HEALTH AND SAFETY POLICY 2026/27

Central Training Academy

Policy owner	Managing Director	**Approved by**	Board of Directors
Effective	1 August 2026	**Review due**	31 July 2027
Version	2.0	**Approval date**	30 July 2026

1. Statement of intent

Central Training Academy (CTA) will, so far as is reasonably practicable, protect the health, safety and welfare of employees, learners, contractors, visitors and others affected by its activities. Health and safety is integral to safeguarding, learner welfare, quality and governance. CTA will provide safe premises and systems of work, competent supervision, information and training, suitable equipment, effective consultation and sufficient resources. The Board and senior leadership will promote a culture in which hazards, near misses, incidents and concerns are reported promptly and acted upon without blame.

2. Scope

This policy applies to all CTA staff, directors, volunteers, learners, agency workers, contractors and visitors. It covers CTA premises, remote and hybrid work, off-site activity, educational visits, employer premises, work experience and apprenticeship activity. Employers retain their own legal duties for workplace health and safety; CTA will obtain proportionate assurance and act where learner safety is not adequately controlled.

3. Legal and regulatory framework

CTA will comply with applicable legislation and authoritative guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999, including young persons and new or expectant mothers;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and Fire Safety (England) Regulations 2022 where applicable;
- Control of Substances Hazardous to Health Regulations 2002; Control of Asbestos Regulations 2012;
- Provision and Use of Work Equipment Regulations 1998; Lifting Operations and Lifting Equipment Regulations 1998; Electricity at Work Regulations 1989;
- Manual Handling Operations Regulations 1992; Work at Height Regulations 2005; Personal Protective Equipment at Work Regulations 1992 and PPE at Work Regulations 2022;
- Health and Safety (Display Screen Equipment) Regulations 1992; Health and Safety (First-Aid) Regulations 1981;
- Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996;
- Construction (Design and Management) Regulations 2015 where CTA commissions or controls construction work;
- Building Safety Act 2022 and requirements of the Building Safety Regulator where premises or projects fall within scope;
- Terrorism (Protection of Premises) Act 2025 and statutory guidance, when substantive duties commence;
- UK GDPR and Data Protection Act 2018 for health, incident and occupational-health information.

CTA will monitor HSE, GOV.UK, the relevant fire and rescue authority, the Building Safety Regulator, UK Health Security Agency, Department for Education, Home Office, ProtectUK and Security Industry Authority updates. A change in law or material guidance will trigger an earlier review.

4. Responsibilities

Role	Responsibility
Board of Directors	Overall accountability; approves policy; scrutinises significant risks, incidents, assurance and resources.
Managing Director	Senior responsible person; ensures arrangements, competent advice, resources and legal reporting.
Health and safety lead / competent person	Maintains arrangements, risk register, inspections, training, incident review and compliance advice.
Centre and department managers	Implement controls, complete reviews, consult staff, verify competence and close actions.
Staff	Follow controls, use equipment correctly, attend training and report hazards, defects, incidents and health concerns.
Learners	Follow instructions, use equipment and PPE correctly, and report hazards, incidents or concerns.
Contractors and host employers	Provide safe systems, competent supervision and required evidence; co-operate and co-ordinate with CTA.

5. Risk management and consultation

Suitable and sufficient risk assessments will identify hazards, people at risk, existing controls, further action, owners and review dates. Assessments will be completed by competent persons and reviewed after significant change, an incident, evidence that controls are ineffective, or at the stated review date. CTA will consider individual factors without making assumptions, including age, disability, pregnancy, lone working and additional support needs. Staff and safety representatives will be consulted on measures that substantially affect health and safety.

