

## Energy Policy

Mission: 'Higher education for the delivery of a sustainable food chain and rural economy'

### Statement of Energy Policy

Harper Adams University College is committed to responsible energy management as part of its overall Sustainable Development Strategy 2006 - 2011 and Environmental Sustainability Strategy 2008-2013. The College recognises the environmental and cost benefits of reducing the environmental impact of its use of energy and water and to improving the management of that use.

The College aims to do this by:

- a) reducing the environmental impact arising from the consumption of energy and water
- b) increasing energy efficiency
- c) achieve continual improvement in energy performance
- d) investing in clean, sustainable, energy efficient technologies
- e) monitoring and reducing its carbon emissions from energy use
- f) providing a framework for reviewing energy performance and setting objectives for improvements

In order to achieve this, Harper Adams University College will endeavour to:

- Develop integrated campus energy metering and reporting framework
- Regularly monitor the consumption of energy and water
- Use alternative fuels and sustainable, renewable energy where cost effective
- Increase awareness of energy efficiency amongst all employees and students
- Ensure that relevant employees receive training in energy awareness and efficiency improvement techniques
- Conduct site energy audits to identify opportunities for efficiency improvements
- Implement cost effective energy efficiency measures
- Ensure that energy efficiency and carbon emissions are considered in business decisions
- Ensure that energy efficiency measures and sustainable design features are incorporated into all new build and major building refurbishment projects
- Invest in cost effective, clean technology
- Regularly review its Energy Policy

Principal:

Date Approved:

Review Date:



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4 January 2010

January 2013

## Corporate Energy Policy

### Aim

Our aim is to ensure that Harper Adams University College becomes more energy efficient, more sustainable, uses less resources where possible and recycles as much as possible. We also aim to encourage others to do the same.

### Management Responsibilities

1. Corporate responsibility for the Energy Policy rests with the Principal
2. The Estates and Facilities Manager has the day to day responsibility of managing and implementing the Energy Policy.
3. The Estates and Facilities Manager will monitor energy usage against set budgets, targets and benchmarks and be responsible for all expenditure on energy.
4. The Director of Finance will set the budget for energy consumption and is responsible for the payment of the energy consumed
5. The Environment and Waste Management Officer will monitor the daily usage of energy and report to the Estates and Facilities Manager.
6. It is the responsibility of the Environment and Waste Management Officer to raise and maintain awareness of the environmental issues relating to energy and water use to minimise waste and reduce carbon emissions
7. It is the responsibility of all staff and students to be aware of the environmental effects of energy and water use, the benefits of minimising waste and to report wastage of energy and water e.g lights on unnecessarily; dripping taps.
8. It is the responsibility of all staff and students to use lights, computers, office and other equipment etc. responsibly so that energy usage is minimised.

### Long Term Corporate Goals

- Minimise energy consumption and costs
- Reduce dependency on finite fossil fuels
- Reduce emissions from pollutants such as Co2
- Promote sustainable sources of energy use
- Reduce significant environmental impacts arising from energy and water consumption

### Medium Term Objectives

#### *Energy Management*

- Implement a regular programme of energy and water audits
- Identify all cost effective energy efficiency measures justified by projected financial savings/carbon reductions emissions
- Monitor and target energy savings for individual buildings
- Publish and regularly review the corporate Energy Policy
- Provide regular management reports on performance and usage

#### *Energy Budget*

- Set and track annual energy budgets
- Extend the use of monitoring and targeting in the provision of information and the development of targets

### ***Reporting of Energy Performance***

The procedures for reporting energy performance are as follows;

- Energy performance and activities to improve performance will be reported to the Sustainable Technologies Steering group bi-monthly and staff and students periodically
- Energy performance will be reviewed annually and documented in a year-end report.

### ***Energy Policy review***

The procedures for reviewing the energy policy are as follows;

- The Energy Policy will be reviewed every five years in line with the Environmental Sustainability Strategy
- Short term targets and supporting actions will be reviewed on an annual basis
- Any subsequent changes to the Energy Policy will require the endorsement of the Principal

### ***New Developments/Major refurbishment Works***

- Promote energy efficient design in all new build and refurbishment works
- Ensure refurbishment and new build projects meet requirements of the Energy Policy
- Ensure refurbishment and major new build projects are BREEAM assessed to achieve 'very good' aiming for 'excellent' standards

### ***Energy Awareness***

- Market the value of energy efficiency and good energy performance across the University College
- Provide energy management training to staff who are critical in the process of managing energy consumption within the University College
- Maintain a programme of staff and student energy awareness and regular publicity campaigns targeting improvements in good energy housekeeping\*.
- Publish performance and carbon emissions on the intranet and website.

## **\*Good housekeeping with energy use**

**Note:** Where reference is made below to reporting defects to the 'Estates Department' please use the Estates Fault Reporting system.

### **Heating**

- Keep windows and outside doors closed whilst heating is on
- Keep internal doors between areas at different temperatures closed to keep in heat and reduce draughts
- If any of the heating systems are found to run uncomfortably high, carry out local adjustments with the thermostatic radiator valves in the first instance, if this does not work then please report to the Estates Department via the Fault Reporting system
- Report any ineffective radiators
- Make sure that radiators and heaters are not blocked by furniture
- Report when heating comes on fully during the milder weather, resulting in overheating

### **Lighting**

- Switch off lights when a room is left unoccupied, even if only leaving the room for a short period of time. It is particularly important that responsibility is taken by staff for ensuring that lights are switched off in teaching and meeting rooms at the end of their use.
- Switch off lights when daylight levels are adequate.
- Use task lighting whenever it is available
- Report flickering fluorescent tubes immediately – they use more electricity than when they are working properly.
- Ensure lamps, windows and roof lights are kept unobstructed
- Cleaners: maximum lighting should only be used in the areas being worked, but minimum lighting must be maintained for safe movement between working areas.

### **Ventilation**

- Do not continuously open windows to cool a room when the heating is on. Please report overheating problems to the Estates Department.
- Do not leave outside doors and windows open during the heating season.
- Use the inner and outer doors of draught lobbies to keep in heat.

### **Air conditioning**

- An air conditioned room uses three times the electricity of a naturally ventilated room.
- Only use air conditioning when absolutely necessary
- In hot weather, switch off unnecessary equipment and lighting whenever possible to reduce heat gains
- Adjust blinds to keep out direct sunlight and reduce the cooling load (the rate at which heat is removed)
- When air conditioning is on, keep doors and windows closed to prevent the loss of conditioned air

### **Hot Water**

- Report dripping taps immediately
- Ensure all taps and showers are turned off when not in use
- Students: A bath uses five times as much hot water as a shower