



Estates, Facilities and Sustainability Policy

Policy no:	HSE 4.3
Version no. & date:	Version 1.0 – June 2026
Author:	David Stanley
Last review date:	N/A – new policy
Next review due:	June 2028
Responsible Committee:	Operations Committee
Approved by & date:	CMT – July 2026
External reference points:	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992 Regulatory Reform (Fire Safety) Order 2005; Equality Act 2010 Control of Asbestos Regulations 2012 Electricity at Work Regulations 1989 Environmental Protection Act 1990 Waste (England and Wales) Regulations 2011 Building Regulations; HSE Policy Guidance Relevant Department for Education estates and sustainability guidance.
Linked policies:	HSE 4.0 Health and Safety Policy Statement HSE 4.1 Health and Safety Policy HSE 4.2 Fire Safety and Emergency Procedures Policy HSE 4.4 CCTV Policy HSE 4.5 Asbestos Management Policy and Plan GA 3.2 Risk Management Framework DIG 2.4 Records Management and Data Retention Policy DIG 2.6 Information Security and Acceptable Use Policy
Audience:	All staff, students, contractors, visitors and suppliers

1. Purpose

This policy sets out UK College of Business and Computing's (UKCBC or the College) approach to managing its estates, facilities and sustainability responsibilities across its premises and activities. It establishes the principles, responsibilities and arrangements that govern how the College provides safe, secure, accessible, well-maintained and sustainable learning and working environments.

The College recognises that effective estates and facilities management is essential to teaching delivery, student experience, staff welfare, health and safety, business continuity, regulatory compliance and environmental responsibility.

This policy must be read alongside HSE 4.0 Health and Safety Policy Statement, HSE 4.1 Health and Safety Policy, HSE 4.2 Fire Safety and Emergency Procedures Policy and other linked policies and procedures.

2. Scope

This policy applies to:

1. all College premises, teaching spaces, offices, communal areas, IT labs, welfare facilities, plant areas, storage areas, access routes and shared areas under the College's control or influence;
2. all employees of the College, including full-time, part-time, temporary and contracted staff;
3. all students enrolled at the College while on college premises or participating in College activities;
4. contractors, visitors, suppliers and other third parties while on college premises or carrying out work on behalf of the College; and
5. landlords, managing agents and building service providers where their activities affect College premises, services or operations.

Where UKCBC occupies leased or shared premises, the College will work with landlords, managing agents and relevant third parties to ensure that estates, facilities and statutory compliance responsibilities are managed appropriately within the limits of the College's control.

3. Definitions

Term	Definition
Estates	The buildings, rooms, infrastructure, plant, fixtures, fittings and physical assets used by the College to deliver its services.
Asset Register	A central record of relevant physical assets owned, leased or controlled by the College, including details such as description, location, department, asset tag or serial number, condition, ownership, movement history and disposal status where applicable.
Inventory	A local or departmental list of assets held within a campus, room, department or service area. Local inventories should support the central asset register where central recording is required.
Asset Lifecycle Management	The process of planning, acquiring, recording, using, maintaining, redeploying, replacing and disposing of assets in a controlled, cost-effective and compliant manner.
Asset Disposal	The authorised sale, donation, recycling, transfer, write-off or disposal of college assets in line with operational need, financial controls, environmental requirements, data security and any lease or funding restrictions.
Financial Governance	The financial controls that apply to asset purchases, capitalisation, depreciation, write-off, disposal approval, income from disposal and compliance with the College's financial regulations.
Facilities Management	The coordination of services that support the safe and effective operation of college premises, including maintenance, cleaning, security, access control, room readiness, waste management and contractor coordination.
Sustainability	Managing College operations and resources in a way that reduces unnecessary environmental impact and supports responsible use of energy, water, materials and waste.

