

MAVISBANK SCHOOL

Energy Management Policy

Policy Statement

Mavisbank School is committed to the responsible management of energy and water.

By efficient management of these resources the school aims to minimise expenditure and environmental impact while maintaining health and safety standards and an acceptable comfort level for staff, pupils and other building users.

Targets

Target energy/water performance is as follows:

	Current Performance 2007/08	Target Performance 2009/2010	% Target Reduction
Electricity kWh/m ² /annum	53.75	49.18	8.5%
Gas kWh/m ² /annum	400.5	366.5	8.5%
Water m ³ /pupil/annum			%

Strategy

This policy statement will be implemented through a ten point plan:

1. Responsibility

The overall responsibility lies with the Headteacher, John Lochrie. Day-to-day energy management responsibilities lie with David Smith working in conjunction with the policy and direction set by the Energy Action Team.

Policy, strategy and targets for energy management will be the responsibility of the Energy Action Team which currently consists of:

John Lochrie _____	Head Teacher
Gail Bryson _____	Janitor
Helen Baker _____	Administration Finance Officer/Assistant
David Smith _____	Depute Head Teacher

The Energy Action Team will meet twice yearly to review progress, plan initiatives and prepare an annual energy report for submission to the School Board.

All staff will have a shared responsibility to make a significant contribution towards efficient energy consumption.

2. Energy Selection and Purchase

Energy purchase is currently undertaken by North Lanarkshire Council who negotiate with utility providers. School staff will check invoices monthly against meter readings for gas, electricity water.

3. Investment in Energy Efficiency

In 2004 the Scottish Executive announced the launch of a new Public Sector Energy Efficiency Initiative. Under this initiative £20 million in new funding was provided to implement energy efficiency measures which will reduce carbon emissions across the public sector in Scotland.

The Central Energy Efficiency Fund (C.E.E.F) set up revolving funds administered at by The Energy Management Section within the Education department. The savings from energy efficiency measures will then be used to invest in further energy efficiency measures and to improve frontline services.

Participating schools must have an energy policy to be eligible for the scheme.

Schools can make use of a 5 year no interest loan scheme (CEEF) for energy efficient projects meeting the 5 year payback criteria. For further information please contact Neil Ronaldson Tel 01236 812489.

4. Design

Energy efficiency will be taken into account at the design of new building projects and any refurbishment.

Energy efficiency will be considered in the purchase of all new equipment, e.g. computers, catering equipment.

5. Energy Information

Electricity, gas and water meters will be read weekly and closely monitored against expected usage. Abnormal consumption will be investigated and corrective action taken. Each year realistic energy reduction targets will be set and monitored regularly. Targets will be set relative to past performance and national benchmarks published by the Government's Energy Efficiency Best Practice programme.

6. Maintenance

Energy conversion plant, distribution systems and energy using equipment will be correctly maintained to avoid energy and water wastage.

7. Awareness

The school will adopt a Whole School Approach involving everyone associated with the school.

Regular awareness initiatives for staff will emphasise the cost and environmental benefits of saving energy and water and how to avoid waste. Energy saving information will be provided to catering and cleaning staff. Staff will also be provided with information on how to save energy at home.

An Energy Co-ordinator has been appointed with checklists for good housekeeping initiatives.

8. Curriculum

The pupils in Mavisbank are operating for the most part within the first year of life; it would therefore not be appropriate to include energy awareness in the curriculum.

9. Reporting

An annual energy performance report will be prepared by the Energy Action Team. This will be submitted to the School Board and the Energy Management section in the education department, a summary will be incorporated into the school annual report and school development plan.

10. **Policy Review Mechanism**

This policy will be reviewed and updated annually by the Energy Action Team and included in the annual report.

MAVISBANK SCHOOL

ENERGY POSITION STATEMENT

- ❖ We have a whole-staff commitment to monitor the usage of energy in terms of gas, electricity and water.
- ❖ We are aware of the need to check utilities bills against meter readings and actual use, and to compare current bills with previous bills.
- ❖ We are mindful of the need to be vigilant with regard to the use of water since that is the most costly utility.
- ❖ We seek advice from section managers with regard to efficient use of energy and have sought to modify our heating installations as recommended.
- ❖ Staff are requested to ensure that energy is used efficiently and only as necessary, e.g. blinds are closed after school to conserve heat.
- ❖ We acknowledge that, because of the nature of their conditions, our pupils may require heating levels to be higher.
- ❖ The school janitor currently takes weekly meter readings for gas, electricity and water and these readings are recorded in the appropriate log book.

SPECIFIC GUIDELINES ON ENERGY SAVING

- ❖ All lights should be switched off when rooms/cupboards are not in use i.e. classrooms, toilet areas, V.I. room. GP room, staff room, laundry room
- ❖ Normal daylight should be used whenever possible e.g. children positioned at window to benefit from natural light
- ❖ There should be designated slots in timetable when lights should be switched off
- ❖ Electrical equipment (televisions, CD players etc.) should be switched off after use and not left in "stand-by" mode
- ❖ Computers should be left on stand-by during the day and switched off at the end of the day or when no longer required for the remainder of the day
- ❖ Batteries should be removed from toys not in use
- ❖ All clerical, catering and janitorial staff as well as staff from other agencies have copies of the school's energy policy
- ❖ All used paperwork where appropriate will be re-cycled
- ❖ Suggestions from all staff as to further energy-saving strategies are welcome.

Sheila Harkness April 2007

Reviewed : John Lochrie , Eileen McDonnell July 2015

Date of Next Review : July 2018