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Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

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Energy Policy

INITIATED BY: Director of Planning and Performance

APPROVED BY: Corporate Risk Committee

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DATE FOR REVIEW: 3 years from date of approval or if any legislative or operational changes require

DISTRIBUTION: All staff via intranet

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Summary

Who this document is aimed at:

This document is aimed at all Cwm Taf University Health Board employees, contractors, and volunteers (staff).

Key issues:

- Minimising cost which will allow investment back into healthcare.
- Minimising the impact on the environment.
- Complying with legislation.

Brief summary of document:

This Policy shall apply to the management of energy and water consumed at all Health Board premises. It defines what objectives the Health Board aims to achieve by providing a more comfortable and efficient environment for patients staff and visitors, whilst reducing expenditure through Energy efficiency measures.

Policy Definition

A policy is a high level overall guide, which sets the boundaries within which action will take place, and should reflect the philosophy of the organisation or department.

It provides a prescribed plan for staff to follow, which should not be deviated from.

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1. Purpose

It is the purpose of this policy to ensure, as far as is reasonably practicable, that the use of all forms of energy within the Health Board is done so, in a controlled, efficient and sustainable manner, to reflect the financial and environmental initiatives instigated by or placed upon the Health Board.

2. Policy Statement

Cwm Taf University Health Board recognises that the consumption of energy and water is necessary for the provision of healthcare services and that it has a responsibility to be energy and resource efficient by minimising unnecessary energy usage.

This will deliver benefits of:

- a) Minimising cost which will allow investment back into healthcare.
- b) Minimising the impact on the environment.

As part of our Environmental strategy, the Health Board is committed to responsible energy management and will practice energy efficiency throughout all our premises and in the use of plant and equipment.

The Health Board recognises that it has a responsibility towards the environment with global warming, climate change and the production of greenhouse gases being important issues. It also has a responsibility to conserve natural resources in a manner that makes minimal demands on the environment and hence produces minimal waste in terms of the local, national and global environment.

3. Principles

The Health Board, through its Chief Executive, will ensure that its duties and responsibilities for the safe management of the Energy Policy are fully met.

4. Scope

This Policy shall apply to the management of energy and water consumed at all Health Board premises. It shall be applied in conjunction with other relevant Health Board policies. It shall apply to all Health Board staff, contractors, and volunteers who must comply with the Policy and its supporting procedures.

5. Legislative and Health Board Requirements

The Health Board is committed to achieving the minimum standards for energy consumption and control placed upon it by both National and Welsh Governments.

The following legislation and guidance apply:

- a) Energy Act (2011).
- b) Part L Buildings Regulations.
- c) Energy Performance of Buildings Regulations 2010.
- d) CRC Energy Efficiency Scheme Order 2010.
- e) HTM 07-02 Enco2de requirements 2006 revised 2015
- f) Climate Change and Sustainable Energy Act 2006.
- g) Climate Change Act 2008.
- h) BS EN ISO14001 Environmental Management System.
- i) Energy Act 2011 (And as amended).
- j) Heat Network (Metering and Billing) Regulations 2014.
- k) Wellbeing of Future Generations Act (Wales) 2015.
- l) Environment (Wales) Act 2016.
- m) Energy Performance of Buildings Regs. (2007 and as amended).
- n) Building Regulations (Wales) 2014 - Part L Conservation of Fuel and Power.
- o) Carbon Reduction Commitment Energy Efficiency Scheme (CRC EES) Order / Regs. (2010 as amended).
- p) Water Industry Act.
- q) Water Resources Act.

This list is not exhaustive. The Energy Compliance Group is updated on a quarterly basis with any changes to legislation as an agenda item reported by the Estates and Facilities Compliance Manager. References to legislation amendments in this policy will be updated as deemed appropriate by the Energy Compliance Group.

6. Procedure

6.1 Objectives and Targets

- a) Achieve the year on year Welsh Government Target of 3% reduction in Green House Gas Emissions.
- b) Achieve a target of **Excellent** for new build and **Very Good** for major refurbishments for Energy in the **BREEAM** Assessment for new builds.
- c) The procurement of all energy and water, wherever possible utilising the most cost effective contracts.
- d) Purchase a proportion of renewable (green) energy wherever appropriate.
- e) Maintain an energy reporting system and ensure appropriate Managers receive regular information regarding consumption and performance.

- f) Maintain energy usage, targeting and invoicing system (Energy Targeting and Monitoring) in order to verify consumptions and unit costs.
- g) Provide accurate information to the Health Board's finance department to enable realistic forecasting and revenue accruals.
- h) To assess the energy performance, compare and benchmark against set standards and other organisations.
- i) To promote a culture of energy and environmental awareness throughout the organisation.
- j) To proactively engage all staff in energy awareness training and good housekeeping initiatives on a regular basis.

6.2 Heating Procedure

In order to reduce Co2 emissions, consumption and improve Energy efficiency all space heating services will be shut down throughout the summer period, **1st May** through to the **30th September** each year.

