

Central Training Group

Health & Safety Policy 2025–2026

Approved by: Board of Directors

Effective from: 1 August 2025

Next review: April 2026

1. Statement of Intent

Central Training Group (CTG) is committed to providing and maintaining a safe, healthy, and supportive environment for all employees, learners, contractors, visitors, and others who may be affected by its activities. CTG will take all reasonably practicable steps to prevent accidents, injury, and ill health, and to promote a positive health and safety culture across all centres and learning environments. Health and safety is regarded as an integral part of safeguarding, learner welfare, quality assurance, and operational governance.

Central Training Group (CTG) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, contractors, visitors, and others who may be affected by our activities.

2. Legislative Framework

This policy is informed by and aligned with current UK health and safety legislation, regulations, and statutory guidance, including requirements set by the Department for Education (DfE). CTG monitors legislative developments and HSE guidance to ensure that arrangements remain current, proportionate, and effective. Where legislative changes occur, this policy will be reviewed and updated accordingly.

This policy is aligned with UK health and safety legislation including the Health and Safety at Work etc. Act 1974, Fire Safety Act 2021, Building Safety Act 2022 (with Building Safety Regulator standalone from 27 January 2026 and Levy from 1 October 2026), Terrorism (Protection of Premises) Act 2025 (implementation expected from 2027 following at least 24-month period post-Royal Assent on 3 April 2025), Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 (effective 6 April 2026), Employment Rights Act 2025 (mental health provisions expected October 2026), UK GDPR, and DfE requirements. HSE asbestos reform consultations

(ongoing, with proposals under review until January 2026) are also monitored for applicability.

3. Scope

This policy applies to all Central Training Group employees, directors, volunteers, and learners, as well as contractors, employers hosting learners, and visitors to CTG premises. It covers all activities undertaken by CTG, whether on-site, off-site, remote, or within employer premises, and applies equally to apprentices and work-experience learners.

This policy applies to all CTG staff, learners, premises, placements, contractors, and visitors.

4. Responsibilities

CTG operates a clear governance structure for health and safety. The Board of Directors retains overall accountability for compliance and oversight. Senior leaders and managers are responsible for implementation within their areas of control. All staff and learners have a duty to act responsibly, follow instructions, use equipment safely and report hazards, incidents or concerns promptly.

The Board retains overall accountability. Directors, managers, staff, and learners each have defined responsibilities for health and safety compliance.

5. Risk Assessment

CTG adopts a structured, risk-based approach to managing health and safety. Suitable and sufficient risk assessments are undertaken to identify hazards, evaluate risks, and implement appropriate control measures. Assessments are reviewed at least annually, following significant change, or where specific needs are identified, including for young people, pregnant workers, and those with additional support needs. This includes terrorism risk assessments for public venues or events in preparation for the Terrorism (Protection of Premises) Act 2025, asbestos hazards where applicable under ongoing HSE reforms, and other emerging risks.

CTG adopts a risk-based approach. Risk assessments are completed annually, upon change, and for vulnerable groups.

6. Accident and Incident Reporting

CTG maintains clear procedures for the reporting, recording and investigation of accidents, incidents and near misses. All incidents are used as learning opportunities to prevent recurrence. Reportable incidents are submitted to the Health and Safety Executive (HSE) in accordance with RIDDOR requirements.

Learner-related incidents are escalated and reported to the DfE where required.

All accidents, incidents and near misses are recorded. RIDDOR-reportable incidents are submitted via HSE systems.

Learner incidents are notified to the DfE where required.

7. Fire Safety

CTG is committed to maintaining high standards of fire safety in compliance with the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 (effective 6 April 2026). Fire risk assessments are carried out by competent persons, reviewed regularly, and supported by appropriate training, evacuation planning (including residential plans for high-risk buildings where applicable), maintenance of fire safety equipment and regular drills.

CTG complies with the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021. Fire risk assessments are reviewed annually.

8. Training and Induction

All staff and learners receive health and safety information as part of their induction, including emergency procedures, accident reporting, and individual responsibilities. Refresher training and additional instruction are provided where risks change, new equipment is introduced, or roles require enhanced competence.

All staff and learners receive appropriate health and safety training.

9. Learner Placements

CTG ensures that learners are only placed with employers who meet their legal obligations for health and safety. Pre-placement checks are undertaken, and ongoing monitoring visits are carried out to confirm continued compliance. Learner welfare, supervision arrangements, and risk controls are reviewed throughout the placement.

Learners are only placed with employers meeting legal health and safety standards. Monitoring visits are undertaken.

10. Display Screen Equipment (DSE)

DSE assessments are provided for staff and learners, including remote workers. This includes enhanced protocols for hybrid and remote setups in alignment with HSE guidance on ergonomics, equipment provision, and mental health risks.

11. Personal Protective Equipment (PPE)

Where required, PPE is provided free of charge and meets UK regulatory standards.

