



Health and Safety Policy

National Talent Academy Limited

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1.0	April 2023	National Talent	Original policy

		Academy	
2.0	February 2026	National Talent Academy	Redrafted to reflect TQUK endorsement, online delivery model and current organisational structure
2.1	September 2026	National Talent Academy	Added a document control block recording the document owner, status, date published, next scheduled review and contact. Set the review frequency to annual. Corrected the description of certification: TQUK issues the certificate for the full Level 3 Award and NTA issues certificates for individual units, including the mandatory unit. Changed programme duration from GLH to hours TQT, in line with the agreed terminology standard, and removed the separate mandatory-unit hours figure pending confirmation.
2.2	September 2026	National Talent Academy	Updated the name of the Equity, Diversity and Inclusion Policy in the list of related policies, following its renaming. No other change.

For use in National Talent Academy policy development

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1. Introduction

1.1 About National Talent Academy

National Talent Academy (NTA) is an educational technology company providing online qualifications in essential work skills for 16–19 year olds and adult learners in Further Education colleges, schools and training providers across the UK.

NTA was founded in 2020 by Cambridge graduate David Jaffa, who previously founded SAM Learning (online GCSE/KS3 revision used in hundreds of UK schools) and Penda Learning (online science/maths for US schools, sold 2019). David received the 2021 BETT Outstanding Achievement Award for his lifetime achievements in EdTech.

1.2 Purpose of This Policy

This policy sets out National Talent Academy's commitment to providing and maintaining a safe and healthy environment for all NTA staff, tutors, learners, delivery partners and any other persons involved in the delivery of NTA programmes.

NTA's programmes are delivered fully online via the NTA platform as self-paced learning. Whilst this significantly reduces many traditional workplace health and safety risks, NTA recognises that health and safety remains an integral part of the learning and work activities and takes all reasonable and practicable steps to safeguard the wellbeing of all those involved.

1.3 Scope

This policy applies to all those involved in the design, delivery, assessment and quality assurance of NTA programmes, including:

- NTA staff and associates.
- NTA tutors.
- Delivery partners, including FE colleges, schools, sixth forms and training providers.
- Learners enrolled on NTA programmes (16–19 year olds and adult learners).
- Any visitors, contractors or other persons having access to NTA premises.

This policy covers the delivery of the NTA Level 3 Award in Essential Work Skills, which is an unregulated qualification endorsed by Training Qualifications UK (TQUK) as a Certified Learning Course (CLC), as well as any other products and

services provided by NTA. TQUK issues the certificate for the full Level 3 Award; NTA issues certificates for individual units, including the mandatory unit.

1.4 Obtaining Copies of This Policy

Copies of this policy are available on request by contacting NTA at hello@nationaltalent.org or via www.nationaltalent.org.

1.5 Review of This Policy

NTA will review this policy annually and may revise it as required in response to changes in legislation, changes in practice, actions from regulatory or external agencies, and/or in response to learner, delivery partner and stakeholder feedback.

2. Policy Statement

National Talent Academy is committed to providing and maintaining a safe and healthy working and learning environment for all staff, tutors, learners and visitors. NTA takes all reasonable and practicable steps to ensure:

- The risks to health and safety are properly assessed.
- Risk assessments take into account specific risks to young learners (16–19 year olds) and vulnerable learners.
- Safe systems of work are devised and implemented.
- Staff, tutors, learners and others are given adequate information, instruction, training and supervision in order to carry out their work and studies safely.
- The online learning environment provided through the NTA platform is safe, secure and accessible.

All NTA staff and tutors are required to follow and comply with health, safety and safeguarding procedures for working with and safeguarding young people and vulnerable adults, supporting the development of learner health, safety and welfare knowledge and understanding.

3. Responsibilities

3.1 Overall Responsibility

David Jaffa, the Founder of National Talent Academy, is responsible for health and safety within the organisation.

