

For this we stand:
to search for truth;
to live in love;
to grow together.



"Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ"

Ephesians 4

BISHOP WORDSWORTH'S SCHOOL

PREMISES AND ESTATE MANAGEMENT POLICY

1. Aims

The School aims to ensure that it:

- Manages its buildings, grounds, plant, and equipment in a safe, efficient, and legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the health, safety and wellbeing of staff, pupils, visitors, and contractors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work etc Act 1974
- Complies with the requirements of The School Premises (England) Regulations 2012
- Supports the objectives of the School's Health & Safety Policy

2. Guidance

This policy is based on:

- DfE guidance on Good Estate Management for Schools
- School Estate Management Standards (2025)
- School Premises (England) Regulations 2012

This policy should be read in conjunction with:

- Health & Safety Policy

3. Roles and Responsibilities

Governing Body and Admissions, Property, Health & Safety Committee

- Ensure the School complies with statutory premises and safety duties
- Monitor accident trends, safety reports, and premises risks
- Review effectiveness of inspection and maintenance systems

Headteacher

- Has overall responsibility for implementation of this policy
- Ensures that the premises do not present unacceptable risk to staff, pupils, visitors or contractors

COO/Bursar (Health & Safety Officer)

- Oversees all premises-related health and safety matters
- Works in conjunction with the Site Manager to implement inspection programmes
- Ensures:
 - Safe systems of work
 - Maintenance and statutory compliance
 - Reporting and analysis of hazards and incidents
- Has authority to stop unsafe activities or equipment use
- Centrally maintains compliance records and ensures availability for inspection by governors, auditors and relevant authorities
- Oversight of contractor management

Site Manager

Responsible for:

- Day-to-day inspection and maintenance of premises
- Carrying out repairs and arranging contractor works
- Monitoring plant, equipment, and infrastructure
- Maintaining compliance records and inspection logs
- Acting as first point of contact for premises issues
- Day-to-day management of contractors while on site

Leadership Team and Heads of Department

- Ensure safe working environments within their areas
- Conduct and review risk assessments
- Ensure staff and students follow safe systems of work

All Staff

- Take reasonable care of their own safety and that of others
- Report defects, hazards, and unsafe conditions
- Use equipment safely and in accordance with procedures

4. Inspection and Testing

- a) The School maintains comprehensive and up-to-date records of all statutory inspections and testing carried out across the school site. This includes retaining all relevant documentation, reports, and certification.
- b) Any findings, actions, or recommendations identified through inspection reports are reviewed promptly, with appropriate remedial measures implemented where required.
- c) Records of completed works include details such as the date of completion, the nature of the work undertaken, and the identity of the contractor or individual responsible.
- d) The table below outlines the areas subject to inspection, the frequency of those checks, and the staff member responsible for oversight. Where appropriate, suitably qualified professionals are engaged to undertake specialist inspections, testing, or maintenance. The schedule incorporates both statutory requirements and additional checks based on recognised best practice guidance for effective estate management.

INSPECTION CATEGORY	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Annual testing. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Qualified/Competent External Contractor
Fixed electrical installation tests	5 Yearly	Qualified/Competent External Contractor
Emergency lighting	Monthly flash test. Annual condition test (including 3-hour battery test).	Site Team Qualified/Competent External Contractor
Legionella checks on all water systems	Regular checks are carried out by the external cleaning company and logs are maintain. Annual testing is done by external qualified contractor.	External Cleaning Company Qualified/Competent External Contractor
Asbestos	Regular spot checks as part of the asbestos register. Annual reviews of the asbestos register by external specialised contractor.	Site Team Qualified/Competent External Contractor

Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Site Team
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by external qualified contractor.	Site Team Qualified/Competent External Contractor
Fire doors	Regular spot checks are carried out by site team. 3-year inspection by external qualified contractor.	Site Team Qualified/Competent External Contractor
Firefighting equipment	Regular spot check by site team. Every 6 months inspection by external qualified contractor.	Site Team Qualified/Competent External Contractor
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).	Senior Science Technician
Gymnasium and Sports Hall equipment	Annual inspection carried out by external qualified contractor.	Head of Sports
Tree safety	6 months periodic inspection for stability and safety are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Qualified/Competent External Contractor

- e) This approach reflects the Department for Education's guidance on Good Estate Management for Schools and the School Estate Management Standards (2025).
- f) The School ensures that all inspections are carried out by suitably qualified and competent individuals. Comprehensive records are maintained for all inspections, including dates, certification details, and any defects identified along with the corrective actions taken. Any issues arising from inspections are addressed without delay. Where equipment or systems are found to be unsafe, they are taken out of service immediately and are not reinstated until they have been appropriately repaired and confirmed as safe for use.

5. Contractor Management

- a) The School recognises its duties to ensure that all contractors engaged to work on site are competent, appropriately supervised, and able to undertake their work safely and in accordance with safeguarding expectations.
- b) All contractors are required to:
 - Comply with the School's safeguarding (including visitor sign-in, identification worn), health and safety, fire safety, and site-security procedures as identified in the Health & Safety Policy.
 - Provide suitable risk assessments and method statements where appropriate prior to works commencing
 - Demonstrate appropriate qualifications, competence, training, insurance, and accreditation relevant to the work being undertaken
- c) The detailed procedures relating to contractor management, safeguarding controls, supervision arrangements, and site safety expectations are set out within the School's Health & Safety Policy and associated procedures.

6. Risk Assessments and Other Checks

- a) The School follows a structured approach to risk assessment to ensure that hazards are identified, risks are evaluated, and appropriate control measures are put in place. Risk assessments are carried out by designated members of staff and cover both routine, ongoing activities as well as specific or one-off tasks.
- b) Assessments are kept under regular review and are updated annually, following any incident, or whenever there is a significant change to processes, activities, or the physical environment.

7. Asbestos Management

- a) The School acknowledges its duties under the Control of Asbestos Regulations 2012 and maintains an asbestos management plan and asbestos register for the site.

- b) The asbestos register is maintained in Reception and must be reviewed prior to any intrusive works being undertaken.
- c) Detailed asbestos management procedures, including monitoring arrangements and contractor controls, are set out within the School's Health & Safety Policy.

8. Links with Other Policies

This policy links to:

- Health & Safety Policy

9. Monitoring Arrangements

- a) The effectiveness of this policy will be monitored through:
 - Regular premises inspections
 - Health and safety audits
 - Termly internal audit process covering infrastructure and risk
 - Reporting to:
 - Admissions, Property, Health & Safety Committee
 - Finance, Audit and Risk Committee
- b) The Policy is formally reviewed annually by Governors. It was first adopted on 22nd June 2026.

22 nd June 2026	Policy first adopted
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