THREE60 TRAINING

FREE WORKBOOK · 2026/27 EDITION · FILLABLE

The Training Needs Analysis Workbook

Work out exactly what training your business legally needs, who has gaps, and what to fix first. Built around current UK legislation and the changes landing in 2026 and 2027. Fill it in on screen and save it; it becomes the record an inspector asks for.

- Map every role in your business against the training the law expects, with a link to the course that closes each gap
- Spot expired, missing and never-done training before an inspector or tribunal does
- Leave with a prioritised 90-day plan you can put in front of your team this week

FREE · FILLABLE · TAKES ABOUT 20 MINUTES

Too busy to fill it in? Email your staff list to support@three60training.com with the subject "Free TNA" and we will complete your Training Needs Analysis for you, free, within 48 working hours. Details inside.

three60training.com
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Latest version: three60training.com/resources

BEFORE YOU START

Why do a TNA now?

A Training Needs Analysis is the quickest way to answer three questions every owner and manager gets asked eventually, by an inspector, an insurer, a tribunal or a big customer: **what training does the law expect of you, who in your team actually has it, and can you prove it?** Employers must provide the information, instruction and training needed to keep people safe under the Health and Safety at Work etc. Act 1974, and must take training capability into account under the Management of Health and Safety at Work Regulations 1999. Sector rules then add more on top.

2026 is the wrong year to leave this to chance. The Employment Rights Act's October 2026 wave strengthens the duty to prevent sexual harassment to **"all reasonable steps"** and makes employers liable for harassment by third parties, tribunal claim windows double from three months to six, and from January 2027 unfair dismissal protection kicks in after just six months of service. Training records are the evidence that you took your duties seriously.

6 months

Tribunal claim window from 01/10/2026, up from 3 months. More time for claims means records matter for longer.

30 Oct

From 30/10/2026 employers must take "all reasonable steps" to prevent sexual harassment. Staff training is the first thing asked about.

4 steps

This workbook: profile your business, check the legal baseline, map gaps by role, then build a priority plan.

How to use this workbook

1

Profile

Capture your headcount, sites and activities so the right rules apply. Page 3.

2

Baseline

Check your business against the training UK law and regulators expect. Page 4.

3

Gap map

Go role by role: what is required, what is in date, what is missing. Pages 5 and 6.

4

Plan

Score each gap by risk and book the fixes into a 90-day plan. Page 7.

Prefer it done for you? It is free.

Email your staff list (names or just job roles, plus any training dates you hold) to **support@three60training.com** with the subject line **"Free TNA"**. We will return a completed Training Needs Analysis for your business within 48 working hours, including a gap report and renewal dates. No charge, no obligation.

Working on screen?

Every box in this workbook is a form field. Fill it in, save the PDF and it becomes your dated TNA record. Print it if you would rather work on paper, and use our free staff training matrix spreadsheet when you have more than six roles.

STEP 1

Profile your business

The rules that apply to you depend on what you do, how many people you employ and where they work. Fill this in first; it drives everything else. Ticked more than three activities but cannot say where your training records live? That is normal, and it is exactly what Step 2 fixes.

About your business

BUSINESS NAME

SECTOR

EMPLOYEES (INCLUDING PART-TIME AND CASUAL)

SITES OR LOCATIONS

WHO IS RESPONSIBLE FOR TRAINING RECORDS?

WHEN WERE TRAINING RECORDS LAST REVIEWED?

DATE OF THIS ANALYSIS

COMPLETED BY

Which of these apply to you?

TICK ALL THAT APPLY

YES	ACTIVITY	WHAT IT TRIGGERS
☐	**We prepare, handle or serve food**	Food hygiene and allergen rules apply (Food Safety Act 1990, assimilated Regulation (EC) 852/2004, Food Information Regulations 2014).
☐	**We provide care or support to people**	CQC registration brings Regulation 18 staffing and training duties, the Care Certificate and the Oliver McGowan training.
☐	**Staff lift, carry or move loads (or people)**	Manual Handling Operations Regulations 1992 training duties apply.
☐	**We use chemicals or hazardous substances**	COSHH Regulations 2002 require information, instruction and training.
☐	**Staff work at screens most of the day**	Display Screen Equipment Regulations 1992 apply to workstation users, including at home.
☐	**We work with children or vulnerable adults**	Safeguarding training is expected under the Care Act 2014 and the Children Act 2004 framework.
☐	**Customers or the public visit our premises**	Fire safety duties (Fire Safety Order 2005) and, for venues of 200 or more, Martyn's Law from spring 2027.
☐	**We hold personal data about customers or staff**	UK GDPR: the ICO expects staff data protection awareness training.
☐	**Staff drive, operate machinery or work at height**	Task-specific training must follow your risk assessment (Management Regulations 1999).
☐	**We serve alcohol or sell age-restricted products**	Licensing Act 2003 mandatory conditions; personal licence holder supervision.

STEP 2

The legal baseline

Tick what you can evidence with an in-date record and note the earliest expiry; anything unticked is a gap for Step 3. The risk-driven set applies where you ticked the matching activity in Step 1.

