

UNIVERSITY OF CUMBRIA ENERGY POLICY

Policy Schedule	
Policy title	Energy Policy
Policy owner	Facilities Management
Policy lead contact	Lachlan Fulton – Environment & Sustainability Manager
Approving body	University Executive Group
Date of approval	April 2016
Date of implementation	September 2012
Version no.	2.0
Related Guidelines, Procedures, Codes of Practice etc.	Carbon Management Plan
Review interval	Every Three Years

NB. This policy is available on the University of Cumbria intranet and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

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2. Introduction

The University of Cumbria recognises the connection between consuming energy generated from fossil fuels and the growing threat of climate change. We understand our contributions to this, namely in 2014/15 our electricity and gas use resulted in the release of circa 5,000 tonnes of carbon dioxide.

We also appreciate energy and water consumption represents a significant cost to the university (7% of total annual spend excluding salaries), and a possible risk to financial security.

These are issues important to our stakeholders and also have statutory implications. As such, the University is committed to managing the consumption of both energy and water and their associated environmental and financial impacts across the entire estate.

3. Aims and Objectives

The purpose of this policy is to enable the university to honour its commitment of responsible use of energy and water.

To achieve this, the university will:

- Adhere to all relevant legislation, in particular The Energy Performance of Buildings Directive and Building Regulations Part L
- Heat buildings in line with our policy principles
- Invest in energy efficiency projects
- Actively monitor energy and water usage and set consumption targets
- Renew the Carbon Management Plan
- Promote energy awareness and stewardship to reduce wastage

4. Scope

This policy applies to activities across all sites and applies to all building users including staff and students.

5. The Policy Principles

General Principles

It is the responsibility of all staff and students to be aware of the environmental effects of energy and water usage and the benefits of minimising consumption and wastage.

It is the responsibility of all staff and students to report any waste energy or water (e.g. unnecessary lighting, leaking taps, space overheating, etc.) through the yellow slip system.

Staff and students are expected to dress appropriately for the ambient weather conditions as this may be reflected in the temperature of the building at times of extremity.

The Environment & Sustainability Manager will maintain systems to monitor energy and water use and report data in line with requirements e.g. HESA and Display Energy Certificates guidance.

Space Heating and Cooling

The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate during working hours, temperatures in workplaces should be reasonable. In accordance with this, temperatures in workrooms should be at least 16°C.

The University follows the Education (School Premises) Regulations 1999 and prescribes to providing the following minimum standards for temperature where practically possible (temperature set point applies to 0.5 metres above floor level).

Areas of normal level physical activity e.g. Offices, classrooms and libraries
Heating minimum temperature: 18°C

Areas of higher than normal physical activity e.g. Gyms and drama studios
Heating minimum temperature: 15°C

Heating Seasons: The University operates a heating season which spans from the 1st of October to the 30th of April inclusive. A heating season is used in order to provide energy savings and sufficient time from May to October for heating system maintenance, overhaul and refurbishment where necessary. For this reason, it may not always be possible to quickly turn systems back on.

Outside of the heating season, should internal space temperatures drop dramatically lower due to abnormal weather conditions, the Estates team will actively monitor conditions and consider if heating is required providing it is possible to do so.

Comfort cooling (air conditioning) will not be permitted unless a frequently occupied space is overheating (There are no defined legal upper limit therefore overheating thresholds will be calculated in line with CIBSE TM52).

Server rooms will be cooled through evaporative or ambient mechanical cooling where possible. Cooling will be limited to 25°C.

The use of personal electrical heating or cooling equipment is not permitted unless approval has been granted from a member of the Facilities Management Team.

Procurement

Energy will consider purchasing energy from a 'Green Tariff'.

When purchasing new equipment, items on the EU energy labelling scheme will be preferred and an A++ rating targeted.

Where a piece of equipment will use more than £500 worth of energy and/or water in a year, the whole life cycle cost of the alternatives will be calculated by the project team/consultant. Other than in exceptional circumstances, equipment with the lowest whole life cycle cost will be purchased.

Investment

The university will continue to invest capital into delivering energy and water efficiency projects across the estate (e.g. LED replacement schemes).

Investment will be made to renew and extend AMT (automatic monitoring and targeting) equipment in buildings to improve monitoring of energy and water use.

Where feasible the university will install renewable energy technology to reduce demand for energy from the national grid.

All new build and major refurbishment projects will be delivered in line with the following environmental assessment tools:

New build: BREEAM, with targeted rating of very good or above

Major Refurbishment: SKA Rating HE, with targeted rating of Silver

A qualified BREEAM/SKA Rating Assessor will be appointed as part of the design team.

For minor refurbishment projects, the good practice measures proscribed by SKA Rating will be incorporated into the project specification.

To continue to improve our approach to environmental management, the Carbon Management Plan will be renewed and investment will continue to achieve certification with the Environmental Management System standard ISO 14001.

Awareness

Energy and water awareness will be promoted to staff and students through numerous methods including; Corporate Induction, Awareness campaigns and social media.

6. Equality, Diversity and Inclusion (with particular reference to disability reasonable adjustments) and Equality Assessment Statements

- The Equality Act 2010 covers the "protected characteristics" of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation. The University has developed a Single Equality Scheme and Equality Objectives to implement the Equality Act within the University practices and procedures.
- Within the Equality Act it remains permissible to treat a disabled person more favourably than a non-disabled person. It remains lawful to make reasonable

adjustments in relation to employment, education and services to ensure that there is true equality of opportunity for disabled people.

- This policy and its implementation will be monitored, as appropriate, in line with relevant legislation for its impact on different equality groups. This process will provide a check on whether there are any differences and allow the University to assess whether these differences have an adverse impact on any particular group such that appropriate action is taken.

These are important issues and further information should be sought from the University's Equality, Diversity & Inclusion Manager, as required.

7. Records Management Statement

- The records associated with this policy are controlled by Facilities Management and will be created, stored and disposed of in line with the University's Records Management guidelines and procedures.
- The University is committed to complying with the requirements of Data Protection legislation and regulations and any personal data created as part of this policy will be processed in accordance with the University's Data Protection Act procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.
- The University also aims to ensure that users of this policy are aware of Data Protection, Freedom of Information and Records Management issues associated with this policy.

8. Risk Management Statement

- Failure to comply with this policy could lead to increased operating costs and expose the university to risk of legal noncompliance.

9. Roles and Responsibilities

It is the responsibility of:

- The University Board to endorse and approve the policy
- Director of Estates to own the policy
- Environment & Sustainability Manager to manage and maintain the policy
- Staff and student members deliver and adhere to the policy

10. Contact Details

Environment & Sustainability Manager
Call: Lancaster 01524 590880
Email: lachlan.fulton@cumbria.ac.uk

**UNIVERSITY OF CUMBRIA
POLICY DOCUMENT CONTROL SCHEDULE**

All University of Cumbria Policies must include a completed Policy Document Control Schedule consisting of the Policy Schedule (see front cover), Review Schedule and Drafting Schedule (see below) which should be completed as appropriate.

REVIEW SCHEDULE				
Review no.	Due date	Reviewed by	Approved by	Completion date
Version 1.0	July 2012	Andrew Boyd	Janet Whitworth	July 2012
Version 2.0	July 2015	Lachlan Fulton	Janet Whitworth	April 2016
Version 3.0	July 2018			

DRAFTING SCHEDULE	
Final Version	Date
1.0	July 2012