

CANTERBURY CHRIST CHURCH UNIVERSITY

Energy Management Policy

The purpose of this policy is to enable the University to:

- Reduce consumption of energy with consequent financial savings
- Help protect the environment and prolong the availability of fossil fuels whilst alternative sustainable energy sources are developed.
- Raise awareness of the University's environmental responsibility and to reduce the environmental impacts that the University in line with its Strategic Plan commitments.

The long term objectives of the University are to:

- Use all fuels as efficiently as possible.
- Increase staff awareness of the need for energy efficiency.
- Set targets and regularly monitor and evaluate energy performance levels.
- Reduce Scope 1 & 2 CO₂e emissions by 25% between 2009 and 2016, through improved efficiency and implementing the Carbon Management Programme (CMP). The EcoCampus, Operational Control Procedure for the CMP 2.6.2 and the CMP Project analysis and approval Work Instruction v3.1 compliment this policy.
- Purchase energy from the most sustainable sources and at an economic price

The University will seek to reduce energy consumption without adverse effect on living and working conditions. The University fully supports the rights of all staff and students to work in buildings which are comfortably heated, illuminated and otherwise well serviced within the limits imposed by legislation.

During the winter season the temperature set point will be 21°C and internal temperatures will normally be maintained between 19-23°C. In summer the policy is generally not to provide cooling to teaching, general and office spaces. Where cooling is provided to specialised areas the policy is to cool to a minimum of 23°C.

An Energy Policy-Application and User Guide which forms an appendix to this policy includes further details on operational conditions and best practice guidance for staff and students.

This policy operates during normal business hours but may be changed to enable specific events to operate throughout the year.

This policy will be reviewed annually.

Responsibility Structure

The Carbon management Oversight Group has the responsibility to develop and update the energy policy. The CMOG working in conjunction with the Carbon Management Program Resource Group (CMPR) will seek final approval and ratification of the Energy Policy by the Sustainability Strategic Management Group.

The Estates Manager and Energy manager will be responsible for managing the policy on a daily basis and will be responsible for developing specific energy saving projects and offering advice on energy efficiency. Building Wardens promote the reduction of energy consumption to staff within their respective buildings.

Energy Policy-Application and Usage Guidance

This guide summarises the practical applications of the energy policy and gives guidance on how to achieve operational best practice for staff and students. This Appendix forms an integral part of the energy policy.

Health and Safety requirements

The Workplace (Health, Safety and Welfare) Regulations 1992 require that during working hours

- The temperature in workrooms should normally be at least 16 degrees Celsius
- The temperature in all workplaces inside the building shall be reasonable.
- A room thermometer should be available.

The HSE set no maximum temperature for workplaces. The HSE guidance on workplace temperatures can be found at

<http://www.hse.gov.uk/contact/faqs/temperature.htm>

Heating and Cooling

The University will endeavour to reduce energy consumption without adverse effect on living and working conditions. The University fully supports the rights of all staff and students to work in buildings which are comfortably heated, illuminated and otherwise well serviced within the limits imposed by legislation.

In line with this intent and the HSE guidance the University seeks to operate its buildings in the following manner

Winter (Heating):

- The winter/heating season will operate from 1st October to 30th April.
- During the winter season the temperature set point will be 21°C. Subject to local conditions temperatures may vary but will normally attempted to be maintained between 19-23°C.
- Where external temperature compensation is provided the heating will be brought on when the external ambient is below 12-17 °C. This will be adjusted in Spring and Autumn to match external conditions.
- Rooms will not normally be heated above 23°C.
- The use of additional portable heaters in rooms is not condoned.
- It should be noted that each additional degree for heating adds approximately 8% to the utility use and carbon emissions.
- If staff and students are working in areas which they collectively feel are overheating they should address their concerns to the Estates & Infrastructure department so set point adjustments can be made as appropriate.

Summer:

In line with the University's policies on energy use and carbon reduction cooling is generally not provided to teaching, general and office spaces.

The exceptions to this are for

- Computer labs
- Computer server rooms
- Large lecture theatres
- Rooms where controlled conditions are required for teaching or research
- Where it forms part of an integrated building climate management system or where air source heat pump units have been used to supply winter heating
- Areas where excess heat build-up is detrimental to equipment or users

For areas where cooling is provided

- The summer/cooling season will operate from 1st May to 30th September.
- The temperature set point will be to cool to a minimum of 23°C.
- The use of additional desk mounted fans should generally not be required in cooled areas and will only be allowed by exception.
- Exceptions may be made for server rooms and laboratories where lower temperatures may be required.

Where cooling is not fitted blinds and opening windows should be used to minimise the effect of solar gain on room temperatures. Fans can be provided to promote additional airflow within rooms.

During the spring/autumn months there may be a need to modify the temperature set points due to unseasonably warm or cold weather.

There is an expectation that students and staff are expected to dress appropriately to suit the external ambient weather and the set heating and cooling temperatures.

Local and centralised control

Depending on the system set up staff members in individual offices may be provided with local control over heating via thermostat or TRV. Building Management Systems (BMS) are set up in line with the parameters above for controlled systems, shared offices and cooled areas. BMS controlled systems are set to run for core term time hours (0900-1800). Out of hours requests for timetabled areas must be requested through Rooming & Timetabling, who advise Estates on a weekly basis of any changes required to run times.

Self Help Guide to internal control during more extreme external conditions

The table below lists a number of actions that staff members and line managers can take in reaction to more extreme summer/winter conditions. Teams in shared areas should be aware that people's perception of and reaction to heat and cold can vary and that a consensus will need to be reached between team members.

	SUMMER	WINTER
TOO HOT	Check wall thermometer Anticipate local variations in weather conditions and dress appropriately Try and work away from direct sunlight Use window blinds where fitted Try to create a through draught Use or request a desk fan (uncooled areas) In cooled areas discuss local conditions with line manager Drink plenty of water and avoid caffeinated and carbonated drinks	Check wall thermometer Anticipate local variations in weather conditions and dress appropriately Use local controls to regulate temperature If no control provided discuss local conditions with line manager If possible work away from direct sources of radiant heat Take regular breaks or change working location
TOO COLD	Check wall thermometer Wear appropriate clothing Add layers of clothing Make sure doors and windows are closed Pull back blinds to use maximise radiant heat from sunshine Take regular breaks or change working location	Check wall thermometer Wear appropriate clothing Add layers of clothing Check if radiators blocked or operating Close doors and windows and make sure these are closed at the end of the working day Try to use radiant heat from winter sunshine Arrange room to use radiant heat from radiators Alter working patterns to avoid sitting for long periods.

External review and assistance

If having reviewed the above options line managers consider that extreme conditions persist they should log a call with facilities-helpdesk@canterbury.ac.uk (Tel 2325). In response Estates will provide a wall thermometer if not already fitted and enter a period of monitoring. If in winter temperatures fall below 19-21 °C adjustments will be made or supplemental heating provided below 16-19 °C. In summer fans can be provided to uncooled areas. Areas judged to be overheating in the extreme will be monitored together with the Health & Safety advisor, in line with HSE, CIBSE and BB101 guidance to determine whether any permanent changes are required.