Every employer — CORE DUTIES

DONE	TRAINING AND LEGAL BASIS	USUAL REFRESH	EXPIRES	EVIDENCE	COURSE
☐	**Health and safety induction** Health and Safety at Work etc. Act 1974 s.2; Management Regulations 1999 reg 13	Induction			Online Pro H&S Level 2 ↗
☐	**First aid (FAW or EFAW)** Health and Safety (First-Aid) Regulations 1981; HSE L74	3 years			Classroom EFAW (RQF) ↗
☐	**Fire safety awareness** Regulatory Reform (Fire Safety) Order 2005 art. 21	Annual common			Online Pro Fire Safety ↗
☐	**Manual handling** Manual Handling Operations Regulations 1992 reg 4	1 to 3 years			Online Pro Manual Handling ↗
☐	**Sexual harassment prevention** Worker Protection Act 2023; strengthened 30/10/2026	Annual advised			Online Pro Harassment: Employees ↗
☐	**Data protection awareness** UK GDPR and Data Protection Act 2018	Annual common			Online Pro GDPR ↗

If your risk assessment or Step 1 says so — RISK-DRIVEN

DONE	TRAINING AND LEGAL BASIS	USUAL REFRESH	EXPIRES	EVIDENCE	COURSE
☐	**COSHH awareness** COSHH Regulations 2002 reg 12	1 to 3 years			Qualification COSHH Level 2 (RQF) ↗
☐	**Display screen equipment** DSE Regulations 1992 reg 6	Setup, change			Online Pro DSE ↗
☐	**Food hygiene** Assimilated Regulation (EC) 852/2004 Annex II	3 years common			Online Pro Food Safety Level 2 ↗
☐	**Allergen awareness** Food Information Regulations 2014; FSA guidance 2025	Annual advised			Online Pro Allergens ↗
☐	**Safeguarding (adults or children)** Care Act 2014; Children Act 2004	1 to 3 years			Online Pro Safeguarding Children ↗
☐	**Care mandatory set** Regulated Activities Regulations 2014 reg 18; Oliver McGowan Code	Role dependent			Online Pro Care Certificate ↗
☐	**Working at height, lone working, driving** Management Regulations 1999 reg 3	By assessment			Online Pro Working at Height ↗

STEP 3

Map the gaps, role by role

Take each job role in your business (not each person yet) and list what Step 2 says they need. Then record the reality: **In date** means everyone in the role holds a current certificate, **Partial** means some do, **Expired** and **Never done** speak for themselves. Anything not "In date" carries forward to Step 4. Six role blocks follow, four lines each; for more roles or lines, use the free matrix spreadsheet.

Role 1

ONE BLOCK PER JOB ROLE

TRAINING REQUIRED FOR THIS ROLE	STATUS	EXPIRES	GAP OR ACTION NEEDED

JOB ROLE

NUMBER OF PEOPLE IN THIS ROLE

Role 2

ONE BLOCK PER JOB ROLE

TRAINING REQUIRED FOR THIS ROLE	STATUS	EXPIRES	GAP OR ACTION NEEDED

JOB ROLE

NUMBER OF PEOPLE IN THIS ROLE

Role 3

ONE BLOCK PER JOB ROLE

TRAINING REQUIRED FOR THIS ROLE	STATUS	EXPIRES	GAP OR ACTION NEEDED

JOB ROLE

NUMBER OF PEOPLE IN THIS ROLE

Role 4

ONE BLOCK PER JOB ROLE

TRAINING REQUIRED FOR THIS ROLE	STATUS	EXPIRES	GAP OR ACTION NEEDED

JOB ROLE

NUMBER OF PEOPLE IN THIS ROLE

Role 5

ONE BLOCK PER JOB ROLE

TRAINING REQUIRED FOR THIS ROLE	STATUS	EXPIRES	GAP OR ACTION NEEDED

JOB ROLE

NUMBER OF PEOPLE IN THIS ROLE

Role 6

ONE BLOCK PER JOB ROLE

TRAINING REQUIRED FOR THIS ROLE	STATUS	EXPIRES	GAP OR ACTION NEEDED

JOB ROLE

NUMBER OF PEOPLE IN THIS ROLE

STEP 4

Prioritise and plan

Not every gap is equal. Score each one, then book the fixes. A gap that could hurt someone, or that an inspector checks first, outranks everything else.

Priority score

1 = DO THIS WEEK, 4 = SCHEDULE

PRIORITY	WHAT IT MEANS	EXAMPLES
1 Urgent	A legal duty with no cover at all, or expired training in a safety-critical task.	No qualified first aider on site; expired food hygiene in a kitchen; no fire marshal on a shift
2 High	Partially covered duties, or training that expires within 60 days.	1 of 3 fire marshals in date; harassment training that predates the 30/10/2026 duty
3 Medium	Best-practice refreshers and new-law preparation due within 6 months.	Allergen refresher; manager training before the January 2027 unfair dismissal change
4 Plan	Development training that improves quality but has no legal clock.	Leadership, customer service, communication skills

Your 90-day action plan

BOOK IT, THEN TICK IT

GAP (FROM STEP 3)	PRIORITY	PEOPLE	TARGET DATE	OWNER	BOOKED
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Make it stick

Put a recurring 30-minute slot in the diary each quarter to re-run Steps 3 and 4. Pair this workbook with our free **staff training matrix spreadsheet**, which tracks every certificate and flags renewals red, amber or green automatically, so the next TNA is a ten-minute job.

