

## Appendix T(i)

### EMPLOYMENT STATUS CHECKLIST

#### Employed or Self-Employed' checklist

Contractors Full name	
Contractors Address	
DBS Check (if required – check DBS guidance – Regulated Activities)	Date of issue Clear Yes/No Reference No
Public Liability Insurance (Attach Copy)	Expiry Date

#### **Employed? To be completed by the Business Manager/Bursar**

If the answer is 'Yes' to any of the following questions, then the person is probably employed:

Question	Answer Yes/No
<ul style="list-style-type: none"><li>Do they have to carry out work themselves rather than being able to hire someone else to do it on your behalf?</li></ul>	
<ul style="list-style-type: none"><li>Are they supervised/told what to do by others?</li></ul>	
<ul style="list-style-type: none"><li>Are they paid regularly (by the hour, week, or month) by those that you carry out work for?</li></ul>	
<ul style="list-style-type: none"><li>Do they set hours, or a given number of hours a week or month?</li></ul>	
<ul style="list-style-type: none"><li>Do they work at fixed premises/address, and not at a place or places he or she decides?</li></ul>	

If the answer is 'Yes' to all the following questions it will usually mean the person is self-employed:

Question	Answer Yes/No
<ul style="list-style-type: none"> <li>Do they have the final say in how the business is run/task completed?</li> </ul>	
<ul style="list-style-type: none"> <li>Do they risk their own money in the business?</li> </ul>	
<ul style="list-style-type: none"> <li>Do they agree to do a job for a fixed price regardless of how long the job may take?</li> </ul>	
<ul style="list-style-type: none"> <li>Are they responsible for meeting the losses as well as taking the profits?</li> </ul>	
<ul style="list-style-type: none"> <li>Do they provide the main items of equipment needed to do the job, and not just the small tools many employees provide for themselves?</li> </ul>	
<ul style="list-style-type: none"> <li>Are they free to hire other people on their own terms to do the work they have taken on? Do you pay them out of their own pocket?</li> </ul>	
<ul style="list-style-type: none"> <li>Do they have to correct unsatisfactory work in their own time and at their own expenses?</li> </ul>	
<ul style="list-style-type: none"> <li>Do they regularly work for a number of different people?</li> </ul>	

To be completed by Contractor:		
I confirm that the information that I have provided is accurate		
Print name	Signature	Date

Office Use Only			
Check	Completed By (Print)	Completed By (Sig)	Date
DBS seen			
Public Liability Cert Attached*			
HMRC online check completed & copy attached			

Contractor confirmed as Self Employed			
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\*To comply with insurance requirements contractors carrying out works must hold current public liability insurance cover to provide protection in the event of injuries to staff, pupils and third parties and damage to the buildings or contents. Such insurance will have a **minimum limit of £10,000,000**. Insurance for any work on site which involves the use of heat, (e.g. plumbing, painting and decorating involving the use of a blow torch) will have a **minimum limit of £5,000,000**.