THREE60 TRAINING

FREE CHECKLIST · EVERY UK EMPLOYER · 2026/27 · FILLABLE

The UK Workplace Training Checklist

The training every UK employer must provide by law, the refreshers inspectors and tribunals expect, and the Employment Rights Act deadlines every manager should have in the diary. Fill it in on screen, or print it and pin it up.

- Every legally required course for a typical UK workplace, with the law behind it and a link to the course that closes the gap
- The manager training that protects you when the tribunal rules change on 1 October 2026 and 1 January 2027
- Key dates: October 2026, January 2027 and Martyn's Law in spring 2027

FREE · FILLABLE · WORKS FOR ANY SECTOR

Not sure where your gaps are? Email your staff list to support@three60training.com with the subject "Workplace TNA" and we will map it against this checklist for you, free, within 48 working hours. Details on the last page.

three60training.com
Wolverhampton, UK · 01902 382250
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Latest version: three60training.com/resources

THE LAW IN ONE MINUTE

What every employer must provide

The Health and Safety at Work etc. Act 1974 requires employers to provide **"such information, instruction, training and supervision as is necessary"** to keep people safe, and the Management of Health and Safety at Work Regulations 1999 require training on recruitment, on transfer, and whenever risks change. On top sit duties that reach beyond safety: the harassment prevention duty in force since October 2024, and data protection expectations from the ICO. Tick what you can evidence with an in-date record.

BUSINESS NAME	COMPLETED BY	DATE	NEXT REVIEW

Core training, every employer

EVIDENCE FOR EVERY PERSON

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 **Who:** all staff on day one, before unsupervised work, and on any change of role	Induction			Online Pro Health and Safety Level 2 ↗
☐	**Fire safety awareness** Regulatory Reform (Fire Safety) Order 2005 art. 21; Building Safety Act 2022 s.156 **Who:** all staff; extra training for nominated fire marshals	Annual common			Online Pro Fire Safety in the Workplace ↗
☐	**First aid (EFAW or FAW)** Health and Safety (First-Aid) Regulations 1981; HSE guidance L74 **Who:** numbers set by your needs assessment; HSE advises an annual refresher	3 years			Classroom Emergency First Aid at Work (RQF) ↗
☐	**Manual handling** Manual Handling Operations Regulations 1992 reg 4 **Who:** anyone who lifts, carries, pushes or pulls as part of the job	1 to 3 years			Online Pro Manual Handling ↗
☐	**Display screen equipment** Health and Safety (Display Screen Equipment) Regulations 1992 reg 6 **Who:** regular screen users, including home and hybrid workers; workstation assessment included	Setup, change			Online Pro Display Screen Equipment ↗
☐	**COSHH awareness** Control of Substances Hazardous to Health Regulations 2002 reg 12 **Who:** anyone using hazardous substances, including everyday cleaning chemicals	1 to 3 years			Qualification Level 2 Award in COSHH ↗
☐	**Sexual harassment prevention** Worker Protection Act 2023 (since 26/10/2024); "all reasonable steps" and third-party liability from 30/10/2026 **Who:** all staff; managers to a higher level	Annual advised			Online Pro Sexual Harassment: Employees ↗

DONE	TRAINING AND LEGAL BASIS	USUAL REFRESH	EXPIRES	EVIDENCE	COURSE
☐	**Data protection awareness** UK GDPR and Data Protection Act 2018; ICO accountability guidance **Who:** anyone who handles personal data, which is nearly everyone	Annual common			Online Pro GDPR ↗
☐	**Accident and RIDDOR reporting** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 **Who:** every member of staff must know what to report and to whom	With induction			Online Pro Health and Safety Level 2 ↗
☐	**Risk-specific training** Management Regulations 1999 reg 3: whatever your risk assessment names **Who:** working at height, lone working, driving, machinery, confined spaces	Per assessment			Online Pro Working at Height ↗

"Usual refresh" reflects HSE guidance, awarding body rules and common inspector expectations where the law sets no fixed interval. Your risk assessment can require more, and it is the first document an inspector reads. Course links open the matching Three60 course.

MANAGERS AND EVIDENCE

The training that protects the business

From 1 January 2027 unfair dismissal protection starts at six months' service and the compensation cap disappears. The employers who sail through are the ones whose managers were trained before the rules changed.

Managers and supervisors — INCREASINGLY BUSINESS-CRITICAL

DONE	TRAINING	WHY NOW	COURSE
☐	**Handling grievances and disciplinaries fairly**	Acas Code compliance. From 01/01/2027 a mishandled dismissal at seven months' service is a tribunal claim with no cap.	Three60 Ask us ↗
☐	**Responding to harassment complaints**	The 30/10/2026 duty is on the employer; managers are how you discharge it, including third-party (customer and supplier) situations.	Online Pro Sexual Harassment: Managers ↗
☐	**Absence and the new sick pay rules**	Statutory sick pay runs from day one of sickness since April 2026; managers need to apply it consistently.	Three60 Ask us ↗
☐	**Recruitment and onboarding basics**	Day-one paternity and parental leave rights (April 2026); right-to-work checks; an induction that will stand up in evidence.	Three60 Ask us ↗
☐	**Mental health awareness for managers**	HSE Management Standards; mental health first aiders are best practice, not yet law.	Online Pro Mental Health for Managers ↗

