

Staffordshire University Heating Guidance

Name of Document:	Heating Guidance
Purpose of the Guidance:	Sets the University's approach to managing space heating
Approved by:	Director of Estates
Responsible for Updating:	Energy Manager
Applies to:	All Employees, Students, Contractors and Members of the Public
Date of Approval:	25th September 2013
Proposed date of Review:	Spring 2014

Equality and Diversity Statement:

Staffordshire University's commitment to equality and diversity means that this guidance has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race, gender and disability and avoidance of stereotypes. This document is available in alternative formats on request.

If you think we can improve the fairness of this guidance please contact the individual who has responsibility for its update.

Context

Staffordshire University recognises that it has an obligation to maintain a warm comfortable working environment for its students and staff. However, in tandem with this obligation, we are also committed to reducing carbon emissions from gas and electricity use. This guidance seeks to establish as harmonious a balance as possible between the comfort of staff and students and our wish to improve the environment for all.

Legislation

The Workplace Regulations (Health, Safety & Welfare) 1992, establishes a minimum internal temperature of 16°C, 1 hour after the declared start of the day's heating. However, the University will endeavour to heat buildings to within a range of 17°C and 23°C.

Heating Season

The "Heating Season", is deemed to be 1st October to 30th April. Outside this period, the heating will not routinely be operative. The normal hours of heating for campus buildings will be 8:30 to 18:00. Heating hours will be extended where events are scheduled in particular buildings outside these hours and at weekends. Areas that are required for occupation on a twenty-four hours per day, seven days per week basis, will be heated accordingly. Residential buildings will be heated seven days per week during the heating season, where central control is installed.

Exceptional Weather

It is recognised that from time to time ambient temperatures do fall to unusually low levels outside the October to April 'heating season'. If the temperature *does* fall to unseasonably low levels, in the first instance, it is advised that staff and students dress accordingly. On the rare occasions that temperatures remain low for a longer period of time, space heating will be temporarily reinstated. We define this latter period as where day time peak temperatures of 16°C or less occur for two or more consecutive days.

The reasoning for this is that it is inefficient to bring heating systems in and out of service for short periods. In particular, our buildings that are heated by electric storage units are vulnerable to changes in ambient temperatures and can leave rooms overly warm as external temperatures rise, thus leading to complaints of overheating and associated wastage of energy.

Use of Portable Heaters

The University is aware that there is a significant quantity of portable electric heaters to be found on campus and that this use is presently unregulated, inequitable and unhelpful to our legislative obligation to reduce carbon emissions. Accordingly the use of portable heaters is under review. Until the review concludes, the following guidance is applicable.

Some portable heaters are supplied by the University whilst the remainder are brought to the University on an individual basis. We would ask that where portable heaters are deemed necessary by the user, that they are used thoughtfully:

- The appliance must be PAT tested
- The appliance must only be used where the room temperature has fallen below 17°C
- Turn off the appliance when you are not in the room
- Where temperature control or fan speed variation are available, use these appropriately
- Please consider the comfort of others sharing the work space where portable electric heaters are to be used. Other room occupants may not wish the room to be as warm, agree an appropriate level
- The University does not encourage the use of portable electric heaters where space heating is already on

Where the heating *is* on, but you are still not warm enough please try the following:

- Ensure that there is no furniture or other obstruction close to the radiator, this can reduce the effectiveness of the radiator by 20% or more
- That, where present, the thermostatic radiator valve is set to an effective level
- Eliminate drafts as much as possible
- Dress appropriately