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Heating Policy 2022 – 2025

#### Policy Statement

##### It is the policy of the University of Chichester (“University”) to provide a comfortable working temperature for our staff and students whilst complying with Health and Safety requirements, and minimising carbon dioxide (CO2) emissions and energy expenditure arising from the operation of heating systems.

##### Temperature control is one of the most cost-effective ways of reducing energy and this document sets out how this will be approached. The purpose of this policy is to outline the temperatures to which we will heat our buildings and the associated actions for staff, students and departmental managers.

##### The University has a historic estate and we are actively seeking methods of improving some of our older heating systems and increasing insulation in campus buildings including residences.

##### We will aim to heat our workspaces (e.g. offices, teaching / examination spaces, seminar rooms) to within the range 18-21°C. Both of these ranges are in line with guidance from the Chartered Institute of Building Services Engineers. Corridors shall be targeted to be heated at 18°C.

##### Where staff or students think that your space is consistently below 18oC during heating periods please log a request via the Support Works Portal so investigations can be made to rectify any faults.

##### [The Health & Safety Executive](https://www.hse.gov.uk/temperature/law.htm#:~:text=The%20Approved%20Code%20of%20Practice,at%20least%2013%20degrees%20Celsius) recommend a minimum temperature for sedentary staff at 16°C. For non-sedentary staff it is 13°C. There is no legal maximum temperature for working.

##### Heating season: As a guide if the daily maximum temperature falls below 16°C for three consecutive days the heating will be phased on, typically for a few hours in the mornings and gradually increased over the next few weeks as the outside temperatures continue to fall. Likewise, if the temperature is above 16°C for three consecutive days it will be phased off as the outside temperatures increase.

##### It is acknowledged that human perception of a comfortable temperature is subjective. It is based on a combination of environmental and individual factors, including: air temperature; the temperature of surrounding materials (walls, windows, furniture etc.); humidity; individual metabolism and clothing. An individual’s responses to these factors also can also vary widely depending on health issues, fluid intake and personal acclimatisation.

##### It is also recognised that not everyone will achieve ‘thermal comfort’ at 18-21°C and it is expected that building users will moderate their own comfort by dressing appropriately for their preference, regardless of the season. Where local heating controls e.g. thermostatic radiator valves are provided, it is expected that building users will manage these in such a way that internal temperatures reach 18-21°C. Windows and doors should be closed during the heating season to limit heat loss.

##### Heating within office spaces will generally apply between the normal working hours of 08:00 and 18:00 Monday to Friday, excluding bank holidays and University closed days, for the duration of the heating season (normally October until April depending on the weather).

##### Where offices or other teaching / rehearsal spaces areas are being used beyond the normal working hours special arrangements for heating can be made by logging a job request for additional heating via the SupportMe portal with at least 5 working days’ notice. Consideration should be made before booking, as the heating system will typically heat the whole building, not just the office you have requested.

##### Heating times within academic spaces will generally apply between 08:00 and 20:00 Monday to Friday, excluding bank holidays and University closed days, for the duration of the heating season. Where areas are being used beyond the normal working hours special arrangements for heating can be made by logging a job request for additional heating via the SupportMe portal with at least 5 working days’ notice. Consideration should be made before booking, as the heating system will typically heat the whole building, not just the space you have requested.

##### Residential buildings with water filled radiators will be heated from 6:00am to 10am and 3:30pm to 11pm seven days a week including bank holidays and University closed days.

##### If you notice any issues within academic spaces and offices such as draughty windows, valves on radiators not working etc then please log a job request via the SupportMe portal.

##### Ensure radiators and convectors are not blocked with furniture, clothing, towels etc, as this will prevent the heating system working effectively.