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Bae Abertawe
Swansea Bay University
Health Board



ENERGY POLICY (Draft)

This policy has been screened for relevance to equality. No potential negative impact has been identified so a full equality impact assessment is not required.

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Approved by:

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3 years from date of approval or if any legislative or operational changes require

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1. Policy Statement

- 1.1 It is the purpose of the Swansea Bay University Health Board's Energy Policy to ensure, as far as is reasonably practicable, that the usage of all forms of Energy within Health Board premises is done so, in a controlled and sustainable manner, to reflect the financial, environmental, and green initiatives instigated by or placed upon the Health Board.
- 1.2 The Swansea Bay University Health Board's Policy is intended to cover the Management of the aspects of Energy, and its associated activities across the Health Board.
- 1.3 The Health Board's Energy will consume energy in its most efficient, economic and environmentally responsible manner possible commensurate with patient care.
- 1.4 Sub ordinate to the Policy shall be a Statement of Commitment from Swansea Bay University Health Board including:
 - A Projection explaining how the Health Board will improve on past performances.

This will includes measures to improve:

- Short Term Energy Consumption;
- Long Term Energy Consumption.

A Projection explaining how the Health Board will improve Health Board-wide on its Environmental impacts

2. Scope of Policy

- 2.1 The Health Board's Corporate Energy Policy shall apply specifically to all premises within Swansea Bay University Health Board, having no Directorate or Departmental variation.

3. Aims and Objectives

- 3.1 In order to achieve the Health Board's targets, Swansea Bay University Health Board is committed to:
 - Reducing energy costs
 - Reduce consumption
 - Increase Energy Efficiency – i.e Energy consumed per unit of production or service delivered;
 - Reducing Emissions of CO₂

- Investment in clean, energy efficient technology
 - Identify potential Energy Savings opportunities
 - Reducing the environmental impact results from the Health Board's Consumption of Energy;
 - Be committed to the Statement and Principles laid down within the Swansea Bay University Health Board Energy Policy.
 - The annual presentation of a Health Board Energy Report to be made accessible for public scrutiny. This will include reported data, and information in relation to the corporate commitments of Swansea Bay University Health Board:
- To achieve objectives;
 - Quantify Targets
 - Advise on Progress to date

4. Responsibilities

4.1 Chief Executive

The Chief Executive of Swansea Bay University Health Board has overall responsibility of Energy Management within the Health Board.

4.2 Chief Operating Officer (COO)

The COO is responsible for Energy Management within the Health Board

4.3 Assistant Director of Operations (Estates)

The Assistant Director of Operations (Estates) has delegated responsibility for this policy and responsible for :

- Ensuring effective Energy Management Systems are in place and that they are reviewed in accordance with Health Board policy;
- notifying the Chief Executive, relevant Directors and the Executive Board of any energy management issues and/or pending or actual events that will require a coordinated response;
- the provision of advice and guidance to managers, clinicians and other relevant staff with regards to energy management issues;

4.4 Service Unit Directors

The Service Unit Service Director has responsibilities for operational implementation of this policy on a site basis and all satellite sites within their remit. This is to be delegated to responsible persons at each site.

4.5 **Health Board Estates Department.**

The nominated persons for Energy Management within Swansea Bay University Health Board are:

- **Technical Services Manager**
- **Technical Services Officer**

The Estates Department is responsible for ensuring:

- Energy records are maintained in accordance with the regulations (these will be held centrally by the Energy & Environment Dept)
- Create and maintain Energy procedures
- Undertake Energy audits to ensure that the Health Board complies with this Policy and the relevant legislation.
- Contractors who supply the Health Board with energy management services comply with the Policy and relevant legislation.
- Regulatory requirements e.g. Display Energy Certificates

4.6 **Directorate and Departmental Managers**

Directorate and Departmental Managers will be responsible to ensure that staff under their control are aware of the policy and that the mandatory training requirements of staff are fulfilled.

4.7 **All Health Board Staff**

Every member of staff shall ensure that 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.

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.

5. **Definitions**

5.1 In accordance with Climate Change Act 2008 and outlined in '*Health Building Note 00-01:General design guidance for healthcare buildings*' this policy aims to focus on mitigating areas of climate change by reducing the impact of business function on the climate through the lowering of carbon emissions from energy use and the reduction of water consumption.

5.2 '*Health Technical Memorandum 07-02: EnCO2de 2015 - making energy work in healthcare*' is the primary guidance on energy efficiency in healthcare facilities in Wales. It has been produced as a guide to all issues relating to the procurement and management of energy in the NHS and energy efficiency in the new build and existing buildings.

