

# Heating and Cooling Policy

Estates and Facilities

Version: 1.0

<b>Summary:</b>	This policy outlines the University's approach to providing a comfortable working environment while also managing the University's spend on utilities and aligning to the University's commitment to minimising the environmental impact of operating heating, cooling, and ventilation systems.		
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### Version Control

Date	Author	Version	Page	Reason for Change
09.11.22	Liz Harris/Owen Fackrell	1.0		Creation on new policy document
18.02.25	Michelle Pearce	2.0		Bi-annual Review

### Reviewers/contributors

Name	Position	Version Reviewed & Date
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## **1.0 Scope**

- 1.1 This policy covers the buildings located at the East Park Terrace campus and buildings located at all satellite teaching facilities. It excludes any premises operated by an external organisation.
- 1.2 This policy covers the Warsash campus, which includes the Fire School where a third party (Serco) conducts teaching, but specifically excludes the drying rooms where heating is required outside of normal heating periods.
- 1.3 This policy excludes the Solent managed Student Residences, where individual rooms have their own temperature control.

## **2.0 Definitions**

### **2.1 Heating Period**

- 2.1.1 Describes the period during which the heating systems are operating within a designated internal temperature range so as to provide a reasonable standard of thermal comfort for the majority of building users as referenced in the guidance issued by CIBSE (CTT8).

### **2.2 Cooling Period**

- 2.2.1 Describes the period when Air Conditioning systems and Natural Ventilation are operating within a designated internal temperature range so as to provide a reasonable standard of thermal comfort for the majority of building users as referenced in the guidance issued by CIBSE (CTT8).
- 2.2.2 Both the heating and cooling periods are flexible; they can be amended as needed to account for variations in external weather conditions. Continual monitoring of external temperatures determines the requirements for individual buildings' interior temperature.

### **2.3 Thermal Comfort**

- 2.3.1 Describes an individual's state of mind in terms of whether they feel too hot or too cold. This status is affected by external environmental conditions, ventilation, heating in the workplace, how static the individual is while working, clothing and personal preferences.<sup>1</sup>

### **2.4 Core Hours**

- 2.4.1 Core hours are defined as being 8am to 4pm, Monday to Friday, excluding bank holidays and University closure days.
- 2.4.2 More broadly core hours describe the period each day during which the majority of teaching activities and office work takes place. Each building on the EPT campus may operate with different core hours dependent on the activities undertaken in that building.
- 2.4.3 The Library and Sports Complex buildings do not operate exclusively during core hours, remaining open over the weekend with the hours of operation provided on the Solent Portal.

## **3.0 Legal Requirements**

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<sup>1</sup> Definition sourced from <https://www.hse.gov.uk/temperature/thermal/>

- 3.1 The Workplace (Health, Safety and Welfare) Regulations 1992 place a legal obligation on the employer to provide a 'reasonable' temperature in the workplace. The Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice suggests a minimum temperature of 16 degrees Celsius.
- 3.2 No figure is provided as a legal maximum temperature, instead the Regulations require that temperatures in all workplaces shall be 'reasonable', although the term reasonable must be considered alongside the nature of the workplace and the work activities.
- 4.0 **Heating Policy**
- 4.1 Heating is supplied via the Southampton District Energy Scheme, and in select buildings via gas boilers.
- 4.2 On the EPT campus heating is controlled via a central BMS (Building Management System) and heating is regulated throughout all buildings through the monitoring of external temperatures and building use i.e., office and teaching space, workshops etc.
- 4.3 At the Warsash campus other than the Fire School, heating is controlled locally in each building.
- 4.4 Heating is supplied throughout the heating period during core hours.
- 4.5 Where radiators are installed users of the space can adjust the temperature locally as required.
- 4.6 Portable heaters brought in by individuals are not permitted, any personal heaters found will be removed as they pose an increased fire and electrical safety risk.
- 4.7 In the event the central heating system fails for any reason and the problem cannot be resolved within a reasonable time period the Estates and Facilities Team will evaluate the situation in line with business continuity considerations to determine what actions are appropriate, this may include the provision of alternative methods of heating, or consultation with the energy supplier to determine the next steps.
- 5.0 **Cooling Policy**
- 5.1 Where it is available, cooling is generally controlled via the BMS. However, some areas of the campus are controlled locally, this typically applies to small air conditioning units. Where local controllers are fitted and have the option, the controllers are set for temperature and automatic timers switch off units after 60 minutes run time.
- 5.2 Where mechanical ventilation is not in use or available, windows and blinds should be used to keep spaces at a comfortable temperature. Mechanical cooling, which includes air conditioning units, is not routinely installed in university buildings, and is only installed where there is a demonstrable operational or business need.
- 5.3 Building occupants are not permitted to bring or use their own portable air conditioning on campus. The Estates and Facilities department do not retain a supply of these units and therefore are unable to provide them.
- 5.4 The use of personal (desktop) fans is permitted; however, the university does not routinely supply fans for personal use. An individual wishing to supply their own fan for use on campus

is required to first consult with the Estates and Facilities team to ensure the equipment meets health and safety requirements.

- 5.5 Should individuals require additional cooling and wish to use a personal fan it is requested that they also consider the comfort of other individuals within their immediate vicinity.

## 6.0 **Temperature Regulation and Seasonal Impacts**

- 6.1 The BMS system monitors the external temperature and adjusts the internal heating temperature accordingly. When the external temperature increases outside, the BMS will reduce the heating inside, conversely as the external temperature drops the BMS will increase the heating to raise the internal temperature.

- 6.1.1 This effect is not instantaneous due to the size of the buildings and there is an interval between the change in the external temperature and the corresponding adjustment to the internal heating.

- 6.1.2 During periods where one season is transitioning into the next such as the change from Winter to Spring and Summer to Autumn, there can be a greater differential between day and night-time temperatures where this interval is more noticeable.

## 7.0 **Personal Responsibility / Expectation of Building Users**

- 7.1 As all individuals have different requirements it is not possible to always achieve a comfortable temperature for all building users, instead the temperatures are set to meet the requirements of the majority of users.

- 7.2 All building users must take responsibility and take reasonable measures to ensure their own personal comfort:

- Dress appropriately for the current weather conditions and the activity being undertaken, wear layers that can be easily added or removed as temperatures change
- If sat for extended periods, take regular breaks to stand and/or walk which will increase your internal body temperature
- Ensure locally controlled heating or cooling is switched off when not required.
- Where radiators are provided, ensure the thermostat is set at a reasonable level and adjust as necessary to accommodate changes in the external temperature
- Where window blinds are provided, use these to block out solar glare and heat
- Take reasonable steps to ensure heating is not lost by closing windows as appropriate
- Report heating or cooling issues to the Estates Helpdesk via Planon as soon as possible once discovered to ensure issues are investigated and rectified in a timely manner

- 7.3 In the event of a Health and Safety requirement for increased ventilation (e.g., an outbreak of a contagious respiratory virus like COVID-19), staff and student will be kept informed of the requirement for additional ventilation and will be advised on which locations across campus staff and students should consider wearing additional clothing to account for cooler temperatures.

- 7.4 Further guidance on temperature in the workplace is available on the HSE website at [www.hse.gov.uk/temperature/index.htm](http://www.hse.gov.uk/temperature/index.htm).