12. Lone Working

CTG seeks to minimise lone working wherever possible. Where lone working is unavoidable, specific risk assessments are undertaken and control measures implemented. These include communication arrangements, emergency procedures, management oversight, and integrated protocols for remote working to ensure staff safety.

Lone working is risk assessed and controlled.

13. Stress, Bullying and Harassment

CTG recognises that stress, bullying and harassment can adversely affect health, wellbeing, and safety. Stress is managed as a workplace hazard through risk assessment and supportive management practices. CTG operates a zero-tolerance approach to bullying, harassment, and victimisation, including cyberbullying, and takes all reasonable steps to prevent such occurrences in line with the Employment Rights Act 2025 (provisions expected October 2026). This includes proactive measures, training, and support for mental health, with links to statutory sick pay provisions.

CTG recognises stress as a workplace hazard and operates a zero-tolerance approach to bullying.

14. Communicable Disease and Infection Control

CTG adopts a proportionate, risk-based approach to managing communicable diseases in line with UK Health Security Agency (UKHSA) guidance. Control

measures may include enhanced hygiene, ventilation, operational adjustments, and communications. Mandatory measures will only be implemented where required by law or government direction.

CTG follows UKHSA guidance using a proportionate, risk-based approach.

15. Data Protection

Personal data processed under this policy, including accident records and health information, is handled in accordance with UK GDPR and data protection legislation. Data is processed lawfully, stored securely, accessed only by authorised personnel, and retained in line with CTG retention schedules.

Personal data is processed lawfully in line with UK GDPR.

16. Monitoring and Review

CTG monitors compliance with this policy through inspections, audits, incident analysis, and management review. The policy is reviewed annually and sooner where legislative, organisational, or operational changes require revision. This includes preparedness for HSE inspections and ongoing legislative monitoring, with the next review advanced to April 2026.

This policy is reviewed annually and following legislative changes.

17. Terrorism Risk Management

In accordance with the Terrorism (Protection of Premises) Act 2025 (commonly referred to as Martyn's Law), Central Training Group (CTG) is required to enhance protective security and organisational preparedness for premises and events that may be vulnerable to terrorist threats. This legislation establishes a tiered framework based on the anticipated capacity of individuals present at any given time, ensuring measures are proportionate to the level of risk. As of January 30, 2026, while full implementation is anticipated from 2027 following a transitional period, CTG will proactively assess and implement preparatory measures to align with forthcoming statutory guidance.

CTG premises, including training centres and learning environments, as well as any hosted events, will be evaluated to determine their classification under the Act's tiers:

- **Standard Tier (200–799 Individuals Expected):** Applicable to most CTG facilities where it is reasonable to expect 200 to 799 individuals (including

staff, learners, and visitors) may be present simultaneously. Requirements focus on low-cost, procedural enhancements to improve readiness and reduce harm in the event of an attack. Measures include:

- Developing and documenting simple public protection procedures, such as evacuation, invacuation (sheltering in place), lockdown, and effective communication protocols.
- Raising awareness among staff and learners through counter-terrorism training and information sharing.
- Notifying the relevant regulator (Security Industry Authority) of qualifying premises.
- Ensuring staff are trained to respond appropriately, without necessitating physical alterations or equipment purchases.
- **Enhanced Tier (800+ Individuals Expected):** Applicable to larger CTG events or premises where 800 or more individuals may be present. This tier imposes additional duties to mitigate vulnerabilities more comprehensively. Measures include:
 - Conducting detailed terrorism risk assessments to identify threats, vulnerabilities, and potential attack methodologies (e.g., vehicle-as-weapon, bladed weapons, or explosives).
 - Appointing a Designated Senior Individual responsible for compliance and oversight.
 - Implementing a thorough security plan, which may incorporate monitoring of premises and vicinity, physical security enhancements (e.g., access controls or surveillance), and procedural safeguards.
 - Documenting all measures in a counter-terrorism plan submitted to the regulator for review.

CTG will integrate terrorism considerations into existing risk assessments under Section 5 of this policy, ensuring alignment with guidance from the Home Office, ProtectUK, and the Health and Safety Executive (HSE). All measures will be reviewed annually or following significant changes, with training provided during inductions and refreshers as outlined in Section 8. Compliance will be monitored through audits under Section 16, and any qualifying premises will be registered with the regulator once the scheme is operational.

This expanded approach ensures CTG fulfils its duty to protect employees, learners, contractors, visitors, and the public while maintaining operational efficiency.

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Version	Date	Description of Change	Approved By
1.0	July 2025	Full compliance rewrite for 2025–2026 (DfE aligned)	Board of Directors
1.1	January 2026	Updates for new legislation including terrorism risks, fire safety enhancements, building safety reforms, mental health provisions, and remote working protocols	Board of Directors
1.2	January 2026	Expansion of Section 17 on Terrorism Risk Management with detailed measures per Martyn's Law tiers	Board of Directors