. At the top, there's a blue header with the title 'Fire, first aid and emergency management' and a 'Call an expert' button. Below the header, there's a section for 'Jurisdiction(s):' with buttons for 'England', 'Northern Ireland', 'Scotland', and 'Wales'. To the right of this section, there are three buttons: 'Edit' (highlighted with a red box), 'Print', and 'Download Legal Register'. Below the jurisdiction section, there's a 'Sectors(s):' section with a button for 'Health and Safety'. Underneath, there's a 'Subject area(s):' section with a button for 'Fire, first aid and emergency management'. A horizontal bar below this shows the status of the register: 'Suggested Legislation' (0), 'Pending Review' (4), 'Not Compliant' (3), 'Partially Compliant' (4), 'Compliant' (7), and 'Not Applicable' (12). The main content area is titled 'Items of legislation you have set as "Pending Review" on this legal register:' and lists three items: 'Fire (Scotland) Act 2005', 'Fire Safety (Employees' Capabilities) (Wales) Regulations 2012', and 'Fire Safety Regulations (Northern Ireland) 2010'. Each item has a 'Manage' button next to it.

Printing your legal register

1

You can print your legal register as a Word document by selecting the print icon at the top of the legal register.

The screenshot shows the 'Fire, first aid and emergency management' legal register page. At the top, there's a blue header with 'Call an expert' and the title. Below the title, there are filters for Jurisdiction(s) (England, Northern Ireland, Scotland, Wales), Sectors(s) (Health and Safety), and Subject area(s) (Fire, first aid and emergency management). A status bar shows counts for Suggested Legislation (0), Pending Review (4), Not Compliant (3), Partially Compliant (4), Compliant (7), and Not Applicable (12). The main section lists items of legislation set as 'Pending Review':

- Fire (Scotland) Act 2005**
Effective: 8 April 2005
This Act sets out the fire safety duties in respect of the majority of non-domestic premises in Scotland.
Application to organisation: No content
Controls: No content
Manage
- Fire Safety (Employees' Capabilities) (Wales) Regulations 2012**
Effective: 12 May 2012
These regulations, which apply in relation to Wales, provide that employers must take into account employees' capabilities as regards fire safety in entrusting tasks to them.
Application to organisation: No content
Controls: No content
Manage
- Fire Safety Regulations (Northern Ireland) 2010**
Effective: 19 November 2010
Manage

2

The document will look like this:

The screenshot shows the printed version of the legal register. It lists three regulations with their details and application/controls:

- Control of Major Accident Hazards Regulations (Northern Ireland) 2015**
Effective: 28 September 2015
These Regulations impose requirements with respect to the control of major accident hazards involving dangerous substances in Northern Ireland.
Application to organisation: No content
Controls: No content
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997**
Effective: 1 April 1998
These regulations revoke, re-enact with modifications, repeal and amend a variety of legislation with regard to reporting injuries, diseases and dangerous occurrences.
Application to organisation: No content
Controls: No content
- Building (Scotland) Regulations 2004**
Effective: 1 May 2005
The Building (Scotland) Regulations 2004 implement the Building (Scotland) Act 2003 with regards to the functional standards for the design and construction of buildings.
Application to organisation:
 - 1. point one
 - 2. point two
 - 3. point 3Controls:
 - 1. James Robbins is to action by 11/11/2022.
 - 2. We need to create an asbestos survey. Raise at H&S forum October 2021.
 - 3. Action for point 3

Downloading your legal register

1

As a CSV file, the downloaded information is unformatted, allowing you to format and customise as best suits you. We recommend that you rename and save it as an Excel spreadsheet immediately.

Call an expert

Fire, first aid and emergency management

Jurisdiction(s):

England Northern Ireland Scotland Wales

Sectors(s):

Health and Safety

Subject area(s):

Fire, first aid and emergency management

Suggested Legislation 0 Pending Review 4 Not Compliant 3 Partially Compliant 4 Compliant 7 Not Applicable 12

Items of legislation you have set as "Pending Review" on this legal register:

Fire (Scotland) Act 2005
Effective: 06 April 2005
This Act sets out the fire safety duties in respect of the majority of non-domestic premises in Scotland.
Application to organisation: Controls
No content No content
[Manage](#)

Fire Safety (Employees' Capabilities) (Wales) Regulations 2012
Effective: 12 May 2012
These regulations, which apply in relation to Wales, provide that employers must take into account employees' capabilities as regards fire safety in entrusting tasks to them.
Application to organisation: Controls
No content No content
[Manage](#)

Fire Safety Regulations (Northern Ireland) 2010
Effective: 15 November 2010
[Manage](#)

2

As a CSV file, the downloaded information is unformatted, allowing you to format and customise as best suits you. We recommend that you rename and save it as an Excel document immediately.

