

## **MORAY COUNCIL – HEATING POLICY**

### **PURPOSE OF HEATING POLICY:**

The Moray Council is committed to responsible Energy and Carbon Management. This policy sets out the Council's aims to comply with Health and Safety requirements, providing reasonable standards of thermal comfort conditions for staff whilst minimising emissions of greenhouse gases, particularly carbon dioxide (CO<sub>2</sub>).

### **ORGANISATIONAL DEFINITION OF HEATING POLICY:**

The policy for The Moray Council is to set and control the temperature ranges in the heating season, approximately October 13<sup>th</sup> to 31<sup>st</sup> May. By adopting and implementing these measures the need to manage our Carbon Footprint, conserve environmental resources and reduce expenditure will be addressed.

### **THE SCOPE OF THE POLICY**

During core occupancy times in the heating season:

- the temperature set point will be 19°C.
- heating will apply between the hours of 0800 and 1800 Monday to Friday.
- buildings are required to be at their operating temperature within one hour of occupancy.
- Outside of core occupation times, all buildings default to a temperature setting of 10 to 12°C to maintain the fabric of the building and to protect water pipes.

Exceptions will apply to swimming pools, sports facilities, school buildings and nurseries with young children, buildings with vulnerable and elderly occupants and buildings which operate outside normal office hours. Depots and buildings where manual labour is performed will have their heating set to 16°C.

Heating time schedules to be agreed with the principal users of buildings and represent the best possible balance between the need to provide comfortable working conditions and the requirement to conserve energy and avoid waste.

In spaces where occupants have direct control of their heating temperature it is expected that they will set the work place thermostats in accordance with the Council's heating policy.

"1°C increase causes energy consumption to rise by 9%".

On days that are warm for the specific time of the year, heating may not be switched on where it is judged that temperatures will rise quickly to target levels during the working day.

The heating for the building:

- will normally be turned off 31<sup>st</sup> May to 13<sup>th</sup> October to save energy and to allow time for the heating system maintenance,

- the domestic hot water system will be left on to provide hot water at sinks and for Legionella control.

Unseasonal weather conditions may determine changes to these dates. The actual times and dates of daily heating operations can be altered on the authority of the Site Responsible Person to meet local conditions and situations.

- As electrical heating generates at least twice the CO<sub>2</sub> emissions of gas heating: individual heating systems may not be brought in from home
- and are prohibited for safety reasons.

Supplemental electric heaters, which are Portable Appliance Tested annually and held by the Maintenance Section of Housing & Property Department, may be authorised by the Site Responsible Person in special agreed circumstances by contacting the Maintenance Helpdesk.

In particular circumstances, where an individual for health reasons may need special consideration then their Line Manager should refer to the Occupational Health Service for advice.

## **RESPONSIBILITIES FOR DELIVERY**

### Responsibilities

Responsibility for formulating and implementing the Heating Policy lies with the Property Asset Manager.

Responsibility for extending or shortening the heating season in view of weather conditions lies with the Energy Officer.

Responsibility for reducing/exceeding localised set temperatures in temporary unseasonal weather conditions lies with the Site Responsible Person.

Responsibility for setting/altering set times to meet localised situations lies with the Site Responsible Person. The Energy Officer and Building Services Engineer should be consulted, via the Property Asset Manager, prior to any major alteration to the system settings.

Responsibility for investigating complaints lies with the Housing & Property Department. Depending on the nature of the complaint, the appropriate manager will respond accordingly and provide suitable feedback.

### Responsibilities of all staff

All staff are responsible for keeping heat in the building by closing windows and doors as appropriate and to ensure that radiators are not blocked with furniture, clothing etc. This is the default position however while guidance from Scottish Government remains encouraging increased ventilation staff are expected to act responsibly and use appropriate judgement in managing the need for appropriate ventilation verses increased heating requirements taking account of each buildings specific circumstances.