

Heating & Cooling Policy & Procedure

2022-2024



Edge Hill
University

Heating & Cooling Policy & Procedure

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Summary

Heating and Cooling Policy and Procedure

Glossary of Terms

N/A

Purpose

The purpose of this Policy and Procedure is to set out Edge Hill University's approach to Heating and Cooling and clearly define expectations and specific responsibilities in accordance with current legislation and best practice.

Policy

1. Objective

Edge Hill University aims to provide a comfortable working environment for staff and students, to comply with Health and Safety requirements, while minimising carbon emissions (CO₂e) and costs arising from the operation of heating systems.

Academic and Non-residential Buildings will be heated to maintain a minimum temperature of 16°C throughout all areas from the 1st October to 30th April (The defined Heating Season).

Residential Buildings will be heated to a minimum temperature of 18°C from 1st October to 30th April.

Where areas are not used as either office accommodation, teaching spaces or residential rooms (i.e. workshops, plant rooms, circulation spaces etc.), the minimum maintained temperature will be no less than the statutory minimum.

The HSE [Approved Code of Practice](#) suggests the minimum temperature in a workplace should normally be at least 16°C degrees Celsius.

2. Introduction

Edge Hill University aims to provide a comfortable working environment, although it is recognised that the internal temperature can be uncomfortable for some colleagues. This Policy and Procedure seeks to clarify the arrangements and expectations for heating the University's buildings to a comfortable working temperature, during core operational hours of occupancy in the heating season; and that excess energy is not wasted through over-heating or over-cooling.

Edge Hill University seeks to limit its environmental impact and associated costs rising from energy consumption, whilst ensuring that Edge Hill University activities continue. This will be achieved, in part, by monitoring energy usage and maximising the efficiency with which it is used; including eliminating unnecessary energy use and pursuing a programme of energy conservation.

Edge Hill University spends approx. £1.4 million on energy annually and costs are rising significantly. Temperature control is one of the most cost-effective ways of reducing energy and our CO₂e emissions.

This Policy and Procedure should be read in conjunction with the Edge Hill University's Environmental Sustainability Strategy.

3. Regulations

The Workplace (Health, Safety and Welfare) Regulations 1992 set down specific requirements for most aspects of the working environment. Regulation 7 deals specifically with the temperature in indoor workplaces and states that "during working hours, the temperature in all workplaces inside buildings shall be reasonable".
<http://www.hse.gov.uk/temperature/law.htm>

The Health and Safety Executive's Approved Code of Conduct states that "during working hours a reasonable internal temperature must be maintained and this must not be less than 16°C unless the work involves rigorous physical effort in which case the temperature can be lowered to no less than 13°C". These temperatures are not absolute legal requirements; Edge Hill University has a duty to determine what a reasonable level of heat for comfort will be in particular circumstances. There is no maximum temperature stated in the Regulations or associated Code of Practice.

Achieving a comfortable temperature is difficult, as human perception of a comfortable temperature is subjective. Many factors have to be taken into consideration when deciding what will make people feel 'comfortable', such as environmental and personal factors, and the physical condition of the building. For example, the age and location of the building, the age and layout of the heating system and the controls.

It is recognised that not everyone will achieve 'thermal comfort¹' at 16°C. The best that can be realistically achieved in any situation is an environment which satisfies the majority of people. The Health and Safety Executive considers 80% of the occupants as a reasonable limit for the minimum number of people who should be thermally comfortable in an environment.

¹ Thermal comfort is defined in British Standard BS EN ISO 7730 as: 'that condition of mind which expresses satisfaction with the thermal environment'.

4. Heating Standards

Edge Hill University, so far as reasonably practicable, will endeavour to maintain Academic and Non-Residential buildings to a minimum temperature of 16°C during their core operational hours during the heating season; 1st October to 30th April.

The aim during standard operating hours is to achieve consistency in temperature across the estate, establishing accepted temperature parameters and removing the need to adjust localised settings.

For non-accommodation or teaching spaces (i.e. workshops, plant rooms, circulation spaces etc.), the minimum temperature for all work spaces will be no less than the statutory minimum. Normal heating hours will be optimised between 07:00am and 06:00pm, Monday to Friday, excluding Bank Holidays within the heating season (1st October to 30th April).

Residential accommodation will be heated to a minimum temperature of 18°C between the hours of 06.30am to 11:00pm, where central control is available, subject to the standard thermostatic controls of the rooms.

Outside of core occupation times, all buildings default to a temperature setting of 10°C to 12°C to maintain the fabric of the building and to protect water pipework.

The Sports Hall, Library, Rose Theatre, Licensed premises and evening teaching areas will be heated to cover their opening times. Outside of normal working hours, heating may be provided in specified circumstances providing FM Property Services has approved a request in advance.