Planned Maintenance	Scheduled maintenance, inspection, testing or servicing carried out to prevent failure, meet compliance requirements or preserve the condition of buildings, systems and equipment.
Reactive Maintenance	Maintenance or repair carried out in response to a fault, breakdown, defect, damage, hazard or operational issue.
Statutory Compliance	Compliance with legal duties and regulatory requirements relating to buildings, health and safety, fire safety, electrical safety, water hygiene, accessibility, environmental protection and related areas.
Contractor	Any external person, supplier or organisation engaged to carry out work, maintenance, repairs, inspections, servicing or projects on behalf of the College.
Permit to Work	A formal authorisation process used for higher-risk activities, such as hot works, electrical works, work at height, intrusive works or works affecting building systems.
Responsible Person	A person with assigned responsibility for ensuring that a premises, activity, process or control measure is managed safely and appropriately.

4. Policy Statement

The College is committed to providing safe, secure, accessible, well-maintained and sustainable premises for all staff, students, contractors and visitors.

The College will:

1. maintain premises, facilities, equipment and building services in a safe and suitable condition;
2. manage estates and facilities risks systematically and proportionately;
3. comply with applicable health, safety, fire, environmental and building-related legal duties;
4. ensure that planned and reactive maintenance is managed effectively;
5. ensure that contractors are competent, appropriately controlled and properly supervised where required;
6. maintain effective arrangements for cleaning, waste, security, access control and room readiness;
7. support emergency preparedness and business continuity through effective premises management;
8. promote responsible use of energy, water, materials and other resources;
9. consider sustainability in maintenance, procurement, refurbishment and operational decisions where reasonably practicable;
10. maintain appropriate records of inspections, maintenance, statutory checks, contractor documentation and corrective actions; and
11. monitor and review estates, facilities and sustainability performance to support continuous improvement.
12. maintain appropriate arrangements for the recording, verification, movement, lifecycle management, redeployment and disposal of physical assets under the College's control

The College will prioritise matters that affect health and safety, fire safety, accessibility, security, teaching delivery, student welfare, legal compliance or business continuity.

5. Roles and Responsibilities

Estates, facilities and sustainability are shared responsibilities. The following roles carry specific obligations under this policy.

Role	Responsibilities
Chief Executive Officer	Is the named accountable person for health and safety and holds overall executive accountability for ensuring that effective health and safety, estates compliance and facilities management arrangements are in place across the College.
Executive Leadership Team (ELT)	Provides executive oversight of health and safety, estates compliance, facilities and sustainability matters through escalation and assurance from the Operations Committee and, where necessary, CMT. Considers significant compliance risks, resource implications, major incidents and matters requiring executive decision-making.
Operations Committee	Provides formal operational oversight of estates, facilities, statutory compliance and sustainability. Receives reports and assurance that significant estates, facilities, compliance, contractor, landlord and sustainability risks are being managed appropriately. Escalates assurance or significant concerns to the Executive Leadership Team where required.
College Management Team (CMT)	Provides management coordination and escalation for significant operational estates, facilities, health and safety, statutory compliance and sustainability matters. Reviews urgent risks, agrees actions, allocates responsibility and ensures matters requiring senior attention are progressed.
Director of Operations, Innovation & Commercial Success	Has delegated senior responsibility for the operational implementation of estates, facilities, statutory compliance and sustainability arrangements. Ensures appropriate resources, reporting lines and escalation routes are in place. Receives reports from the Facilities and Procurement Manager and escalates significant risks, compliance gaps, resource requirements and urgent matters through the appropriate management and governance routes. The Director of Operations, Innovation and Commercial Success has senior oversight of operational asset management arrangements and is responsible for escalating significant asset risks, losses, disposal issues, control weaknesses or resource requirements through the appropriate governance route.

