

The 10-Point HR Risk Check

A calm first review for small and growing businesses

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PEOPLE FOUNDATIONS

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Written terms

Can you quickly locate current written terms for every employee, including role, pay, hours and key conditions?

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Policies people can find

Are your essential workplace procedures written, current and genuinely accessible to managers and employees?

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Right-to-work records

Are checks completed correctly and stored securely before employment begins, with follow-up dates recorded where needed?

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Holiday and working time

Can you explain how leave is calculated, requested, carried over and recorded without relying on memory?

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Employee data

Is sensitive information restricted to those who genuinely need it, with clear retention and deletion practices?

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Continue the review, then choose one priority

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EVERYDAY MANAGEMENT

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Absence records

Are absences recorded consistently, return-to-work conversations held appropriately and disability-related issues considered carefully?

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Performance evidence

Do managers address concerns early, explain expectations and keep fair, factual records rather than waiting for a crisis?

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Grievances and concerns

Would managers know who should receive a concern, how to preserve confidentiality and when an impartial process is required?

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Manager capability

Have managers been given practical guidance on conversations, documentation, equality, confidentiality and escalation?

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Change control

When employment law, business structure or working practices change, is there a named person responsible for reviewing HR documents?

YOUR NEXT STEP

Choose the single item that creates the greatest current risk. Give it an owner, a realistic completion date and a clear record of what changed.