

New SME Business

HR Checklist



This handy checklist is to support SME's and new businesses when they start employing people for the first time. You should work through the below list of required essential actions to ensure you have considered the following and have implemented these items in place for your business.

EMPLOYMENT STATUS

- Ensure people engaged with the business and providing services to you have the correct legal status:
e.g. are they employees / workers / self-employed persons?
- Have thorough and appropriate contractual documentation in place to support each type of worker(s) engaged with your company:
e.g. contracts of employment / temporary contracts / contract for services

INSURANCE

- Arrange Employers Liability Insurance from an authorised insurer:
Policy cover of at least £5 million

COMPLIANCE CHECKS

- Have a Right to Work in UK checking process in place:
Deliberate failure in this area can result in fines of up to £20,000 per illegal worker / prison
- Ensure you record proof of each employee(s) Right to Work on employee files
- Implement DBS (Disclosure and Barring Service) checking process where appropriate:
e.g. when working with children or vulnerable adults

CONTRACT AND DOCUMENTATION

- Ensure a written statement of employment (contract) is issued to every employee before day 1 of their employment:
This must be issued by no later than day 1 of employment (ideally earlier) to avoid fines and issues
- Have a disciplinary policy, grievance policy, data privacy policy and health and safety policy in place

HRMC

- Register as an employer with the HRMC

NATIONAL MINIMUM WAGE

- Ensure National Minimum Wage rates are paid to the relevant age groups and that you increase these in line with Government minimum rates in April each year

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- Set reminders of any changes in the ages of younger staff to ensure correct National Minimum Wage bands are paid

HEALTH AND SAFETY

- Carry out a workplace risk assessment
- Have a Health and Safety policy:
This must be written down if you have more than 5 employees
- Implement staff health and safety training where appropriate
- Display the emergency evacuation procedure
- Have a first aid box or first aider
- Display the Health and Safety Law poster or hand out the Health and Safety leaflets

PENSIONS

- Set up a workplace pension scheme
- Automatically enrol employee(s) into workplace pension scheme

RECRUITMENT

- Ensure any adverts, the recruitment process and interview questions, are not discriminatory and do not disadvantage certain applicant demographics
- Provide the correct new starter documentation to the appointed individual(s):
e.g. Personal details form, HMRC form, Health Questionnaire, Working Time Directive opt out form

DISABILITIES

- Make reasonable adjustments to the workplace to support any employee(s) with mental / physical disabilities

EMPLOYMENT PROCESSES

- Put a grievance procedure in place
- Put a disciplinary procedure in place
- Manage any performance issues that occur during the probation period within the defined probationary period
- Ensure you have a professional HR contact / consultant in place to support with any employment relation issues during the employee's lifecycle

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Nockolds HR provide professional HR consultancy services including:

- Advising on employment status
- Providing contracts of employment / temporary contracts / contracts for services
- Providing Staff handbooks and policies (e.g. grievance, disciplinary, equal opportunities, data protection etc.)
- Set up pension schemes and payroll administration
- Carry out employment background screenings including right to work in UK, DBS, and reference checks
- Health and safety support
- Onboarding support
- Advising employers on the management of employee relation matters

We offer a range of low cost monthly retainers to support businesses with all of their ongoing HR requirements, as well as flexible pay as you go HR support options.