If it applies to you

SECTOR AND ROLE EXTRAS

DONE	TRAINING	WHEN IT APPLIES	COURSE
☐	**Safeguarding (adults or children)**	Any contact with vulnerable people: Care Act 2014, Children Act 2004, Working Together 2023.	Online Pro **Safeguarding Children ↗**
☐	**Food hygiene**	Any food handling, including staff kitchens that serve the public: assimilated Regulation (EC) 852/2004.	Online Pro **Food Safety Level 2 ↗**
☐	**Public protection procedures**	Premises expecting 200 or more people: prepare for Martyn's Law ahead of spring 2027.	Three60 **Ask us ↗**
☐	**Anti-bribery and anti-money laundering**	Bribery Act 2010 s.7 "adequate procedures"; Money Laundering Regulations 2017 for regulated sectors.	Online Pro **Bribery Act ↗** · **Money Laundering ↗**
☐	**Modern slavery awareness**	Modern Slavery Act 2015 s.54 statements for larger businesses; supply-chain awareness for everyone who buys in labour or goods.	Online Pro **Modern Slavery ↗**
☐	**Lone and home working**	Management Regulations 1999 risk assessment; DSE duties follow the worker home.	Online Pro **Lone Working ↗** · **Home Working ↗**

The evidence that counts

IF IT IS NOT RECORDED, IT DID NOT HAPPEN

DONE	RECORD	WHAT IT NEEDS TO SHOW
☐	**A live training matrix**	Every person, course, completion and expiry date in one view; our free spreadsheet does the red, amber and green for you.
☐	**Signed induction records**	Dated, itemised, signed by the employee, kept for the length of employment plus six years.
☐	**A refresher schedule**	Booked dates for everything expiring in the next 90 days.
☐	**Policy acknowledgements**	Harassment, data protection and health and safety policies read and signed, re-acknowledged after updates.
☐	**Leave and holiday pay records**	Kept for six years from April 2026 under the Employment Rights Act; the Fair Work Agency can ask for them.

PLAN AHEAD

The dates to put in the diary

April 2026 in force

Employment Rights Act first wave. Statutory sick pay from day one of sickness (the lower earnings limit removed), day-one paternity and parental leave, annual leave records kept for six years, and whistleblowing protection for reporting sexual harassment. If your managers have not been briefed on these, that is a live gap today.

1 October 2026 weeks away

Tribunal time limits double from three to six months for most claims. Every process weakness now has a longer shelf life.

30 October 2026 weeks away

Harassment duties strengthen. "All reasonable steps" to prevent sexual harassment, the preventative duty extends across protected characteristics, and third-party harassment protection returns. Tribunals will ask two questions: what training did staff get, and when. Have good answers.

1 January 2027 due

Unfair dismissal at six months, no compensation cap. Dismissal and re-engagement ("fire and rehire") becomes automatically unfair in most cases on the same date. Probation management, documented training and fair-process skills stop being HR hygiene and become financial risk controls.

Spring 2027 expected

Martyn's Law goes live. Premises expecting 200 to 799 people need public protection procedures and trained staff; 800 or more face enhanced duties. The SIA regulates, with a notification portal expected from early 2027. If the public visits your premises, check your capacity now.

Through 2027 watch

More Employment Rights Act phases are scheduled: guaranteed hours for zero-hours workers, a stated business reason for refusing flexible working, statutory bereavement leave, and the Fair Work Agency enforcing holiday pay and records. Build a quarterly habit of checking what is next, or let us do it: our free updates cover every change that creates a training duty.

Score yourself. Count your unticked boxes across pages 2 and 3. **0 to 2:** in good shape, keep your matrix live. **3 to 6:** book the gaps this month, safety-critical first, harassment training before 30 October. **7 or more:** you are exposed on several fronts; get help now (we will map it for you, free, see page 6).

UNTICKED BOXES

Your 90-day fix list

BOOK IT, THEN TICK IT

GAP	OWNER	BY	BOOKED
			☐
			☐
			☐
			☐
			☐

CLOSE THE GAPS

From checklist to compliant

Three60 Training delivers Highfield Accredited online courses and Ofqual-regulated qualifications across health and safety, first aid, fire, manual handling, food safety and care, plus classroom courses at our Wolverhampton centre, with volume pricing for teams and certificates on completion. Most online courses take under two hours per person.

Free gap-mapping for your business

Email your staff list (names and roles, plus any training dates you hold) and we will return it mapped against this checklist within 48 working hours: who is covered, who is expiring, who is missing what. Free, no obligation.

Email your staff list, subject "Workplace TNA"

Book a free 15-minute review

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

Book a review

More free tools

Popular for workplaces

Health and Safety Level 2 ↗	Online Pro
Emergency First Aid at Work (RQF) ↗	Classroom, Wolverhampton
Fire Safety in the Workplace ↗	Online Pro
Manual Handling ↗	Online Pro
Sexual Harassment: Employees ↗	Online Pro
Sexual Harassment: Managers ↗	Online Pro

Also free from us

Staff training matrix (Excel) ↗	Auto red, amber, green renewals
Training Needs Analysis workbook ↗	4 steps, about 20 minutes
Care and food business checklists ↗	Sector versions of this list
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

Fire Safety Order 2005 art. 21; Manual Handling Operations Regulations 1992 reg 4; DSE Regulations 1992 reg 6; COSHH Regulations 2002 reg 12; RIDDOR 2013

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

Worker Protection (Amendment of Equality Act 2010) Act 2023; ICO accountability and governance guidance

Martyn's Law overview, ProtectUK; Martyn's Law tiers and spring 2027 enforcement, The Ops Con, 21 July 2026; Bribery Act 2010 s.7; Modern Slavery Act 2015 s.54

Small print. Updated September 2026, version 2.0. This checklist 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 the sources above or take professional advice before relying on them. The latest version is always at three60training.com/resources. © Three60 Training 2026. Saturn Centre, Spring Road, Ettingshall, Wolverhampton WV4 6JX. 01902 382250.