

AI at work: the 20 checks.

Your staff are already using it. Tick what you have in place. Anything unticked is your next job.

01 Write the rules down

- ☐ 01 **One page of rules, in plain English**
Fine for, needs checking, banned outright. If it runs past one page, cut it.
- ☐ 02 **One named person owns it**
A human, not "management". They approve new tools.
- ☐ 03 **A published list of approved tools**
Two or three, on the business account, paid tier.
- ☐ 04 **Every member of staff told, out loud**
Then in writing. Silence gets read as permission.

02 Protect the data first

- ☐ 05 **A never paste list, on the wall**
Customer details, card and bank data, staff records, NDA material, your supplier pricing.
- ☐ 06 **Model training setting found and turned off**
Free and business tiers behave differently. Screenshot it for your records.
- ☐ 07 **Personal data treated as data protection work**
If real people are involved, UK GDPR applies as it does to any other system.
- ☐ 08 **Suppliers asked what AI they have added**
Payroll bureau, booking system, accountant. In writing, once a year.

03 Pick the job, not the tool

- ☐ 09 **Your ten most repetitive admin jobs, listed**
Written down, not remembered.
- ☐ 10 **Each one timed before anything changes**
Minutes per week. No before number, no proof after.
- ☐ 11 **One job trialled, for two weeks**
Text heavy, low risk, nobody enjoys it.
- ☐ 12 **Success defined as a number and a date**
"Two hours a week back by month end" is testable.

BIN THESE

Four habits that cost small businesses real money.

- Paying for an enterprise platform when three staff and a paid chat subscription would do.
- Personal logins for business work, so the account and the history walk out with the person.
- Publishing AI written copy with no edit. Customers can tell.
- Announcing a rollout without saying what it means for people's jobs. Expect quiet resistance.

04 Check the work

- ☐ 13 **A named human signs off anything that leaves**
Quotes, contracts, customer emails. Anything with a price or a promise in it.
- ☐ 14 **Every number, name and date verified**
Invented figures and plausible citations are the classic failure.
- ☐ 15 **No AI only decisions about people**
Hiring, discipline, performance, shifts. A human decides and can explain why.
- ☐ 16 **A record of where AI was used**
A column on a spreadsheet is enough.

05 Make it stick, and worth it

- ☐ 17 **Half an hour of training on your own work**
Your actual rota, your actual supplier email. Not a webinar.
- ☐ 18 **One champion per site or shift**
Whoever is already curious. They answer the small questions.
- ☐ 19 **Every subscription reviewed quarterly**
Who logged in, what it saved, what it cost. Cancel the rest.
- ☐ 20 **What actually worked, written down**
Otherwise it leaves with the person who worked it out.

MAKE IT YOURS

Our approved AI tools

Who to ask first

Review date

Checks 01 to 20 only count on a tool your business has procured. A personal AI account is not a controlled tool. No approved tool yet means nothing about work goes in.

WHERE UK LAW STANDS

There is no single UK AI Act. Your obligations come from UK GDPR and the Data Protection Act 2018, enforced by the ICO, plus your sector regulator and ordinary employment law. Selling into the EU brings the EU AI Act into scope. General guidance, not legal advice.