6.0 Implementation / Policy Compliance

- 6.1 This policy will be reviewed by the Health Boards Health and Safety Committee then disseminated by the Planning Directorate.
- 6.2 The principals of the policy will be used to inform all operational and planning decisions regarding waste management within the Health Board.
- 6.3 The Health Board will ensure that all source/reference documents are current, sufficient and up-to-date
- 6.4 It is the Health Board policy to ensure that resources are available to maintain the policy and its requirements.
- 6.5 The policy will be reviewed and audited on a periodic basis, the interval of review will be set at 3 years from date of approval or if any legislative or operational changes require.
- 6.6 This policy will be used as the basis for the on-going review and implementation of Health Board Energy Reduction Strategy.
- 6.7 The Health Board recognises that this Policy must be reviewed on an annual basis, to ensure that account for any potential change to Health Board Policy, work practices or legislation framework has been assessed. The appropriate measures must then be taken to ensure that a Policy review is achieved
- 6.8 The Health Board is committed to annual improvements to past performance; therefore, Strategic Action Plans will be developed for annual review Health Board-wide, to ensure that trends may progress in line with the commitments outlined within this Policy.

7.0 Monitoring Arrangements

- 7.1 In line with the Management of Energy Services within Swansea Bay University Health Board, the designated Nominated persons will hold responsibility for specific monitoring arrangements on behalf of Executive Lead Management.
- 7.2 Monitoring Energy Consumption and Costs from all Health Board Sites:
- The reconciliation of Utility Bills, via proprietary Energy Management Software, to record own Meter readings, and Utility Readings.
 - Retain copies of Utility Bills for a two year period, prior to destruction.
- 7.3 Review Suppliers for Competitive Supply rates, to ensure that best market prices are secured;
- 7.4 Renew Contracts with the NHS Shares Services Procurement;
- 7.5 Monitor and maintain Energy Efficiency across the Health Board:
- 7.6 Heating services to be turned off - with effect from 1st May to 31st September, on an annual basis. Ambient Temperatures will be reviewed prior to the rein station on heating.
- 7.7 Clinical areas will normally be heated to 21-23 degree Celsius; however special care and ITU can be heated up to 27 degrees Celsius, theaters up to 24 degrees Celsius depending on specialty.
- 7.8 Office accommodation should be no more than 20 degrees Celsius, however operationally this can be difficult to achieve for offices within clinical areas. Within corridors and general public areas it is important not to overheat however, these will be dependent within its environment. Main corridors will only be heated if it adversely affecting clinical areas.
- 7.9 Department of Health Hospital Guideline Temperatures are listed in **Appendix 1**, to which the Health Board will strive to adhere to.
- 7.10 In the event of contradiction of Energy Strategy, Nominated Persons to make strategic change to ensure Directorates Health Board-wide adhere with the Health Board Statement.
- 7.11 Provide Benchmark information and regularly update in order to make comparison with similar building types Health Board-wide.
- 7.12 The Health Board has considered devolving the budgets and the installation of local sub-metering but has decided not to pursue this as decentralizing the energy budget has been considered to not be practical.
- 7.13 The Health Board is committed to act fairly and reasonably to ensure that High Standards are achieved in accordance with Health Board compliance

requirements.

8.0 Equality Impact Assessment Statement

8.1 This policy has been screened for relevance to equality. No potential negative impact has been identified so a full equality impact assessment is not required.

9.0 References

9.1 Principle Guidance Documents

- HTM 07-01: Safe Management of Healthcare Waste
- Prosperity for All: A Low Carbon Wales 2019
- Health Technical Memorandum 07-02:EnCO2de 2015 – making energy work in healthcare
- Health Building Note 00-01:General design guidance for healthcare buildings
- Climate Change Act 2008

10.0 Getting Help

10.1 All queries regarding this policy should be addressed to the Facilities & Estates Directorate (Estates) Environment Section.
Care of the Estates Technical Services Manager
Telephone 01792 285013
ABM.EnvironmentEnquiries@wales.nhs.uk

11.0 Non-Compliance

11.1 It is a requirement to ensure that all relevant staff comply with the provisions of this Policy, and where requested, can demonstrate areas of compliance as dictated by the Health Board Guidance Documents.

11.2 Failure to comply with the above Directive will be addressed.

12.0 Procurement Strategy

12.1 It is the Policy of Swansea Bay University Local Health Board to ensure that all those involved in the purchase of Goods and Services are held accountable for effective purchasing and to ensure that all purchases and contracts comply with:

- All relevant legislation;
- The Health Board's Standing Orders and Standing Financial

Instructions;

- The Health Board's authorised spending limits;
- The requirement for "fair and open competition to ensure value for money".

12.2 In accordance with the Health Board's Standing Orders and Standing Financial Instructions, incorporating Procurement Procedures, and relevant Legislation.

12.3 The Health Board has a legal requirement to ensure that the procurement of all goods and services are in accordance with EU Directives and the conditions of the Public Services.

12.4 The Health Board recognizes that the process of Procurement commences from "sourcing" to "take delivery of all goods and services".

12.5 The Health Board is committed to act fairly and reasonably and to ensure that High Standards are achieved in accordance with Health Board compliance requirements.

