

Fact Sheet - Employing people for the first time



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

- ✓ Contract of Employment
- ✓ Staff Handbook
- ✓ Health & Safety policy (see notes below)
- ✓ Check their right to work in the UK
- ✓ Employers Liability insurance
- ✓ 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
- ✓ Set up a compliant pension plan and understand yours and your employee's obligations.

Health and Safety.

The employer must:

- ✓ outline any health and safety precautions the employee must take to protect them from harm
- ✓ outline any training they will need to do their job safely, and without endangering other workers, and any equipment and protective clothing the employer will provide
- ✓ ensure they know what to do if there is a fire, accident or another emergency
- ✓ outline its insurance policy, in case they get hurt or ill through work.

For more information, visit the Health and Safety Executive website at www.hse.gov.uk.

Pension

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

- ✓ 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.

Online tool: <https://www.thepensionsregulator.gov.uk/en/employers/new-employers>