Facilities and Procurement Manager	Acts as the competent person and operational lead for day-to-day estates, facilities, statutory compliance and sustainability coordination. Coordinates planned and reactive maintenance, contractor control, statutory compliance records, workplace inspections, premises-related risks and incidents, landlord liaison, cleaning and waste concerns, access arrangements, records and sustainability actions. The Facilities and Procurement Manager is responsible for coordinating operational asset management arrangements for estates, facilities, furniture, fixtures, equipment and other relevant physical assets. This includes maintaining or coordinating asset records, supporting inventory checks, recording asset movements, coordinating redeployment or disposal activity, and liaising with Finance, IT and relevant departments where required.
Line Managers and Heads of Department	Manage estates and facilities matters within their areas of responsibility. Ensure staff report defects, hazards and facilities concerns promptly. Support implementation of relevant procedures, risk controls and housekeeping standards. Heads of Department and line managers are responsible for maintaining local awareness of assets within their areas, supporting inventory checks, reporting missing, damaged, obsolete or surplus assets, and ensuring that assets are not removed, transferred or disposed of without authorisation.
Campus Managers and Local Site Leads	Support the safe and effective operation of their campus or area. Report defects, access issues, cleaning concerns, security issues and hazards promptly. Support opening, closing, emergency and contractor arrangements where required.
Academic Staff	Maintain safe and suitable conditions in teaching and learning spaces. Report facilities concerns affecting classrooms, IT labs, student welfare or evacuation routes. Brief students on relevant safety and emergency arrangements when required.
IT and Systems Teams	Support facilities-related technology where applicable, including IT lab readiness, access control systems, CCTV infrastructure, equipment security and digital reporting systems. Work with the Facilities and Procurement Manager where building systems interact with IT infrastructure. The IT / Systems Team is responsible for maintaining IT asset records and ensuring that data-bearing equipment is securely wiped, checked and approved before disposal, transfer or redeployment.
Finance	Finance is responsible for the financial governance of assets, including capitalisation, depreciation, financial recording, write-off approval, budget coding, disposal income, and ensuring that asset-related decisions are managed in accordance with the College's financial regulations and delegated authority arrangements.
All Staff	Take reasonable care of college premises and facilities. Report hazards, defects, leaks, damage, access issues and unsafe conditions promptly. Follow site procedures, emergency arrangements, access rules and sustainability expectations.
Students	Use College facilities responsibly and safely. Follow instructions relating to health, safety, security and emergency procedures. Report hazards, damage or concerns to a member of staff, Reception or Security.
Contractors and Suppliers	Comply with College site rules, health and safety requirements and instructions. Provide required documentation before work begins. Sign in and out, work safely, protect staff and students, and leave work areas clean, safe and secure.

Landlords, Managing Agents and Building Service Providers	Where applicable, cooperate with the College to manage shared statutory, maintenance, safety, service and building responsibilities. Provide assurance, records or updates where required.
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6. Estates and Facilities Arrangements

The College gives effect to this policy through the practical arrangements set out in this section.

6.1 Premises Management

The College will manage its premises to support safe and effective teaching, learning and business operations. Premises must be suitable for their intended use and maintained to a standard that supports student experience, staff welfare, accessibility and compliance.

Premises management arrangements may include:

1. classroom and room readiness checks;
2. management of communal areas and welfare facilities;
3. monitoring of building condition;
4. access control and key management;
5. cleaning, waste and hygiene arrangements;
6. coordination of planned and reactive maintenance;
7. liaison with landlords and managing agents;
8. support for fire safety and emergency arrangements; and
9. escalation of significant premises-related risks.

6.2 Planned Maintenance

The Facilities and Procurement Manager must ensure that appropriate planned maintenance arrangements are in place for premises, systems and equipment under the College's control.

Planned maintenance may include inspection, servicing, testing, cleaning, replacement or preventative works relating to:

1. fire safety systems and equipment;
2. emergency lighting;
3. electrical systems and equipment;
4. heating, ventilation and air conditioning systems;
5. water hygiene controls;
6. lifts and lifting equipment where applicable;
7. doors, locks, windows and access systems;
8. security and CCTV systems where applicable;
9. furniture, fixtures and fittings;
10. IT labs and teaching-related infrastructure where relevant; and
11. other building systems or equipment requiring routine inspection or maintenance.

