

Risk Profiling Tool

	yes	no
1. Do you ask all prospective employees to complete a Job Application Form ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you use an Interview Rating/Scoring Guide when selecting new applicants?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all your employees have a Job Description ?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do all your employees have a Contract of Employment ? (it is a legal requirements to provide a 'Statement of Particulars')	<input type="checkbox"/>	<input type="checkbox"/>
5. Are Contracts of Employment issued within 8 weeks of new employees starting work for you?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a Staff Handbook / Policy Manual ?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have someone internally who has the knowledge, experience and resources to manage staff and issues effectively?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you got an up to date Disciplinary Procedure (Acas CoP compliant)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you got an up to date Grievance Procedure (Acas CoP compliant)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you continually update/ review your Contracts of Employment as legislation changes?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you ask all employees to complete a Return to Work Form following sickness absence?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you insist that all leavers complete an Exit Interview Form ?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you have an Equal Opportunities and Dignity at Work Policy which you have communicated to all your employees?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you had an employment tribunal claim brought against you?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you pay NMW, SSP SMP, SPP, SRP when required and know what the current statutory rates are?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you have access to an Employment Advice Line ?	<input type="checkbox"/>	<input type="checkbox"/>
Total	<input type="text"/>	<input type="text"/>

Risk Factor Score

Significant Risk						High Risk - Moderate Risk							Low Risk		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
You need to take urgent action to protect your business						Further action is necessary - Room for improvement							Well done!		
<p>Contact us on 0845 331 2325 or email info@thepersonneldept.co.uk for a NO-OBLIGATION QUOTE ASAP – WE CAN HELP YOU SIGNIFICANTLY REDUCE THE RISK TO YOUR BUSINESS AND REDUCE THE STRESS OF MANAGING YOUR EMPLOYEES</p>						<p>Contact us on 0845 331 2325 or email info@thepersonneldept.co.uk for a NO-OBLIGATION QUOTE ASAP – WE CAN HELP YOU SIGNIFICANTLY REDUCE THE RISK TO YOUR BUSINESS AND REDUCE THE STRESS OF MANAGING YOUR EMPLOYEES</p>							<p>You may still like our support for complete peace of mind or we can provide one-off HR services that you may require from time to time e.g. a document review, recruitment services, personality profiling assessments, disciplinary meeting attendance, tribunal representation, HR management audits etc</p>		