	A	B	C	D	E	F	G
1	Legislation	Effective	Work area	Compliance status	Application to organization	Controls	
2	Arrestable Offences (England and Wales and Scotland) Regulations 2007	01-Oct-14		Compliant	xxx	xxxx	
3	Air Navigation (Dangerous Goods) Regulations 2002	02-Dec-02		Not Applicable	Not Applicable		
4	Building (Scotland) Regulations 2004	01-May-05		Not Compliant	1. point one	2. James Robbins is to action by	
5	Building Regulations & (Amendment No. 3) and Domestic Fire Safety Regulations 2016	31-Oct-12		Pending Review	This applies in our manufacturing dept		
6	Building Regulations (Northern Ireland) 2012	01-Oct-10		Compliant			
7	Building Regulations 2010	01-Oct-10		Compliant			
8	Control of Major Accident Hazards Regulations (Northern Ireland)	26-Sep-15	Fire, first aid and emergency management	Not Compliant			
9	Control of Major Accident Hazards Regulations 2015	01-Jun-15	Fire, first aid and emergency management	Not Applicable	Not Applicable		
10	Dangerous Substances and Explosive Atmospheres Regulations 2002	30-Jun-03	Fire, first aid and emergency management	Compliant			
11	Dangerous Substances and Explosive Atmospheres Regulations 2002 and 2003	30-Jun-03	Fire, first aid and emergency management	Partially Compliant	All depts		
12	Fire (Scotland) Act 2005	06-Apr-05	Fire, first aid and emergency management	Pending Review			
13	Fire (Scotland) Act 2005 (Relevant Premises) Regulations 2012	29-Nov-12	Fire, first aid and emergency management	Not Applicable	Not Applicable		
14	Fire and Rescue Services (Northern Ireland) Order 2006	01-Jul-06	Fire, first aid and emergency management	Not Applicable	Not Applicable		
15	Fire Precautions (Workplace) Regulations (Northern Ireland) 2001	01-Dec-01	Fire, first aid and emergency management	Not Applicable	Not Applicable		
16	Fire Safety (Employers' Capabilities) (Wales) Regulations 2012	12-May-12	Fire, first aid and emergency management	Compliant			
17	Fire Safety (Employees' Capabilities) (Wales) Regulations 2012	12-May-12	Fire, first aid and emergency management	Pending Review			
18	Fire Safety (Scotland) Regulations 2006	01-Oct-06	Fire, first aid and emergency management	Partially Compliant			
19	Fire Safety Act 2011	01-Oct-11	Fire, first aid and emergency management	Compliant			
20	Fire Safety Regulations (Northern Ireland) 2010	15-Nov-10	Fire, first aid and emergency management	Pending Review			
21	Health and Safety (First Aid) Regulations (Northern Ireland) 1992	03-Jul-92	Fire, first aid and emergency management	Not Applicable	Not Applicable		
22	Health and Safety (First Aid) Regulations 1981	01-Jul-82	Fire, first aid and emergency management	Not Applicable	Not Applicable		
23	Major Accident Off-Site Emergency Plan (Management of Waste)	12-Aug-09	Fire, first aid and emergency management	Not Applicable	Not Applicable		
24	Planning (Control of Major Accident Hazards) (Scotland) Regulations 2015	25-Nov-15	Fire, first aid and emergency management	Not Applicable	Not Applicable		
25	Planning (Control of Major Accident Hazards) Regulations (Northern Ireland) 2001	31-Dec-01	Fire, first aid and emergency management	Not Applicable	Not Applicable		
26	Radiation (Emergency Preparedness and Public Information) Regulations 2015	03-Nov-15	Fire, first aid and emergency management	Partially Compliant			
27	Radiation (Emergency Preparedness and Public Information) Regulations 2015	23-May-15	Fire, first aid and emergency management	Not Applicable			
28	Regulatory Reform (Fire Safety) Order 2005	01-Oct-05	Fire, first aid and emergency management	Partially Compliant			
29	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	01-Apr-13	Fire, first aid and emergency management	Not Compliant			
30	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	01-Oct-13	Fire, first aid and emergency management	Compliant			
31	Smoke and Carbon Monoxide Alarm (England) Regulations 2015	01-Oct-15	Fire, first aid and emergency management	Not Applicable	Not Applicable		