Planned maintenance should be scheduled to reduce disruption to teaching, learning, student services and business operations wherever reasonably practicable.

6.3 Reactive Maintenance

All staff must report defects, faults, hazards, leaks, damage or facilities concerns promptly through the relevant reporting route.

Reactive maintenance may include:

1. heating, ventilation or air conditioning faults;

2. electrical defects or power issues;
3. plumbing leaks or blocked facilities;
4. broken doors, locks, fixtures or fittings;
5. access control or security issues;
6. damaged flooring, ceilings, windows or furniture;
7. cleaning or hygiene concerns;
8. IT lab or teaching room faults affecting delivery;
9. faults affecting accessibility; and
10. any defect that may create a health, safety, welfare or operational risk.

The Facilities and Procurement Manager must ensure that reactive maintenance issues are recorded, prioritised and escalated according to risk and operational impact.

6.4 Maintenance Prioritisation

Priority	Description
Priority 1 – Urgent / Safety Critical	Issues presenting immediate risk to health and safety, fire safety, security, building integrity, accessibility or business continuity. These must be escalated immediately.
Priority 2 – High Impact	Issues significantly affecting teaching, student services, welfare, access or operational delivery. These should be addressed as soon as reasonably practicable.
Priority 3 – Routine	Issues requiring repair or improvement but not presenting immediate safety or major operational risk.
Priority 4 – Planned Improvement	Non-urgent improvements, upgrades or replacements that can be scheduled as part of planned works or budget planning.

6.5 Statutory Compliance and Safety Checks

The College must maintain appropriate arrangements for statutory compliance relating to estates and facilities. This may include, where applicable:

1. fire alarm systems and fire detection arrangements;
2. emergency lighting;
3. fire extinguishers and firefighting equipment;
4. fire doors, escape routes and assembly arrangements;
5. electrical safety inspections;
6. portable appliance testing where required by risk assessment;
7. lift maintenance and inspection where applicable;
8. water hygiene and legionella control;
9. asbestos information and management where applicable;
10. gas safety where applicable;
11. air conditioning and ventilation servicing;
12. workplace welfare arrangements;
13. access control and security systems;
14. contractor health and safety documentation; and
15. records of remedial actions and completion.

Where statutory compliance responsibilities sit with a landlord, managing agent or building owner, the Facilities and Procurement Manager must seek suitable evidence, confirmation or assurance that relevant duties are being managed.

6.6 Workplace Inspections

The Facilities and Procurement Manager must ensure that regular workplace inspections are carried out to identify hazards, check the condition of facilities and verify that control measures remain effective.

Workplace inspections may include checks of:

1. fire exits, escape routes and assembly arrangements;
2. housekeeping and storage;
3. classrooms, IT labs and learning spaces;
4. welfare facilities;
5. lighting, ventilation and temperature concerns;
6. trip, slip and fall hazards;
7. security and access arrangements;
8. first aid facilities and signage;
9. waste and cleaning standards; and
10. any building defects or maintenance concerns.

Inspection findings must be recorded, reported to the Director of Operations, Innovation & Commercial Success where appropriate, and tracked to completion.

6.7 Contractor Management

The College must ensure that contractors working on its premises are competent to carry out their work safely and are informed of relevant site requirements before commencing work.

The Facilities and Procurement Manager is responsible for coordinating contractor arrangements, including ensuring that appropriate documentation is obtained where required. This may include:

1. public liability insurance;

2. employer's liability insurance where applicable;
3. professional indemnity insurance where relevant;
4. evidence of competence, qualification or accreditation;
5. risk assessments;
6. method statements;
7. permits to work where required;
8. safeguarding-related assurances where appropriate;
9. waste transfer information where relevant; and
10. any other documentation required for the nature of the work.

Contractors must not begin high-risk work without appropriate authorisation. High-risk work may include hot works, electrical works, work at height, intrusive works, works affecting fire systems, works in plant rooms, works affecting building services or works that may create significant disruption or safety risks.