13.0 Mechanical Cooling

13.1 The Health Board will hold a separate Mechanical Cooling Policy.

14.0 Electric Heaters

14.1 Electric heaters will not be used within the Health Board premises, except as follows:

- Where permanently installed as part of the designated heating system.
- 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.
- It shall be the Health Board policy wherever practical, to modify such areas through additional insulation and eliminate the need for temporary electric heaters.

15.0 Climate Change Levy

- 15.1 Climate Change Levy (CCL) is a government tax charged on the units of energy and acts as an environmental tax on every delivered to non-domestic users. Designed to encourage businesses to be more efficient and reduce emissions.

Following the termination of the Carbon Reduction Commitment (CRC) on 31st March 2019, the CCL has become the UK's carbon tax on energy bills. As a result, the CCL rates will be uplifted from April 2019 onwards to cover costs of the terminated CRC Scheme.

16.0 Information, Instruction and Training

- 16.1 Training will be provided to staff via induction process or specific job training where appropriate.
- 16.2 Staff will be made aware of their responsibilities to ensure electronic equipment and lighting should not be switched on when not needed and switched off at the end of the working day

17.0 Main Relevant Legislation

17.1 Main Relevant Legislation

- Environment (Wales) Act 2016
- Well-being of Future Generations (Wales) Act 2015
- Climate Change Act 2008
- Carbon Reduction Commitment Energy Efficiency Scheme
- Energy Performance of Buildings (England and Wales) Regulations 2012
- The Combined Heat and Power Quality Assurance Regulations 2016
- The Climate Change Strategy for Wales (2010)
- Energy Efficiency in Wales
- BREEAM Healthcare
- Prosperity for All: A Low Carbon Wales
- Building Regulations Part L (Conservation of Fuel and Power)
- Climate Change Levy
- Prosperity for All: A Low Carbon Wales 2019
- HTM 07-01: Safe Management of Healthcare Waste
- Health Technical Memorandum 07-02:EnCO2de 2015 – making energy work in healthcare
- Health Building Note 00-01:General design guidance for healthcare buildings

Appendix 1: Heating Standards

Department of Health Departmental Air Temperature Recommendation:

Departmental Areas	°C
Accident & Emergency	
Cleansing	21-23
Examination	21-23
Appliance Fitting	18-20
Plaster	18-20
Radio Diagnostic	21-23
Resuscitation	21-23
X-Ray Viewing	18-20
Dental	
Dental Surgery	18-20
Orthodontic model and record store	14-16
Wards (inc Geriatric & day hospitals)	
Day rooms and wards	21-23
Intensive Therapy Unit	
Multi bed area	21-23
Single bed area	16-27
Kitchens	
Cooking area	16-18
Day store/Diet Store	11-13
Main store	14-16
Servery	16-18
Veg prep/pan wash	16-18
Kitchens	
Cooking area	16-18
Day store/Diet Store	11-13
Main store	14-16
Servery	16-18
Veg prep/pan wash	16-18
ECT Treatment	18-21
Entrance	16-18
Industrial Work	16-18
Therapy	18-20
Operating	
Endoscopy and Plaster Rooms	20-21-22
Operating Suites	18-24
Other Ancillary Rooms	18-20
X-Ray	
Equipment Store	14-16
Diagnostic/Lavage	20-21-22
Viewing and Sorting	18-20
Officer/Works Department	
Garages	7-9
Lavatories	15-17
Workshops	16-18
Offices	17-20

Pharmacy	
Autoclave area/wash-up	16-18
Cool Store	13-15
Dispensing area	18-20
Flammable Store	11-13
Goods receiving store	11-18
Preparation/aseptic room	18-20
Rehabilitation	
Exercise area	20-21-22
Gym	19-21
Hydrotherapy pool	24-26
Hydrotherapy treatment utility	21-23
Pool changing/showers	24-26
Preparation bay	21-23
Wax and splint	20-21-22
Staff Accommodation	
Bath room	18-20
Bed rooms	18-20
Bed sitting rooms	18-20
Box room and cleaners	11-13
Cloak room	14-16
Common room	18-20
Living rooms and sitting rooms	18-20
Sick bay	18-20
Utility	14-16
Pathology	
Examination	19-20-21
Patient Preparation Areas	19-20-21
Sterilising Rooms	16-18
Venipuncture	20-22
Store Cleaners	16-18
Maternity	
Abnormal Delivery	21-23
Barrier Nursing Unit	18-23
Cot/Incubator Wards	23-24-25
Flying Squad Store	16-18
Normal Delivery/First Stage	21-23
SCBU Nurseries and treatment room	21-30
Mortuary	
Band Saw	16-18
Bier Room	11-13
Body Store	11-13
Medical Observation	18-20
Post Mortem Room	16-18
Undertakers Room	16-18
Viewing Room	16-18