

ENERGY POLICY

Approved by: **Trust Executive Committee**

On: **26 June 2018**

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Corporate / Directorate: **Corporate**

Clinical / Non-Clinical /
Medical **Non-Clinical**

Department Responsible **Estates**

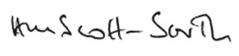
for Review:

Distribution:

- Essential Reading
for: **All staff
Procurement Agencies**
- Information for: **External Suppliers**

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Signature: 
Chief Executive

Date: **27 June 2018**

Burton Hospitals NHS Foundation Trust

POLICY INDEX SHEET

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Consulted:	Executive Directors General Managers Matrons Department Heads Estates & Facilities Managers

REVIEW AND AMENDMENT LOG

Version	Type of change	Date	Description of Change
4	Review	May 2015	Review and update
5	Review	May 2018	Review and CO ² targets updated

ENERGY POLICY

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Burton Hospitals NHS Foundation Trust

ENERGY POLICY

1. MISSION AND POLICY STATEMENT

The Trust aims to follow the Government policy of protecting the environment.

The benefits of energy efficiency are not only environmental but also by releasing additional resources for patient care. The Estates Department will play a lead role in ensuring that new schemes are developed incorporating energy efficient designs to meet the user's requirements. The Trust through its management will also be encouraged to promote and facilitate energy efficiency and, in particular, bringing electricity consumption under control.

The Trust seeks to provide a safe, comfortable and high quality working environment together with adequate supplies and reliable sources of energy and water to sustain its activities. It will also procure and manage these supplies and their use in the most cost-effective manner consistent with the Trust's wider objectives and the resources available.

2. AIMS & OBJECTIVES

The Trust endorses the targets set by the Secretary of State for Health;

- meet or exceed the target of a 34% reduction CO₂e emissions by 2020
- meet or exceed the target of a 57% reduction CO₂e emissions by 2030
- meet or exceed the target of a 80% reduction CO₂e emissions by 2050
- and achieving the energy performance indicators for both new and refurbished facilities.

compared to a 1990 baseline for building energy

The Energy Policy seeks to:

- avoid unnecessary expenditure;
- improve cost effectiveness in producing a comfortable working environment;
- protect the environment by minimising CO₂ emissions;
- conform to the Trust's Environmental Policy;
- set clear objectives for the organisation in terms of energy usage.

These objectives will be to –

- achieve a 34% energy reduction by 2020 against 1990.
- achieve a rating of 35-55 GJ/1 00² for all “new build”.
- achieve an overall rating of less than 65 GJ/1 00m² for its total combined estate.

3. KEY PROCEDURES

Key procedures in delivery of this policy include:

- to buy fuel/utilities at the most economic cost while ensuring security of supply;
- to utilise the fuel/utilities in the most cost effective manner;
- to reduce pollution levels caused by our energy use;
- to reduce, wherever cost effective, our dependence on fossil fuel/utilities, through the use of good design and modern controls in the new buildings and refurbishment programs;
- to control heating temperatures and periods in each building consistent with its pattern of use, to approved Trust-wide criteria;
- to advise departments on good practice for heating periods and energy management in residential accommodation;
- to increase awareness of energy issues among members of the Trust and encourage ‘energy responsible’ attitudes.

4. MANAGEMENT ARRANGEMENTS

- The Policy will be determined by and implemented under the authority of the Board of Directors.
- The Head of Estates is the Budget Holder for energy matters and will be advised by the professional staff within Estates.
- The Head of Estates is responsible for the procurement of energy and water, in liaison with the Head of Procurement.
- Assessment of lifecycle energy consumption and costs must be a key part of the procurement process for all equipment in the Trust.

5. ROLES & RESPONSIBILITIES

5.1 Resources

The Head of Estates will advise on the level of resources required:

- to deliver the energy and water supplies required to meet the Trust’s requirements;
- to improve energy management and utilisation in the Trust;
- to maintain the Estate in a condition consistent with effective energy management;

- to continue to increase awareness of energy issues in the Trust and to monitor that staff adequately deliver these services.

The Trust will take into account the need for such resources in making allocations to Budget Centres.

5.2 Implementation, Monitoring & Evaluation

The Head of Estates is responsible for:

- setting targets and monitoring procedures and for;
- monitoring energy consumption across the Trust and advising users, managers and other interested parties;
- comparing energy costs and utilisation in the Trust with other comparable organisations.

5.3 Staff Responsibilities

All Trust staff have a responsibility to use and conserve energy as appropriate to their level of control. Particular responsibilities shall include –

- all staff to switch off lighting when not required;
- all staff to switch off non-essential PCs when not in use, e.g. at night;
- all staff not to use portable electric fires as a heating supplement;
- Purchasing staff to ensure that they consider energy and environmental performance in equipment selection criteria;
- Purchasing staff to ensure that they consider energy and environment green policy performance when selecting suppliers.

Key steps in this process include:

- purchase of energy at the best price having considered security of supply and other contractual arrangements;
- to recognise statutory maxima and minima for heating non-residential accommodation (in the range 16-19°C);
- introduction of an electricity savings scheme;
- the controlled use of electric heaters;
- air conditioning shall only be utilised where a clinical or business need is identified;
- the use of agreed financial criteria for assessing the viability of capital projects related to facilities which recurrently consume substantial amounts of energy or water;
- an assessment should be carried out for the lifetime consumption of energy and water as part of the procurement procedure for capital works and equipment;
- information and education programmes on energy issues throughout the Trust; and

- to utilise low energy appliances whenever possible giving satisfactory lifecycle payback.

5.4 Project & Space Management

The Head of Estates is responsible for ensuring that:

- in planning new buildings, major refurbishments and more effective use of space, the Trust is made fully aware of implications for energy usage.
- the Trust will accord a high priority to energy efficiency in appraising such new buildings or major refurbishments and will judge the whole life costs of the building in agreeing cost limits.
- the Trust will establish agreed criteria for assessing energy saving projects other than building works (e.g. agreed payback periods).
- all Project Managers and Professional Construction Consultants engaged in Trust construction projects, apply the latest Building Regulations, energy guidance and NEAT principles.

6. SUPPORT, HELP & FURTHER ADVICE

The Trust will seek to make all staff, students and visitors aware of the need to make the most effective use of energy and to conserve it, including:

- providing information on best practice;
- Trust-wide publications;
- poster campaigns;
- locally targeted campaigns (e.g. in laboratories);
- specific training of staff.

All members of the Trust must be made aware of the role which they have to play in effective energy management.

7. EFFECTIVENESS OF POLICY

It is essential that this policy is adequately monitored and accurately evaluated in order to ensure its continued effectiveness. The Head of Estates will regularly review compliance with this policy.

8. REVIEW

This policy will be reviewed every three years or earlier should subsequent legislation dictate.