

Employment Health Checklist

Please complete this questionnaire and return to the Employment Advice Service at the North Yorkshire Forum for Voluntary Organisations (NYFVO) at The Hawk Creative Business Park, Hawkhill Estate, Easingwold, York YO61 3FE or employment.advice@nyfvo.org.uk.

The information will identify help needed in establishing or reviewing your Employment terms and conditions.

You can contact us on our advice helpline on 01347 825710 Monday to Friday from 10am to 4pm and speak to Bob, Maggie, Jane and Abby.

Organisation Name	
Address	
Contact Person	
Email	
Number of Workers in your Organisation.	Full Time Part Time Volunteers
Turn Over per annum	£

Employing Staff

If your organisation employs one member of staff or more please consider the following:

ESSENTIAL LEGAL REQUIREMENTS	Do you Have?	Would you like help in either reviewing or creating the policy?
Written statement of main terms and conditions of employment (the 'Employment contract')		
Health and Safety Policy		
Disciplinary Procedure (and policy)		
Grievance Procedure (and policy)		
IMPORTANT POLICIES AND PROCEDURES		
Equality and Diversity Policy and Procedure		
Data Protection Confidentiality 'Whistle Blowing'		
Health and Safety Policies & Procedures including First Aid.		
Safeguarding Policy and Procedures		

HUMAN RESOURCE POLICIES AND PROCEDURES WHICH MAY BE USEFUL	Do you Have?	Would you like help in either reviewing or creating the policy?
Staff Development Practices e.g. Supervision and Appraisal Systems		
Performance Management Practices including Capability policy		
Absence and Sickness Management		
Working Time /Flexible working		
Communication Policy and Procedures		
Bullying and Harassment		
Recruitment		
Expenses		
Redundancy		
Retirement		
Lone workers		
Induction and Training		
Car Use or Ownership		

Please Also Note the Following:

Trustees Obligations

Irrespective of whether an organisation employs staff it should have the following HR policies and associated procedures:

- Equality and Diversity policy
- Confidentiality including Data Protection Policy
- Risk Assessment procedure including financial, health and safety and Continuity risks
- Health and Safety policy

Tendering for the Public Sector

Where an Organisation Tenders for Contracts with the Public Sector it should have the following HR policies and associated procedures:

- Health and safety policy
- Equality and Diversity policy
- Environmental policy
- Protection of Children and Vulnerable Adults (Safeguarding) Policy