The heating season is normally from 1st October to 30th April, inclusive, depending on weather conditions. FM Property Services are unable to heat specific offices or floors outside normal operating hours.

Edge Hill University recognises that seasonal weather conditions fluctuate and FM Estate Services will make an assessment of the prevailing weather conditions. The Head of Estate Management or the Buildings and Maintenance Manager may, using their judgement and assessment of weather conditions, extend or shorten the heating season period (1st October to 30th April).

If there are particular circumstances where, for health reasons, individuals may need special consideration. Then Managers should undertake a risk assessment, referring to Occupational Health and the University's Health and Safety Manager for advice.

5. Expectation Of All Building Users

It is expected that individuals will:

- Accept that their view of an acceptable temperature may not be the same as other users of the building; personal temperature preferences vary greatly among individuals;
- Wear suitable clothing, each additional layer can improve comfort by 2-3°C;
- Show due tolerance and understanding, especially if they are in buildings that were not constructed to modern standards;

- Report areas of over/under heating to the FM Helpdesk;
- Keep heat in the building by closing doors and windows, as appropriate;
- Ensure radiators, thermostatic control valves and convectors are not blocked with furniture, clothing, towels etc.;
- Not use portable electric heaters as they pose a significant fire risk and interfere with building controls. This will affect the comfort of colleagues in other parts of the building and mask any underlying problems.

6. Expectation Of Facilities Management

- FM Estate Services will take responsibility for ensuring that appropriate heating is made available to all areas of the University, matching weather conditions;
- Investigate complaints of over/under heating promptly and provide suitable feedback;
- In instances where temperatures limits are met and thermal discomfort is experienced (for example, due to drafts), FM Estate Services will examine the feasibility of making improvements to this area. However, particularly in older buildings, the options may be limited and physical limitations may prevent their adoption. A thorough appraisal will be undertaken, reviewing alternative options before portable heaters are used;
- If temperature standards are being exceeded when the heating is operating, FM Estate Services will take reasonable measures to reduce the temperature, where possible.

7. Supplementary Heating

Supplementary heating or portable heating appliances may be required under certain circumstances. Portable electric heaters must not be used without prior consent of FM Estate Services, and the heaters have been PAT tested and approved to be plugged into specific sockets to avoid overloading of power circuits. Supplementary heaters will be removed where their use has not been authorised by FM Estate Services.

Individuals are not permitted to bring in / purchase their own local heaters and if found, these may be removed during routine health and safety inspections.

Temporary plug in heaters authorised or provided by FM Estate Services can pose a significant fire risk, and must not be left switched on out of hours under any circumstances.

The Head of Estates and the Buildings and Maintenance Manager must approve requests for additional supplementary heating for health or other specific reasons.

8. Procedure For Cooling

Edge Hill University shall provide cooling only for specific activities where cooling is required to maintain / control certain temperatures and humidity. The University does not provide comfort cooling. Any additional cooling will require business case approval through the correct channels.

The business case should specify:

- Demonstration / modelling of consistently unacceptable temperatures;
- An explanation of how other design solutions e.g. shading, mechanical ventilation; energy efficiency and lighting or changes to layout are insufficient, relocation of operation / equipment;
- Whole life costs (including energy and maintenance costs) and carbon emissions (CO₂e) over a period of 15 years;
- All submitted cases will be dealt with based upon their individual merits with the final decision based upon a sound technical, financial and pragmatic case.

9. Organisational Responsibilities

The Sustainability Manager, in conjunction with the Head of Estate Services and Buildings and Maintenance Manager, shall review the efficiency of this Policy and Procedure on an annual basis.

Note: Specialist areas, e.g. Laboratory / IT Server and rooms where temperature conditions are critical to equipment needs, remain outside this Heating and Cooling Policy and Procedure.

10. Summary Of Heating Policy Data

Heating Season – From 1st October to 30th April inclusive, subject to weather conditions.

11. Core Occupation Heating Hours

- Academic & Non- Residential 07:00 am to 06:00 pm
- Residential Buildings 06.30 am to 11:00 pm

Building	EHU Policy / Statutory Min Temp	EHU Policy / Statutory Max Temp
Workplace (Academic & Non-Residential Buildings)	16°C	Non Specified
Workplace (Rigorous physical effort)	13°C	Non Specified
Residential	18°C	Non Specified

