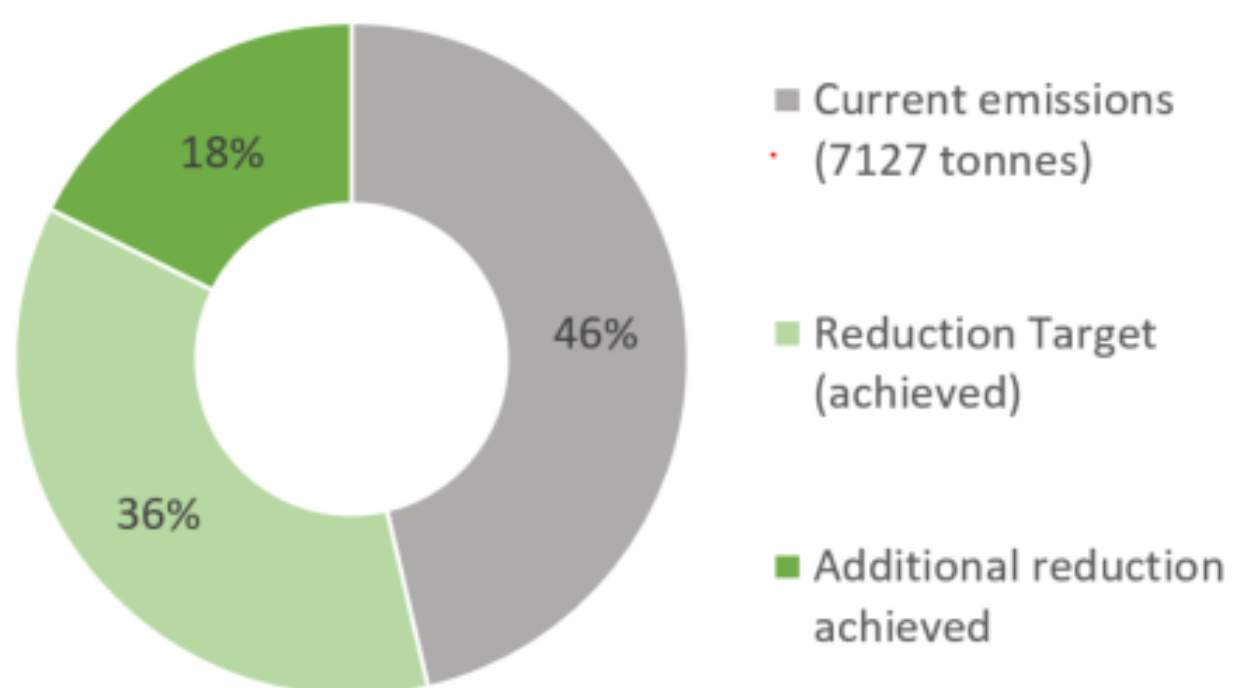


Heating and cooling policy

Revised Oct 2022

Providing a comfortable working temperature for building occupants is important to the University but this has to be balanced against the University's commitment to achieving net zero from energy use by 2030. The operation of OU heating systems results in the emission of approximately 2,900 tonnes of CO₂ per year. A 1°C decrease in heating temperature results in a reduction of approx. 200 tonnes CO₂ emissions per year, this is equivalent to not producing 200 hot air balloons of CO₂ a year.

Reduction in carbon emissions since 2006 (15,378 tonnes baseline).
A total carbon reduction of **53.65%** which is 8251 tonnes.



Heating Policy:

The majority of University occupied buildings are controlled remotely via the Building Energy Management System. Due to variations from person to person, it is difficult to satisfy everyone within the same thermal environment. The workplace (Health, Safety & Welfare) Regulations 1992 and the associated code of practice 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 severe physical effort in which case the temperature can be lowered to no less than 13°C.'

The University endeavours to maintain space temperatures between 19-21°C in office areas during core working hours. Lower temperatures may apply to workshops, storerooms, amenities, and circulation spaces. Heating systems will be turned off in early summer and turned back on in autumn, depending on weather conditions. Portable heaters and air conditioning units may not be used without explicit consent from the Estates department.

The OU's utility bill is more than £3million a year. Recent international reports have highlighted the severity of the climate crisis and public awareness of sustainability and carbon emissions is increasing.

This policy will help users to understand our heating and cooling strategy and the limitations as to what can be achieved.

What you can do to help:

- Report problems with heating and cooling to the Estates Liaison Line
- Dress appropriately for the weather and drink hot or cold drinks depending on weather conditions
- Use windows appropriately and make use of window blinds and curtains in hot and cold weather. This will help keep heat in during winter and help keep heat out in summer.
- Take regular breaks and when possible make use of flexible work times to avoid extremes of temperature
- Alert the Estates Liaison Line if you wish to work outside of normal working hours and ensure out of hours meetings on Walton Hall campus are booked using the central booking system
- Site workstations away from heat or cold sources
- Switch off unnecessary electrical equipment and lighting particularly in summer
- Think about saving energy whenever possible

If you require further information please contact Estates Liaison Line.
Telephone: Ext. 51000 or 01908 653286 Email: Estates-Liaison@open.ac.uk