Should cold spells affect the general comfort levels or there is a breach of statutory temperature requirements, either the Energy / Carbon Project Manager or the site specific Estates Officer will consider the need for the heating services to be returned during the summer shutdown period for the duration of the cold spell.

6.3 Electric Heaters

Portable electric heaters and cooling systems are not to be used within the Health Board premises, except under the following criteria:

- a) Where permanently installed as part of the designated heating or cooling system.
- b) In areas where the Estates department has agreed that electric heaters are necessary to maintain the recommended environmental air temperature. In such instances the Estates department will provide suitable heaters and monitor the continued requirement.
- c) It shall be the Health Boards policy wherever practicable, to modify such areas through additional insulation and eliminate the need for temporary electric heaters.

Personally owned portable heating or comfort cooling devices shall not be used on Health Board Premises. All such devices must be purchased via the Health Board's procurement department, with pre approval from the Energy and Carbon manager, and must be Portable Appliance Tested by the Estates Directorate prior to use.

Any contravening devices identified will be removed from service and reported through the Health Board Electrical Safety Group.

6.4 Future Investment

The Health Board will endeavour to invest in energy improvement schemes where it is proven to be cost effective. Such schemes will include improvements to building services, boilers, insulation, new technologies in energy management systems, and low carbon technologies.

6.5 Energy Surveys

The use of specialists / consultants for energy surveys of areas found to be inefficient should be considered and their recommendations for improvements evaluated on a cost benefit for both short and long term.

7. Training Implications

There are no training implications arising from this Policy. However, awareness of the importance of compliance with the document will require reference to it in induction programmes, during Individual Performance Reviews.

8. Staff Responsibility

- a) Every member of staff shall ensure that where appropriate, photocopiers, computer equipment, including medical diagnostic equipment should not be switched on unnecessarily, and also should be switched off at the end of the working day.
- b) Every member of staff shall ensure that lighting is not used unnecessarily. In particular, lights shall be switched off when not required, and on leaving the room / department.

9. Compliance

Adherence to the Energy Policy will be monitored by the Facilities Governance Team through the compliance scorecard. Monitoring is recorded via the scorecard and reported to the:

- a) Energy Compliance Group.
- b) ISO 14001 Environmental Group.
- c) Capital and Estates Governance Group.
- d) Estates Quality, Safety and Risk Committee.

The Policy will be reviewed on a tri-annual basis. An earlier review may be warranted if one or more of the following occurs:

- e) Significant regulatory or statutory changes or developments.
- f) Results from feedback and/or audit outcomes.
- g) For any other relevant or compelling reason.

The following audits are carried out as required.

- a) Internal Compliance Balanced Scorecard audit, carried out by the Estates and Facilities Compliance Manager on an annual basis.
- b) Carbon Reduction Commitment (CRC) audit, carried out by NHS Wales Shared Services Partnership on an annual basis
- c) ISO14001 annual audit carried out by an external environmental consultancy service.
- d) Environmental Sustainability audit, carried out by NHS Wales Shared Services Partnership on an annual basis

10. Managerial Responsibilities

The management of energy and utilities is a vital component of the Health Board's overall management of the environment and the following is a list of the key nominated persons and their responsibilities in respect of energy and utilities.

The Chief Executive is responsible for the Energy Policy and the Board will ensure that energy performance is monitored against national targets with energy performance being reported within the annual Estates & Facilities Performance Management System Dashboard Report (EFPMS).

Executive Directors will:

- a) Ensure that all departments within their areas of responsibility adhere to this Policy.
- b) Ensure that all tenants and other bodies using Health Board premises within their areas of responsibility are aware and adhere to this Policy.
- c) Ensure good housekeeping measures are practiced to meet the aims of this Policy.
- d) Actively promote energy saving measures.

The Head of Assets, Governance & Technical Services has overall responsibility for the implementation of this Policy and will maintain professional and technical knowledge in respect of current good practice and statutory requirements.

The Energy Manager has responsibility for the day to day management of energy and utility issues together with the longer term requirements and objectives set out in this Policy. They will maintain a professional and technical knowledge in respect of current good practice and statutory requirements. They will provide suitable and sufficient information and awareness to Health Board staff and contractors, where required, to ensure that this Policy is fully

understood and adhered to. They are also the first point of contact for local energy or utilities issues.

The Operational Maintenance Managers are responsible for site specific energy related matters including the optimum use of building management systems and other energy related systems in controlling boiler plant, Combined Heat & Power units (CHP), heating, hot water, lighting and air conditioning systems. They are also responsible for providing the Energy Manager with accurate and timely information regarding all utilities consumption readings on a monthly basis.

Operational Maintenance Staff are responsible for site specific energy related matters including optimum use of building management and other energy related systems including heating, hot water, lighting and air conditioning systems and the appropriate maintenance service visits for this equipment. Estates staff shall ensure that all plant room lighting is switched off when leaving plant rooms unattended.

Capital Project Managers shall ensure that adequate provision for metering and automatic controls via a central Building Management System are incorporated in all new and upgrading projects. "Life Cycle Costing" criteria is applied to ensure that as many energy and water efficient plant, equipment and materials as possible are incorporated into all new and upgrading projects. Where necessary additional capital funding is provided to ensure that cost effective revenue saving opportunities are not missed. Capital project managers are to provide design criteria for energy consumption and revenue costs for major property refurbishments and developments.