12. Roles & Responsibilities

Person / Department	Responsibilities
Director of Facilities Management	<ul style="list-style-type: none"> • Establishing a management structure which ensures key responsibilities are allocated at the appropriate level. • Escalate any breach of legislation or Policy and Procedure to the University Directorate. • The Director may delegate, to specific members of staff, duties relating to health, safety and wellbeing as they consider appropriate to assist with their duties.
Head of Estate Services	<ul style="list-style-type: none"> • Responsible for effectively supporting the Director of Facilities Management to execute their safety management responsibilities, by ensuring the implementation of this Policy and Procedure, so far as is reasonably practicable. • Ensure robust systems are in place, competent technical staff are employed and responsibilities discharged, with specific reference to the Workplace (Health, Safety and Welfare) Regulations 1992 and Approved Code of Practice and Guidance. • Advise the Director of Facilities Management on changes in legislation in relation to this Policy and Procedure. • Ensure guidance on emergency procedures relating to Heating and Cooling is included in the University Emergency Management Plan. • Notify the Director of Facilities Management of any breach of Policy and Procedure or statutory requirements which cannot be dealt with effectively.
Estates Manager	<ul style="list-style-type: none"> • Assist with the implementation and review of this Policy and Procedure. • Perform the role of senior technical expert in relation to the management of this Policy and Procedure. • Ensure that accurate and up to date records are maintained. • Ensure guidance and awareness training for their staff is provided as appropriate to their duties. • Advise the Head of Estate Services of any changes within legislation relating to this Policy and Procedure. • Communicate information relating to this Policy and Procedure effectively. • Notify the Head of Estates Services of any breach of Policy and Procedure or statutory requirements which cannot be dealt with effectively.

Sustainability Manager	<ul style="list-style-type: none"> • Assist with the implementation and review of this Policy and Procedure. • Ensure this Policy and Procedure remains in line with the ESS and Carbon Management Plan
Estate Services Maintenance Supervisors	<ul style="list-style-type: none"> • Assist with the implementation and review of this Policy and Procedure. • Ensure accurate and up to date records are maintained. • Provide technical support and expertise in relation to the management of this Heating and Cooling Policy and Procedure. • Monitor, audit and review compliance with this Policy and Procedure. • Review the risk assessments relating to this Policy and Procedure on Edge Hill premises. • Ensure formal mechanisms are maintained to ensure that information relating to this Policy and Procedure is effectively communicated. • Advise the Buildings and Maintenance Manager of any changes in legislation relating to this Policy and Procedure. • Ensure Contractors are competent and that they have read and understood this Policy and Procedure. • Notify the Buildings and Maintenance Manager of any breach of Policy and Procedure or statutory requirements which cannot be dealt with effectively.
Estate Services Project Manager	<ul style="list-style-type: none"> • Ensure Contractors are competent and that they have read and understood this Policy and Procedure. • Provide Contractors with relevant information and instruction concerning the University Estate relevant to their area of work. • Notify the Head of Estate Services of any breach of Policy and Procedure or statutory requirements which cannot be dealt with effectively.
Contractors	<ul style="list-style-type: none"> • Must be competent. • Must be provided with relevant Asbestos information and instruction concerning the University estate. • Must have read and understood the FM Health and Safety Policy and Contractor Operational Procedure on the University Estate.

Deans and Directors	<ul style="list-style-type: none"> • Read and understand this Policy and Procedure. • Communicate information relating to this Policy and Procedure effectively.
Staff, Students and Visitors	<ul style="list-style-type: none"> • Read and understand this Policy and Procedure. • Co-operate fully with the FM Department in relation to this Policy and Procedure. • Ensure that due regard is given to all legislation, approved Codes of Practice and Guidance. • Advise the FM Department on internal environmental conditions outside of this Policy and Procedure. • Accept that their view of an acceptable temperature may not be the same as other users of the building; personal temperature preferences vary greatly among individuals, • Wear suitable clothing, each additional layer can improve comfort by 2-3°C. • Show due tolerance and understanding, especially if they are in buildings that were not constructed to modern standards. • Report areas of over/under heating to the FM Helpdesk, • Keep heat in the building by closing doors and windows, as appropriate. • Ensure radiators, thermostatic control valves and convectors are not blocked with furniture, clothing, towels etc. • Not use portable electric heaters as they pose a significant fire risk and interfere with building controls. This will affect the comfort of colleagues in other parts of the building and mask any underlying problems.

Key to Relevant Documents

Workplace (Health, Safety and Welfare) Regulations 1992.

Approved Code of Practice and Guidance.

Annexes

Document Control

Version	Date	Change Author	Summary of Changes
V.1.0	June 2018	Head of Estate Management	New Document
FM H&S 6 V2.0	May 2020	Buildings & Maintenance Manager	Current Institutional template used; department names / role titles updated. Responsibilities of former FM Deputy Director role now sit with Head of Estate Services.
FM H&S 6 V3.0	October 2022	Sustainability Manager	Added Sustainability Manager to roles and responsibilities table.

Endmatter

Title	Heating & Cooling Policy & Procedure
Version	FM H&S 6 V3.0
Policy Owner	Head Of Estate Services
Approved by	Institutional Health, Safety & Environment Committee
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