6.8 Cleaning, Waste and Housekeeping

The College will maintain reasonable standards of cleanliness, hygiene and housekeeping across its premises.

Cleaning arrangements must support safe and suitable teaching, working and welfare environments. Cleaning concerns should be reported promptly and escalated where they affect health, safety, welfare or student experience.

Waste must be managed responsibly and disposed of through appropriate channels. The College will seek to improve recycling and reduce unnecessary waste where reasonably practicable.

All staff and students are expected to support good housekeeping by:

1. keeping rooms and communal areas tidy;
2. avoiding obstruction of corridors, exits and access routes;

3. disposing of waste correctly;
4. reporting spillages, leaks or hygiene concerns;
5. storing materials safely; and
6. not leaving personal or work items in ways that create hazards.

6.9 Security, Access and Building Use

The College will maintain appropriate arrangements for building security, access control, visitor management and safe use of premises.

This may include:

1. controlled access to buildings and restricted areas;
2. ID cards, access cards, keys and sign-in procedures;
3. visitor and contractor sign-in arrangements;
4. CCTV arrangements where applicable;
5. opening and closing procedures;
6. out-of-hours access arrangements;
7. control of plant rooms, storage areas and sensitive spaces;
8. escalation of security concerns; and
9. clear arrangements for emergency access and evacuation.

Rooms, floors or areas that have been closed, restricted or not allocated must not be used without appropriate approval. Any unauthorised use of space must be reported and addressed.

Access devices, keys and security codes must be controlled and returned when no longer required.

Lost keys, access cards or security concerns must be reported immediately.

6.10 Accessibility and Inclusion

The College will seek to manage its estate in a way that supports reasonable access and inclusion for staff, students, visitors and contractors.

Facilities-related accessibility issues must be reported and addressed where reasonably practicable. This may include issues affecting entrances, lifts, routes, classrooms, toilets, signage, lighting, furniture, room allocation or emergency arrangements.

Where a building defect or facilities issue affects accessibility, the matter must be escalated promptly and interim arrangements considered where appropriate.

6.11 Sustainability and Environmental Responsibility

The College recognises that it has a responsibility to manage its environmental impact and use resources responsibly.

The College will seek to improve sustainability by:

1. reducing unnecessary energy consumption;
2. improving heating, cooling and lighting efficiency where possible;
3. reporting and addressing water leaks or wastage;
4. supporting recycling and waste reduction;
5. considering repair, reuse and lifecycle value before replacement where appropriate;
6. reducing unnecessary printing and paper use;
7. considering sustainability within procurement decisions;
8. choosing durable and efficient equipment where reasonably practicable;
9. encouraging staff and students to use resources responsibly; and
10. considering sustainability during refurbishments, maintenance works and space planning.

The College recognises that some environmental controls may be limited by leased premises, shared buildings, landlord systems or managing agent arrangements. Where the College does not have direct control, it will seek to influence improvement through reasonable engagement with landlords, managing agents and suppliers.

6.12 Energy, Water and Resource Management

The College will seek to manage energy, water and resource use in a responsible and cost-effective way.

Where consumption data is available, the Facilities and Procurement Manager will monitor usage and investigate significant changes, unusual consumption or suspected wastage. Where data is not directly available, the College will use reasonable operational controls and supplier engagement to support responsible resource management.

Staff and students should support energy and water efficiency by:

1. switching off lights, screens and equipment where safe and appropriate;
2. reporting leaks, dripping taps or water waste;
3. avoiding unnecessary heating or cooling adjustments;
4. keeping windows and doors closed where needed for heating or cooling efficiency;
5. using equipment responsibly; and
6. reporting faults that may lead to energy or water waste.

Heating, cooling and ventilation settings will be managed to balance comfort, health, safety, energy efficiency and operational requirements.

6.13 Sustainable Procurement

Sustainability will be considered within procurement decisions where reasonably practicable and proportionate.