PLAN AHEAD

What is changing in 2026-27

Build these dates into your plan now and you will never be training in a panic. Items marked weeks away or due are confirmed; expected and proposed can move, so check the sources on the last page for the latest position.

April 2026 in force

Employment Rights Act first wave. Statutory sick pay from day one of sickness, day-one paternity and parental leave, annual leave records kept for six years, and the new Fair Work Agency. Managers need to know the new rules they are applying.

1 October 2026 weeks away

Tribunal time limits double from three months to six for most claims. Weak paperwork stays exposed for twice as long.

30 October 2026 weeks away

Harassment duties strengthen. Employers must take "all reasonable steps" to prevent sexual harassment, the preventative duty extends across protected characteristics, and liability for harassment by third parties (customers, patients, suppliers) returns. Up-to-date, evidenced training is the core "reasonable step".

1 January 2027 due

Unfair dismissal changes. The qualifying period drops to six months and the compensation cap is removed; "fire and rehire" becomes automatically unfair in most cases. Documented induction, training and fair-process know-how for managers become business-critical.

Spring 2027 expected

Martyn's Law goes live. The Terrorism (Protection of Premises) Act 2025 received Royal Assent in April 2025 with an implementation period of at least 24 months. Premises expecting 200 to 799 people need public protection procedures and staff who know them; 800 or more face enhanced duties. The SIA regulates, with a notification portal expected from early 2027.

April 2027 onwards expected

Adult social care Fair Pay Agreement. The negotiating body is due by the end of 2026, negotiations begin in April 2027 and the first settlement is expected from April 2028, aligned to the Care Workforce Pathway. Care employers should expect training and qualification expectations to rise with pay.

Watch list proposed

Owen's Law. Written allergen information for non-prepacked food has been FSA best practice since March 2025; the Government promised to evaluate uptake before deciding on legislation, and no law had been made when this workbook was updated. Adopt written allergen information and train staff now and you are covered either way.

YOU HAVE DONE THE HARD PART

Turn the plan into certificates

Three60 Training delivers Highfield Accredited online courses and Ofqual-regulated qualifications across food safety, first aid, health and safety, care and more, plus classroom training from our Wolverhampton centre. Most online courses are completed in under two hours, with a certificate on completion and volume pricing for teams.

Free 15-minute training review

Bring your completed workbook (or just your staff list) and we will sanity-check your gaps, confirm what the law actually requires for your business, and price the fastest route to fully in-date. No obligation, no hard sell.

Email your staff list, subject "Free TNA"

Book a free 15-minute review

Or call **01902 382250**, weekdays 9am to 5pm. Email **support@three60training.com** with the subject line "Free TNA".

Book a review

More free tools

Why Three60	
Highfield Accredited online courses (Online Pro) ↗	Certificate on completion
Ofqual-regulated qualifications ↗	Highfield approved centre
Classroom courses in Wolverhampton ↗	First aid, moving and handling
Volume pricing for teams ↗	One invoice, one login
Training since 2017 ↗	West Midlands based, UK wide

Also free from us	
Staff training matrix (Excel) ↗	Auto red, amber, green renewals
Care mandatory training checklist ↗	CQC-ready
Food business training checklist ↗	EHO-ready
UK workplace training checklist ↗	Every employer
Done-for-you TNA ↗	48-hour turnaround

Sources

Health and Safety at Work etc. Act 1974 s.2; Management of Health and Safety at Work Regulations 1999 reg 13; HSE L74, first aid at work

Employment Rights Act 2025 timeline, Acas; October 2026 commencement dates, Blake Morgan, 12 August 2026; Unfair dismissal changes from 1 January 2027, DavidsonMorris

Martyn's Law overview, ProtectUK; Martyn's Law tiers and spring 2027 enforcement, The Ops Con, 21 July 2026

Oliver McGowan code of practice, GOV.UK, final 6 September 2025; CQC guidance on Regulation 18; Adult Social Care Negotiating Body timeline, Nursing in Practice, 16 July 2026

FSA allergen guidance for food businesses; Owen's Law status, C&C Solicitors, 1 March 2026; Worker Protection Act 2023; Fire Safety Order 2005 art. 21; Manual Handling Operations Regulations 1992 reg 4; COSHH Regulations 2002 reg 12; DSE Regulations 1992 reg 6

Small print. Updated September 2026, version 2.0. This workbook is general information for planning, not legal advice. Requirements vary by nation within the UK and by activity, and dates for upcoming legislation can move; check GOV.UK, HSE, CQC and FSA sources or take professional advice for your specific circumstances. The latest version is always at three60training.com/resources. © Three60 Training 2026. Saturn Centre, Spring Road, Ettingshall, Wolverhampton WV4 6JX. 01902 382250.