3.2 NTA Staff and Tutor Responsibilities

All NTA staff and tutors are required to:

- Carry out their duties in a manner that ensures their own health, safety and welfare and that of any others who might be affected.
- Cooperate with NTA on issues relating to health, safety and welfare.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Familiarise themselves with this policy statement.
- Report any hazards in their working environment to enable others to address these if required.
- Report any accident or incident with the potential to cause injury as promptly and as soon as possible after the event.
- Ensure they are familiar with all exit and fire exit routes for locations in which they are working and the actions to take in the event of an emergency.

3.3 Delivery Partner Responsibilities

Delivery partners (FE colleges, schools, sixth forms and training providers) are responsible for ensuring that the physical environments in which learners access the NTA online platform meet all applicable health and safety legislation and requirements. This includes but is not limited to:

- Providing a safe and suitable environment for learners to access the NTA platform.
- Ensuring appropriate display screen equipment (DSE) assessments are conducted where learners are using computers or devices for extended periods.
- Maintaining appropriate first aid provision.
- Having adequate fire safety and emergency evacuation procedures in place.
- Complying with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974 and associated regulations.

3.4 Learner Responsibilities

Learners are expected to:

- Take reasonable care of their own health and safety when accessing NTA programmes.
- Follow any health and safety instructions given by their delivery partner or centre.
- Report any health and safety concerns to their delivery partner or NTA.
- Use equipment and technology responsibly and safely.

4. Online Learning Environment

NTA's programmes are delivered fully online via the NTA platform as self-paced learning. NTA recognises that the online learning environment presents its own health and safety considerations, and is committed to:

- Ensuring the NTA platform is accessible, secure and free from harmful content.
- Promoting online safety through the mandatory unit 'Thinking for Yourself: Building Your Future', which covers online safety as one of its core topics.
- Supporting learner mental wellbeing, which is also covered within the mandatory unit.
- Encouraging learners to take regular breaks and manage their screen time appropriately.
- Ensuring that the platform complies with relevant data protection legislation.

Detailed guidance on online safety for learners is provided within the NTA programme content. The mandatory unit, presented by Dr Helen Lawal, covers online safety, mental wellbeing, consent, Prevent duty and Fundamental British Values as core topics.

5. Safeguarding

NTA is committed to safeguarding all learners, particularly those aged 16–19 who represent a key target group for NTA programmes. Health and safety is closely linked to safeguarding, and NTA ensures that:

- All NTA staff and tutors are required to follow and comply with safeguarding procedures for working with young people and vulnerable adults.
- The NTA programme content actively develops learner awareness of safeguarding topics through the mandatory unit.

- Any safeguarding concerns are reported and managed in accordance with NTA's Safeguarding Policy.

For full details, please refer to NTA's Safeguarding Policy.

6. Accident and Incident Reporting

Any accidents, incidents or near-misses that occur in connection with NTA activities (whether at NTA premises, delivery partner premises or in the online learning environment) must be reported promptly. This includes:

- Any physical accident or incident occurring at a delivery partner's premises while a learner is accessing the NTA platform.
- Any incident involving the online platform that poses a risk to learner safety or wellbeing.
- Any safeguarding concern identified through the learning process.

Delivery partners should report incidents to NTA at hello@nationaltalent.org as soon as practicable. NTA will log and investigate all reported incidents and take appropriate action.

7. Related Policies

This policy should be read in conjunction with the following NTA policies:

- Safeguarding Policy.
- Equity, Diversity and Inclusion Policy.
- Malpractice and Maladministration Policy.
- Reasonable Adjustments and Special Considerations Policy.
- Complaints Policy.

8. Contact Information

If you have any queries about the contents of this policy, please contact National Talent Academy:

Email: hello@nationaltalent.org

Website: www.nationaltalent.org

Address: 3rd Floor, 1 Ashley Road, Altrincham, Cheshire, WA14 2DT