

## What should I do?

This is a basic check list of things you need to have in place or must do for a new employee.

- ✓ Send details of the job (including terms and conditions) in writing to your employee. You need to give your employee a written statement of employment if you're employing someone for more than 1 month.
- ✓ Decide how much to pay someone – you must pay your employee at least the National Minimum Wage.
- ✓ Staff Handbook
- ✓ Health & Safety policy (see notes below)
- ✓ Check if someone has the legal right to work in the UK. You may have to do other employment checks as well.
- ✓ Tell HMRC – register as an employer (you may have already done this if you have PAYE)
- ✓ Set up a PAYE scheme if not one in place already
- ✓ Check if you need to automatically enrol your staff into a workplace pension scheme.

## Health and Safety.

As a minimum the employer must:

- ✓ Publish a health and safety policy if they employ more than five people.
- ✓ Take out and maintain a compulsory insurance policy, known as Employers' Liability Insurance, which covers employees against accidents and ill health.
- ✓ Arrange for the appointment of health and safety representatives.
- ✓ Establish a health and safety committee if requested by a recognised trade union.
- ✓ Appoint a competent person to evaluate risks and hazards.
- ✓ Arrange periodic risk assessments.
- ✓ Consult with employee health and safety representatives.
- ✓ Inform staff of risks and steps taken to protect them.
- ✓ Provide adequate safety training to address risks, as appropriate.
- ✓ Comply with the updated provisions concerning health and safety posters and leaflets.
- ✓ Monitor and improve safety arrangements.
- ✓ Adapt work to the individual especially with respect to the design of workplaces.
- ✓ Establish procedures to be followed in the event of serious and imminent danger to persons working in the organisation.
- ✓ Provide comprehensible and relevant health and safety information.

For more information <https://www.cipd.co.uk/knowledge/fundamentals/emp-law/health-safety/factsheet#gref>

## Pension

You must enrol and make an employer's contribution for all staff who:

- ✓ Are not already in one, or they've not enrolled you into one
- ✓ Are aged between 22 and the State Pension age
- ✓ Earn at least £10,000 a year
- ✓ Normally work in the UK (this includes people who are based in the UK but travel abroad for work)

If staff become eligible because of a change in their age or earnings, you must put them into your pension scheme and write to them within 6 weeks of the day they meet the criteria. <https://www.citizensadvice.org.uk/debt-and-money/pensions/types-of-pension/workplace-pensions/>

## Useful Information

<https://www.gov.uk/national-minimum-wage>

<https://www.gov.uk/legal-right-work-uk>

<https://www.gov.uk/employers-liability-insurance>

<https://www.gov.uk/register-employer>

<https://www.gov.uk/dbs-check-applicant-criminal-record>