

# Management of Building Temperatures Policy



<b><u>Policy Title</u></b>	<b>Management of Building Temperatures Policy</b>
<b><u>Policy Category</u></b>	Compliant
<b><u>Owner</u></b>	Assistant Director of Health Safety and Environment
<b><u>Group Executive Lead</u></b>	Chief Information, Data and Estates Officer
<b><u>Date Written</u></b>	October 2023
<b><u>Considered By</u></b>	Policy Review Council
<b><u>Approved By</u></b>	Executive Board
<b><u>Date Approved</u></b>	November 2023
<b><u>Equality Impact Assessment</u></b>	The implementation of this policy is not considered to have a negative impact on protected characteristics.
<b><u>Freedom of Information</u></b>	This document will be publicly available through the Groups Publication Scheme.
<b><u>Review Date</u></b>	November 2026
<b><u>Policy Summary</u></b>	To ensure that members of NCG are aware of their responsibilities in relation to the management of building temperatures and to assist them to discharge those responsibilities in consideration of NCG's wider sustainability objectives.

<b><u>Applicability of Policy</u></b>	<b><u>Consultation Undertaken</u></b>	<b><u>Applicable To</u></b>
Newcastle College	Yes	Yes
Newcastle Sixth Form College	Yes	Yes
Carlisle College	Yes	Yes
Kidderminster College	Yes	Yes
Lewisham College	Yes	Yes
Southwark College	Yes	Yes
Professional Services	Yes	Yes
West Lancashire College	Yes	Yes

<b><u>Changes to Earlier Versions</u></b>	
<b><u>Previous Approval Date</u></b>	<b><u>New Policy</u></b>
N/A	New policy.

<b><u>Linked Documents</u></b>	
<b><u>Document Title</u></b>	<b><u>Relevance</u></b>
Environmental Strategy	Element of the strategy for energy
Carbon Management Plan	Identifies means of reduction of carbon through utilities use

## Equality Impact Assessment

	Judgement	Explanatory Note if required
<b>EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?</b>	Yes	
<b>EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?</b>		
<b>Age</b>	No	
<b>Disability / Difficulty</b>	No	
<b>Gender Reassignment</b>	No	
<b>Marriage and Civil Partnership</b>	No	
<b>Race</b>	No	
<b>Religion or Belief</b>	No	
<b>Sex</b>	No	
<b>Sexual Orientation</b>	No	
<b>EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?</b>	No	
<b>EIA4 - Does the policy/process discriminate or victimise any groups or individuals?</b>	No	
<b>EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?</b>	No	
<b>EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?</b>	No	
<b>EIA 6 - How do you know that the above is correct?</b>	Consultation was undertaken with Professional Peers, Policy Review Council and Executive Board.	

## **1. Introduction**

NCG is committed to providing a comfortable working and learning environment, minimising energy waste and carbon emissions and operating within the Workplace Health, Safety and Welfare Regulations 1992.

## **2. Aims and Objectives**

2.1 The aim of this policy is to provide users with information on how the internal environment is managed across NCG, the process for reporting faults or concerns and how requests for adjustments to centrally controlled systems can be made.

2.2 This policy reflects the commitments set out in the Environmental Strategy and supports the NCG Carbon Reduction Plan to provide a thermally comfortable environment whilst optimising energy efficiency and minimising waste.

## **3. Requests for Adjustments to Existing Provision**

3.1 NCG will aim to provide the optimum balance between comfort and environmental benefits.

- The temperature of office accommodation and teaching rooms (predominantly sedentary occupiers) shall operate within the temperature range of temperatures of between 19°C - 21°C (+1/-1°C) in winter/cold weather.
- Where we can cool rooms (e.g. summer months), we will aim to maintain the temperature at 24°C (+1/-1°C)
- We will take reasonable care but as a routine matter will not typically accommodate personal preferences outside of the parameters set above.

3.2 Where adjustments to centrally controlled systems are required, requests to the Estates Department should be made by the line manager in order to minimise the potential for conflicting requests and to ensure that all local staff are aware of and agree with any change being proposed.

3.3 Where staff have concerns about the temperature in their working environment, consideration should initially be given to local control measures such as opening windows and taking breaks, see: [HSE Employees Guide](#) - temperature.

#### **4. Reporting of Heating / Cooling Faults**

4.1 Faults or failures should be reported through the Estates Helpdesk.

4.2 In the event of a failure of the heating system, Estates will aim to supply appropriate provisions.

#### **5. Requests for Additional Provision**

5.1 Requests for any additional provision, reasonable adjustments under the Equality and Diversity Policy or modifications to temperature and ventilation control systems should be submitted through Estates.

5.2 NCG will not ordinarily supply stand-alone electrical heaters, as they do not comply with our environmental initiatives. If necessary, please contact the Estates Helpdesk to request a change in temperature, who will assess the situation in line with the temperature range above. *Personal heaters and fans can confuse office thermostats and make everyone too hot or cold.*

5.3 All portable heating equipment must be approved by Estates and will require a risk assessment to be submitted prior to approval through Estates.

5.4 There are no restrictions on desk fans during the summer months, although all portable equipment must be Portable Appliance Tested by the Estates

#### **6. Roles and Responsibilities**

6.1 Estates is responsible for the overall management and installation of the heating, cooling, and ventilation systems within all NCG premises.

6.2 Depending on weather conditions, centrally controlled heating will normally be switched on between 1 October - 31 March.

6.3 During the operating period of the heating systems, NCG aims to maintain building internal air temperatures within the range of 18-21°C.

6.4 Where we can cool rooms (e.g. summer months), we will aim to maintain the temperature at 24°C (+1/-1°C).