6. Premises, equipment and hazardous substances

- Premises will be inspected and maintained, with safe access, lighting, temperature, welfare facilities, housekeeping and arrangements to prevent slips and trips.
- Work equipment will be suitable, guarded, maintained and inspected where deterioration may create risk. Only trained and authorised people may use higher-risk equipment.
- Electrical systems and equipment will be maintained according to risk; defects must be isolated and reported. Portable appliance testing will be proportionate rather than applied as a blanket annual requirement.
- COSHH assessments, safety data sheets, storage, exposure controls and emergency arrangements will be maintained for hazardous substances.
- Manual handling will be avoided where reasonably practicable, assessed where unavoidable and controlled through task design, equipment, team handling and training.
- Work at height will be planned, supervised and undertaken using suitable inspected equipment, with ladders used only where justified by the assessment.
- Required PPE will be selected through risk assessment, compatible, maintained, provided free of charge and supported by instruction.

7. Asbestos and building safety

For relevant non-domestic premises, CTA will identify the asbestos dutyholder, maintain an asbestos register and management plan, assess material condition, communicate information before work and use competent, appropriately accredited surveyors and analysts. Disturbance is prohibited unless planned and controlled under the Control of Asbestos Regulations 2012. CTA will prepare for the amendment to regulation 20 concerning independent appointment of the analyst for four-stage clearance and will update procedures when the commencement requirement applies. Notifiable non-licensed work remains a recognised category.

Building Safety Act duties will be assessed for each property and project. Where CTA is an accountable person, principal accountable person, client or dutyholder, the relevant registration, information, competence, change-control and occurrence-reporting requirements will be followed. The standalone Building Safety Regulator is the relevant building-safety regulator from 27 January 2026.

8. Fire and emergency arrangements

A competent fire risk assessment will be maintained for each premise and reviewed following significant change, fire, near miss or evidence of deficiency. CTA will provide suitable detection and warning, escape routes, signage, emergency lighting, firefighting equipment, evacuation assistance, trained wardens where required, drills and maintenance records. Personal Emergency Evacuation Plans or other suitable assistance plans will be used where needed. Additional residential or high-rise requirements will be applied only where a CTA property falls within their legal scope.

9. Accidents, incidents and RIDDOR

All accidents, occupational ill health, dangerous occurrences and near misses must be recorded promptly, investigated proportionately and used to improve controls. The competent person will decide whether an event is reportable under RIDDOR and submit it within the required timeframe. Records and evidence will be preserved. HSE consulted in 2026 on changes to definitions, diseases, dangerous occurrences, diagnosis and the online form; until legislation changes, CTA will continue to apply the current RIDDOR 2013 requirements and will update procedures when final amendments commence.

10. First aid and health protection

- A first-aid needs assessment will determine trained personnel, equipment, coverage and arrangements for each location and activity.
- Occupational-health referral, health surveillance and medical advice will be provided where risk assessment or law requires it.
- CTA will manage communicable disease through proportionate hygiene, ventilation, cleaning, exclusion and communication controls informed by UKHSA guidance.
- Spillages, sharps and bodily fluids will be managed through specific procedures and suitable equipment where relevant.

11. Display screen equipment, remote and lone work

DSE users, including regular home workers, will complete suitable assessments and receive information on workstation adjustment, breaks and eye tests. CTA will address identified equipment needs and review assessments after material change or reported discomfort. Lone and remote work will be risk assessed, with communication, check-in, escalation, travel, personal-security and emergency arrangements proportionate to the activity.

12. Work-related stress, violence and harassment

CTA will treat work-related stress as a health and safety risk and apply the HSE Management Standards approach to demands, control, support, relationships, role and change. Managers will act on organisational causes, involve affected staff and make reasonable adjustments where appropriate. Foreseeable risks of violence and aggression, including during visits and lone work, will be assessed and controlled. Bullying, harassment and victimisation are addressed through CTA's dignity-at-work, grievance and safeguarding arrangements.

13. Learners, placements and host employers

Health and safety will be proportionate to the learner, sector and activity. CTA will verify host-employer arrangements before placement and monitor them according to risk. Checks will address employer liability insurance, competent supervision, induction, workplace hazards, equipment, PPE, safeguarding interfaces, accident reporting and any restrictions applying to young people. CTA will intervene, suspend or remove a learner where serious or uncontrolled risk is identified.