This may include consideration of:

1. energy efficiency;
2. durability and repairability;
3. lifecycle cost rather than purchase price alone;
4. responsible sourcing;
5. reduced packaging;
6. waste disposal requirements;
7. supplier environmental practices;
8. availability of maintenance and spare parts;
9. opportunities to reuse or redeploy existing equipment; and
10. compliance with health, safety and quality requirements.

Sustainability considerations must be balanced with cost, quality, safety, value for money, operational need and student experience.

6.14 Emergency Readiness and Business Continuity

Estates and facilities arrangements must support emergency readiness and business continuity.

The College will maintain appropriate arrangements for:

1. fire evacuation;
2. emergency access and exits;
3. assembly points;
4. emergency contact arrangements;
5. serious building defects or service failures;
6. loss of power, water, heating, cooling or access;
7. severe weather or travel disruption affecting premises;
8. lockdown or security incidents where applicable; and

9. communication with staff, students and relevant stakeholders during premises-related incidents.

Emergency Action Plans and local site procedures must be kept under review and communicated to relevant staff.

6.15 Asset Management and Disposal

The College will maintain appropriate arrangements for the recording, verification, movement, redeployment and disposal of physical assets under its control.

The Facilities and Procurement Manager will coordinate operational asset management arrangements for estates, facilities, furniture, fixtures, equipment and other relevant physical assets, working with Finance, IT and relevant departments where required.

A central asset register should be maintained for relevant College assets. The register should include, where applicable, asset description, location, department or owner, serial number or asset tag, acquisition date, condition, movement history, disposal status and any relevant financial or compliance information.

Departments may maintain local inventories for operational purposes. These inventories should support the central asset register where central recording is required.

Asset inventories should be reviewed periodically and when there are significant changes, including campus moves, closures, refurbishment, departmental restructuring, disposal exercises or major procurement activity.

Assets must not be sold, donated, removed, transferred, recycled, written off or disposed of without appropriate authorisation. Disposal decisions must consider operational need, value for money, financial controls, environmental responsibility, data security, health and safety, and any lease, funding or contractual restrictions.

This policy distinguishes operational asset management from financial governance. The Facilities and Procurement Manager may coordinate physical asset movements, redeployment and disposal arrangements, but financial treatment, depreciation, capitalisation, write-off and disposal approval must be managed in accordance with the College's financial regulations and Finance procedures.

IT equipment and any data-bearing devices must be reviewed by IT before disposal, transfer or redeployment to ensure that data security requirements are met.

Disposal records should be retained, including approval, method of disposal, recipient or contractor details, asset details, data-wiping confirmation where applicable, waste transfer documentation where required, and any income received from sale or recycling.

6.16 Records and Documentation

The College will maintain appropriate records relating to estates, facilities and sustainability management. These may include:

1. maintenance requests and completion records;
2. statutory inspection and servicing records;
3. contractor documentation;
4. risk assessments and method statements;
5. permits to work;
6. incident and accident records;
7. fire safety checks and emergency arrangements;
8. cleaning and waste records where relevant;
9. access control and key records;
10. sustainability actions and monitoring data where available; and
11. records of landlord or managing agent communications where relevant.
12. asset register records;

13. departmental or local inventory records;
14. asset movement records;
15. asset verification or stock check records;
16. asset redeployment records;
17. asset disposal approvals;
18. write-off approvals;
19. records of sale, donation, recycling, transfer or disposal;
20. waste transfer notes, where applicable;
21. data-wiping or destruction certificates for IT equipment, where applicable;
22. records of income received from asset sale or recycling, where applicable.

Records must be accurate, accessible to authorised staff and retained in accordance with the College's records management and data retention arrangements.

7. What This Means for You

This section summarises the key expectations of this policy for different groups.

7.1 Staff

You must use College premises and facilities safely and responsibly. You must report defects, hazards, access issues, cleaning concerns, leaks, damage or unsafe conditions promptly. You must follow site procedures, emergency arrangements, access rules and sustainability expectations.