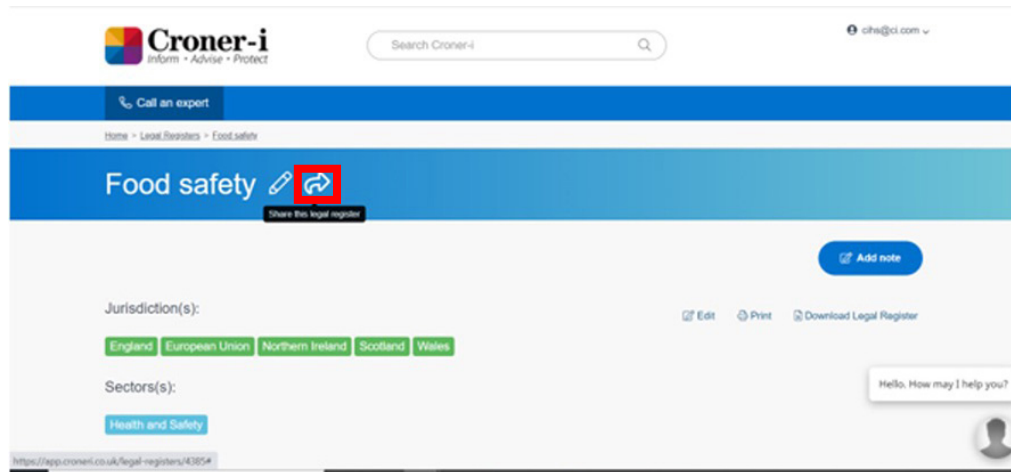
Note: you can use the spreadsheet to manage and track your legal register but be aware that any changes you make direct to the spreadsheet will not be saved in the legal register tool.

Sharing your legal register

1

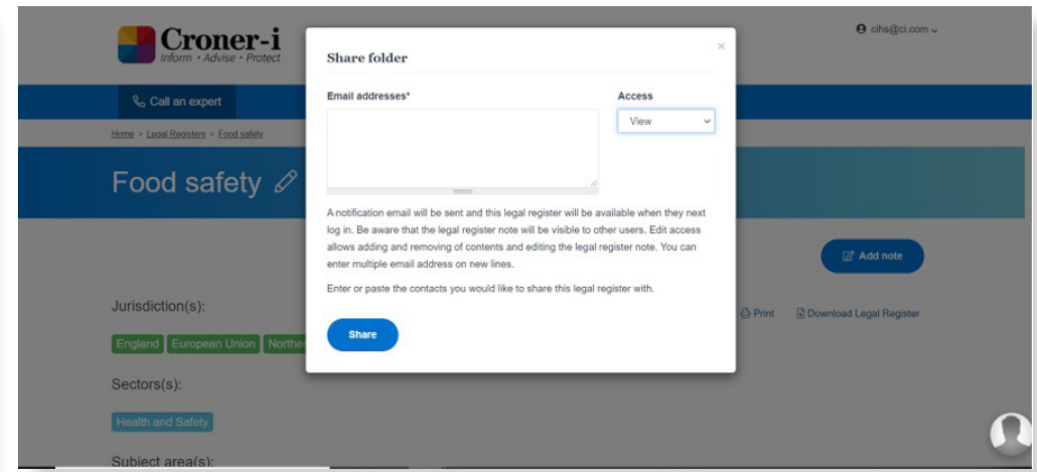
You can share your legal register with another person who has their own log in to a product with the legal register functionality.

Click on the arrow next to the title of the legal register.



2

This brings up a dialogue box where you can enter an email address and choose whether they should be able to “view” or “view and edit” the legal register. Both options allow the receiver to download and print the legal register, but “view and edit” allows them to add/remove jurisdictions and add/remove subject areas. These changes then appear on the sharer’s version of the legal register too.



However, the person who receives the legal register does not have an “add” or “not applicable” button on each piece of legislation and cannot therefore move legislation between tabs, for example from “pending review” to “partially compliant” or add notes.

If the sharer makes changes, such as moving legislation between tabs, these changes appear on the receiver’s version if they refresh the page.



Croner-i, Floor 17, 240 Blackfriars Road, London SE1 8NW

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