

## **Conducting a safe right to work check**

The right to work check is an important part of the onboarding process, as we need to see all of our new employees face to face. It's a legal requirement that we need to carry out. It's also really important for us because we need to hand over technical kit.

Line managers will arrive at the meeting location with plenty of time to set up the room.

There is a table in the middle of the room, which will have on it a sneeze screen or a perspex protective screen. The touch point will be set up with a chair either side of the table that we'll always maintain two metre social distancing.

When setting up the rooms, line managers will identify a suitable place to put hand sanitiser. There will also be wipes that will be used to clean all surfaces at the start of the day and then in between every candidate that turns up.

Wipes would also be used to wipe over any kits and boxes before they are handed over.

When an attendee arrives at the right to work check venue, they should follow the local instructions.

- Hi, here's your seat. If you wouldn't mind sanitising your hands as well

When new attendees arrive at the right to work check and enter the room, they will be asked to sanitise their hands.

The line manager will also sanitise their hands in front of the attendee,

- We're really looking forward to having you on board. So, the first thing we need to do is the right to work check, now do you have your paperwork?

- Yes.

- Wonderful this is the paperwork you used previously with Adecco

- Yeah, I have it all here. What would you like to see first?

- If we could check your passport first? That would be wonderful.

- Okay.

- If you just open up to the photo ID page and hold that up to the screen.

- Sure, okay.

When providing the proof of identity documentation, the attendee will be asked very briefly to remove their face covering.

- Thank you very much. Right. So, we need your proof of address as well. And I think there's a bank statement dated November 2020

- Yes, I have that here.

- Great. If you can just hold that up, that will be great. Yep. Perfect. You are now employed for Census 2021!

- Thank you!

- So, the next thing we'll have to do is give you your tech kit. So, we have a mobile phone and some accessories for you. I just need to log the asset number of the mobile device. Right, so we have a..

Before the equipment is handed over to the employee, it's crucial that it's sanitised.

- You might want to use a hand sanitiser afterwards.

- Yes I'll do that, thank you.

- So, what you want to do when you go home is, you're just going to want to switch on your mobile device..

Once the right to work check for an employee has been completed, they've confirmed and started and they've left the room, the line manager will then completely wipe down all surfaces ahead of the next attendee.

They will re-sanitise their hands to make sure that everything is safe and ready to go for the next attendee.

The key thing for us is that line managers and attendees feel completely safe throughout the whole of the right to work check.

The number one priority for us is everyone's health and safety. By having the right equipment and being prepared, we're confident that we have this in place and can carry out the right to work checks in a COVID safe way.