Syncavia

FREE GUIDE · ENGLAND, SCOTLAND AND WALES · 2026/27

New Cleaning Company Checklist

Everything the law expects before and after you hire your first cleaner. Tick each box as you go.

1 BEFORE YOUR FIRST CLEANER STARTS

- [ ] **Register as an employer with HMRC (PAYE)**
  Do it before your first payday. You cannot register more than 2 months before you start paying people.
- [ ] **Get employers' liability insurance**
  At least £5 million of cover from your first day as an employer. Being uninsured can cost £2,500 for every day. Make the certificate available to your staff.
- [ ] **Check their right to work in the UK**
  Before day one: see the original document or check their share code online, keep a copy and record the date. Fines are up to £45,000 per worker (£60,000 if repeated).
- [ ] **Give a written statement of terms**
  On or before their first day: pay, hours, holidays, place of work, notice and more.
- [ ] **Pay at least the minimum wage**
  £12.71 an hour for workers aged 21 and over from April 2026. Travel time between sites counts as working time.

2 IN THE FIRST WEEKS

- [ ] **Set up the workplace pension**
  Auto-enrol eligible staff and send your declaration of compliance to The Pensions Regulator within 5 months.
- [ ] **Health and safety**
  Risk assessments, including the cleaning chemicals you use (COSHH). A written policy is required from 5 employees.
- [ ] **Data protection**
  Pay the ICO data protection fee (unless exempt) and give staff a privacy notice.
- [ ] **Holidays and working time**
  5.6 weeks of paid holiday a year. Average 48 hours a week, 11 hours rest a day, a 20-minute break after 6 hours.

3 EVERY DAY

- [ ] **Itemised payslips**
  Show the hours worked when pay depends on them.
- [ ] **Keep records**
  Pay and hours: 6 years. Right-to-work copies: 2 years after the job ends.

How Syncavia helps

- ✓ Contracts signed online, on day one
- ✓ Right-to-work checks with expiry alerts
- ✓ Inductions on the phone, with certificate
- ✓ Rotas and clock-in by phone
- ✓ Payroll-ready: payslips, export to Sage, Xero and more
- ✓ Invoices to your clients
- ✓ In English, Spanish and Portuguese

Book a free 15-minute demo

start.syncavia.co.uk

07927 735358 · hello@syncavia.co.uk

General guidance, not legal advice. Checked in November 2026 against GOV.UK. Syncavia Ltd · Registered in England and Wales · Company no. 17575227 · Registered office: 14 Mattison Road, London N4 1BD