7.2 Students

You must use College facilities respectfully and safely. You must follow instructions relating to health, safety, security and emergency procedures. You should report hazards, damage, welfare concerns or unsafe conditions to staff, Reception or Security.

7.3 Managers

You are responsible for supporting safe and effective use of facilities within your area. You must ensure that facilities concerns are reported, escalated and followed up. You must support good housekeeping, safe room use and compliance with relevant procedures.

7.4 Contractors

You must follow College site rules and instructions. You must provide required documentation before starting work, sign in and out, work safely, protect staff and students, and leave work areas safe, clean and secure.

8. Monitoring and Review

The Facilities and Procurement Manager will monitor the College's estates, facilities and sustainability arrangements on an ongoing basis and report to the Director of Operations, Innovation & Commercial Success at least termly, and sooner where significant concerns arise.

Asset register accuracy, inventory controls, disposal records and asset-related control issues may be reviewed as part of estates, facilities, finance, internal audit, procurement or governance monitoring arrangements.

Reports may include:

1. significant maintenance issues;
2. statutory compliance status;
3. workplace inspection findings;
4. outstanding remedial actions;
5. contractor compliance matters;
6. premises-related incidents or near misses;
7. cleaning, waste or housekeeping concerns;

8. access control and security issues;
9. energy, water and waste data where available; and
10. sustainability actions and improvement priorities.

The Director of Operations, Innovation & Commercial Success will ensure significant estates, facilities, statutory compliance and sustainability matters are considered through CMT for management coordination, action allocation and escalation. The Operations Committee will provide formal operational oversight and receive assurance at least annually, or more frequently where significant concerns arise. The Operations Committee will escalate assurance or significant concerns to the Executive Leadership Team, which provides executive oversight. The Chief Executive Officer remains the named accountable person for health and safety.

Estates, facilities and sustainability risks are recorded and managed in accordance with the GA 3.2 Risk Management Framework.

This policy must be reviewed at least every two years, or earlier if required by:

1. changes in applicable legislation or approved codes of practice;
2. significant accidents, incidents or near misses;
3. material changes to college premises, activities or staffing;
4. changes to landlord, lease or building management arrangements;
5. recommendations arising from inspections, audits or external review; or
6. changes to sustainability priorities or environmental obligations.

The Policy Owner is responsible for initiating review in accordance with the Policy Review and Approval Framework and GA 3.1 Policy Preparation and Version Control Guidance.

9. Linked Policies and External References

9.1 Linked Policies

- HSE 4.0 Health and Safety Policy Statement
- HSE 4.1 Health and Safety Policy
- HSE 4.2 Fire Safety and Emergency Procedures Policy
- HSE 4.4 CCTV Policy
- HSE 4.5 Asbestos Management Policy and Plan
- GA 3.2 Risk Management Framework
- DIG 2.4 Records Management and Data Retention Policy
- DIG 2.6 Information Security and Acceptable Use Policy
- HSE 4.6 Procurement Policy
- HSE 4.6 Appendix 1 – Delegated Authority Matrix

9.2 External References

1. Health and Safety at Work etc. Act 1974;
2. Management of Health and Safety at Work Regulations 1999;
3. Workplace (Health, Safety and Welfare) Regulations 1992;
4. Regulatory Reform (Fire Safety) Order 2005;
5. Equality Act 2010;
6. Control of Asbestos Regulations 2012;
7. Electricity at Work Regulations 1989;
8. Environmental Protection Act 1990;
9. Waste (England and Wales) Regulations 2011;
10. Building Regulations;
11. relevant Health and Safety Executive guidance; and
12. relevant Department for Education estates and sustainability guidance.

10. Version History

Version	Date	Author	Summary of Changes	Approved By
1.0	June 2026	David Stanley	Initial HSE 4.3 Estates, Facilities and Sustainability Policy prepared to GA 3.1 standard; structured to include definitions, governance and accountability arrangements, role-based responsibilities, estates and facilities arrangements, sustainability arrangements, monitoring and version history.	To be completed upon approval