All Managers with a procurement responsibility must take into consideration the energy and water efficiency ratings. If in any doubt then advice from the Energy Manager, Procurement and/or the Estates Directorate should be sought. All purchasing activity must comply with NHS Guidelines and domestic policies governing public procurement and will be based on the achievement of value for money and energy efficiency.

Energy Compliance Group

The Energy Compliance Group made up of members from across the Health Board with agreed terms of reference in line with this policy will:

- a) Set and monitor targets for energy reduction in line with legislation listed in section 5 of this policy.
- b) Introduce energy awareness campaigns with the support of external agencies such as the Carbon Trust and the local community.
- c) Introduce and promote good housekeeping measures throughout the Health Board.

- d) Promote the use of technology throughout the Health Board for the control of energy.
- e) Identify areas where new Low or Zero Carbon technologies could be used to reduce the Health Board's Carbon emissions.
- f) Identify the major sources of energy consumption within Health Board properties and investigate potential savings.
- g) Work closely with, and support other groups involved with carbon reduction such as transport, environmental and waste.
- h) Monitor progress of the energy action plan which shall incorporate the group's activities in achieving energy savings through new plant, equipment, maintenance and increased user awareness.
- i) Develop and monitor key performance indicators for energy management.

All Health Board Employees have a responsibility to assist in implementing this Policy and resulting procedures on energy and water management in order for it to be successful. Good housekeeping must be practiced by all staff.

11. Retention or Archiving

In cases of complaints / claims and other legal processes it is often necessary to demonstrate the policy in place at the time of the investigation or incident. The Board Secretary / Corporate Director will therefore ensure that copies of this policy are archived and stored in line with the Records Management Strategy and are made available for reference purposes should the situation arise.

12. Non Conformance

There is a requirement of all staff to comply with the provisions of the Energy Policy and, where requested, to demonstrate such compliance. Failure to comply will be dealt with in accordance with the appropriate Cwm Taf University Health Board Workforce and Organisational Development Policy.

13. Equality Impact Assessment Statement

This Policy has been subject to a full equality assessment and no impact has been identified.

14. References

- a) Energy Act 2011 (And as amended).
www.legislation.gov.uk/ukpga/2011/16/pdfs/ukpga_20110016_en.pdf
- b) Part L Buildings Regulations
<https://www.gov.uk/government/publications/conservation-of-fuel-and-power-approved-document-l>
- c) Energy Performance of Buildings Regulations 2010.
[http://www.bre.co.uk/filelibrary/Scotland/Energy_Performance_of_Buildings_Directive_\(EPBD\).pdf](http://www.bre.co.uk/filelibrary/Scotland/Energy_Performance_of_Buildings_Directive_(EPBD).pdf)
- d) CRC Energy Efficiency Scheme (Amendment) Order 2014
http://www.legislation.gov.uk/uksi/2014/502/pdfs/uksi_20140502_en.pdf
- e) HTM 07-02 Enco2de requirements 2006 revised 2015
<https://www.gov.uk/government/publications/making-energy-work-in-healthcare-htm-07-02>
- f) Climate Change and Sustainable Energy Act 2006.
<https://www.legislation.gov.uk/ukpga/2006/19/contents>
- g) Climate Change Act 2008.
<https://www.legislation.gov.uk/ukpga/2008/27/contents>
- h) BS EN ISO14001 Environmental Management System.
<https://www.iso.org/iso-14001-environmental-management.html>
- i) Heat Network (Metering and Billing) Regulations 2014.
<https://www.gov.uk/guidance/heat-networks>
- j) Wellbeing of Future Generations Act (Wales) 2015.
<https://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>
- k) Environment (Wales) Act 2016.
<https://gov.wales/topics/environmentcountryside/consmanagement/natural-resources-management/environment-act/?lang=en>
- l) Energy Performance of Buildings Regs (2007 and as amended).
<http://www.legislation.gov.uk/uksi/2012/3118/contents/made>

- m) Building Regulations (Wales) 2014 - Part L Conservation of Fuel and Power.
<https://gov.wales/topics/planning/buildingregs/approved-documents/part-l-energy/?lang=en>
- n) Carbon Reduction Commitment Energy Efficiency Scheme (CRC EES) Order / Regs (2010 as amended).
<https://www.gov.uk/government/collections/crc-energy-efficiency-scheme>
- o) Water Industry Act.
<https://www.legislation.gov.uk/ukpga/1991/56/contents>
- p) Water Resources Act.
<http://www.legislation.gov.uk/ukpga/1991/57/contents>
- q) Environmental Policy.
<http://ctuhb-intranet/dir/Facilities/Env/Useful%20Documents/13%20Environmental%20Management%20Policy%20-%20RM22%20-%20V1-0.pdf>
- r) The Environment (Wales) Act 2016 Decarbonisation programme.
<https://gov.wales/topics/environmentcountryside/climatechange/emissions/?lang=en>