14. Contractors, visitors and construction work

Contractors will be selected for competence and provided with relevant site and asbestos information. Work will be authorised, co-ordinated and monitored according to risk, including permits where needed. Construction projects will be managed under CDM 2015, with clear client duties, competent appointments, pre-construction information, construction phase arrangements and a health and safety file where required. Visitors will receive proportionate information and supervision.

15. Terrorism protection and security preparedness

CTA will identify whether each premise or event may fall within the Terrorism (Protection of Premises) Act 2025. Current statutory guidance uses thresholds of 200 to 799 people for standard-tier premises and 800 or more for enhanced-tier premises or qualifying events. Education-specific scope must be checked, as the responsible person and tier do not arise merely because CTA is an education provider. CTA will maintain proportionate evacuation, invacuation, lockdown and communication procedures and co-operate with landlords and venue operators. The substantive duties have not yet been commenced and implementation is expected no earlier than April 2027; CTA will prepare but will not describe uncommenced duties as already legally enforceable.

16. Training, competence and communication

Staff and learners will receive induction and role-specific information. Refresher training will reflect risk, change, incident learning and competence needs. Training records will be retained. Managers must verify practical competence where training alone is insufficient. Emergency and safety information will be accessible and adapted where necessary.

17. Monitoring, assurance and review

- centre inspections and action tracking;
- risk-assessment and statutory-record reviews;
- incident, near-miss, sickness and trend analysis;
- learner, staff and contractor feedback;
- audits of placements, contractors, fire, asbestos and high-risk activities;
- Board reporting of significant risks, enforcement contact, serious incidents and overdue actions.

This policy will be reviewed at least annually and sooner after significant legal or organisational change, serious incident, enforcement action, acquisition or substantial change to premises or delivery. Local procedures and risk assessments form part of CTA's health and safety management system and must align with this policy.

18. Related procedures and records

Risk assessment procedure; accident and RIDDOR procedure; fire safety and evacuation plans; first-aid needs assessments; COSHH register; asbestos register and management plan; DSE procedure; lone working procedure; placement health and safety checks; contractor control and CDM procedure; stress risk assessment; business continuity and critical incident plan; safeguarding policy; data retention schedule.

Appendix A: 2026/27 regulatory review and policy corrections

Topic	2026 review finding	Policy response
Asbestos	HSE confirmed an amendment to CAR 2012 regulation 20 to strengthen analyst independence in four-stage clearance, with a 12-month transition from November 2026.	Added dutyholder preparation, independent analyst appointment and accredited survey expectations.
RIDDOR	The 2026 exercise was a consultation, not an immediate change to reporting law.	Current RIDDOR 2013 remains the operating requirement until amendments commence.
Martyn's Law	Statutory guidance was published in April 2026 and corrected in August. Substantive duties await commencement, expected no earlier than April 2027.	Replaced wording that treated duties and SIA notification as already live; retained proportionate readiness planning.
Building safety	Building Safety Regulator functions transferred to a standalone body from 27 January 2026.	Updated regulator reference and made duties conditional on property or project scope.
Fire safety	Residential evacuation requirements are not general duties for every training centre.	Applied residential and high-rise provisions only where a property falls within scope.
Employment law	The previous policy linked unspecified Employment Rights Act 2025 mental-health provisions to health and safety duties.	Removed the unsupported legal claim; retained stress risk management under HSWA and Management Regulations.
Core controls	The 2025/26 document omitted or underdeveloped several established operational duties.	Added first aid, COSHH, PUWER, LOLER, electrical safety, manual handling, work at height, CDM, consultation and competence.

Appendix B: Approval and revision record

Version	Date	Description	Approved by
2.0	30 July 2026	2026/27 regulatory review and full operational rewrite	Board of Directors