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| MANAGEMENT CONTROL HEADER |
| **Department** | Estates and Campus Management |
| **Author** | Mike Hamer |
| **Authorised By:** | Safety, Health and Environment Committee |
| **Implementation By:** | Estates Department |
| **Policy Reference** | POEST2122025 |
| **Policies Replaced:** | POEST1718014 – Energy PolicyPOEST1718015 – Heating Policy |
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| **Period of approval:** | Three Years  | **Review Date:** | June 2025 |
| I have carried out an equality impact assessment screening to help safeguard against discrimination and promote equality.  |  |
| I have considered the impact of the Policy on the Welsh language and Welsh language provision within the University. |  |

ENERGY POLICY

# PURPOSE OF ENERGY POLICY

Wrexham Glyndŵr University is committed to responsible Energy Management. We will seek to practice energy efficiency throughout our premises, plant and equipment wherever it is cost effective and practical to do so. Energy conservation practices and measures will be implemented to reduce our Carbon Footprint and conserve environmental resources, while maintaining thermal comfort of building users.

# COMMUNICATION STRATEGY

Energy Policy is available on WGYou the staff intranet site

Energy & Sustainability Policy Statement is displayed in Plas Coch main reception and the University’s satellite buildings.

# ORGANISATIONAL DEFINITION OF ENERGY POLICY

The policy of Wrexham Glyndŵr University is to control energy and water consumption to:

* Reduce energy and water consumption.
* Use energy more efficiently across our premises.
* Invest in clean technology and energy efficient measures.
* Invest in on-campus renewable energy schemes where feasible
* Avoid unnecessary expenditure on utilities.
* Comply with legislation.
* Raise awareness and educate staff and students.
* Protect the environment.

# THE SCOPE OF THE POLICY

This policy has been devised to ensure that as we continue to develop as a prosperous University, we will continually assess and improve our energy performance through the support and involvement of employees and students.

Glyndŵr University is committed to:

* Delivery of energy efficient management through our organisation’s Estates and Campus Management Department.
* Consider energy in all relevant business decisions.
* Gain control of our energy usage by reviewing and improving all our activities.
* Encourage involvement in energy efficiency at all levels within the University.
* Set challenging improvement targets for energy usage.
* Invest in a rolling programme of no cost, low cost, energy saving measures.
* Invest in appropriate energy efficient technologies.
* Purchasing utilities at most economic cost whilst security of supply is ensured.
* Reduce the environmental impact arising from our use of energy.
* Develop plans to reduce energy demand and consumption through design in new buildings and refurbishment programmes.
* Develop campus energy metering and reporting framework.
* Measure and report on our energy management performance both internally and externally.
* Review the Energy Management Policy every three years.

# RESPONSIBILITIES FOR DELIVERY

## 5.1 Responsibilities of Estates and Campus Management Department

* Responsibility for formulating and implementing the Energy Policy and managing heating requirements to maintain thermal comfort lies with the Head of Estates and Campus Management
* Responsibility for investigating complaints regarding heating levels lies with the Estates Help Desk, led by the Maintenance Manager who will respond accordingly and provide suitable feedback.

## 5.2 Responsibilities of Finance Department.

* Responsibility for the purchase of energy resides with the Finance Department’s Procurement Advisor and the Estates and Campus Management Department.

## 5.3 Responsibilities of Staff, Students, Contractors & Visitors.

* Ultimately, all individuals whilst at the University are personally accountable for energy usage.
* All employees are responsible for keeping heat in the building by closing windows and doors as appropriate and to ensure that radiators are not blocked with furniture, clothing etc.
* All employees are responsible for reporting faults and areas of under/overheating to the Estates Help Desk.

# IMPLEMENTATION STRATEGY

## 6.1 Energy Management Monitoring & Reporting

The Estates and Campus Management Department will provide regular reports to the relevant university committees on Energy Management issues as follows:

* Energy Consumption against key performance indicators for Electricity, Gas and Water.
* A list of current energy management activities with time scales and progress under the standard University reporting format.
* Energy Performance against set objectives – The University aims to reduce its CO2 target emissions as identified in the Carbon Management Plan.

The Carbon Management Plan, which is an integral part of the University Corporate Plan, will be developed and updated every five years by the Estates and Campus Management Department. The plan will outline proposed energy management activity, projects, objectives and associated capital requirements. The plan will include targets and performance in relation to the Carbon Management Plan.

The appropriate resources shall be allocated to ensure the implementation of the Carbon Management Plan. As well as University funding, alternative sources of funding will be actively pursued, including Government initiatives to support and encourage energy efficiency measures. The Estates and Campus Management Department will investigate and evaluate potential energy projects and assess criteria against pay back periods, environmental improvement and CO2 emissions reduction, maintenance benefits and sustainability. Adequate investment is essential for the promotion of energy efficiency which will also maintain good working order of the University Estate.

## 6.2 Heating Management

The Workplace (Health, Safety and Welfare) Regulations 1992 lay down requirements for the working environment and states that: During working hours, the temperature in all workplaces inside buildings shall be reasonable. Although the law does not state a minimum temperature it does advise that the temperature in workrooms should normally be at least 16 °C or 13 °C if much of the work is physical.

The University will manage their heating within their own buildings to achieve a suitable level of thermal comfort for building users as outlined below:

* During normal office hours in the heating season the temperature set point will be 20 °C.
* The set temperatures will apply between the hours of 0800 and 1700 Monday to Friday, excluding bank holidays and University closure days, approximately October 14th to April 14th**.** Exceptions will apply to the Edward Llwyd library building, Sports Centre accommodation and commercial facilities operating outside these hours where temperatures will be set accordingly in conjunction with hours of opening.
* In spaces where occupants have direct control of their heating temperature it is expected that they will set the workplace thermostats in accordance with the University’s heating policy.
* On days that are pleasantly warm for the specific time of the year, heating may not be switched on where it is judged that temperatures will rise quickly to target levels during the working day.
* The heating will normally be turned off April 15th to October 13th to save energy and to allow time for the heating system maintenance. The precise date will be determined by weather forecast data.
* Individual heating systems may not be brought in and are prohibited for safety reasons. Supplemental electric heaters, which are Portable Appliance Tested and held by the Estates Department, may be requested and booked out when authorised in special circumstances and in the case of system malfunction.
* Where an individual may need special consideration for health reasons then their Line Manager should refer to the Occupational Health Service for advice.

A building takes time to heat from unoccupied temperature to the desired set point. This time can vary with the weather and thermal characteristics of the heating system.

The University has optimiser controllers (time controllers incorporating an internal and an external temperature sensor) fitted to the heating systems. Using these sensors, the controller learns the response rate of the building and then minimizes the start-up period of the heating system dependent upon the prevailing outside temperature to achieve the required occupancy temperature by the start of the working day. Similar facilities are used at the end of the working day. By fully utilising these controls efficiency gains and financial savings will be achieved.

## 6.3 Legionella Management

The University will manage energy to control exposure to Legionella bacteria in line with the Legionella Policy.

## 6.4 Guidelines and Forms

Further information and guidance can be obtained from the Estates & Campus Services Department.

# EVALUATION

The Estates and Campus Management department shall monitor and review the performance on a regular basis to ensure objectives within the Carbon Management Plan are met. The Safety Health & Environment Manager will publish quarterly progress through the SHE Committee and Vice Chancellors Board on the achievement of energy targets and all energy saving projects undertaken. Recommendations, where necessary, will be discussed with users to reduce energy demand.

Wrexham Glyndŵr University will benchmark energy consumption against best practice, where practicable. Auditing of energy management will be undertaken as a part of the Glyndŵr University, Management System.