

		No: RMP/S2A
Risk Management Procedure		Issue: 1
Energy Policy		May 2007
Introduction	Selwyn College is committed to responsible energy management, and to practicing energy efficiency throughout all its premises, plant and equipment, wherever it is cost-effective to do so. The College also recognizes a duty to provide all building users with comfortable working and living conditions, whilst minimising energy costs and the environmental impact of its operations. Much is already being done. Energy is purchased through a consortium that uses the collective buying power of the colleges. The opportunity to purchase part of our energy requirement from renewable sources was reviewed and declined by the Bursars' Committee on grounds of cost. We have replaced the inefficient boilers in "G" staircase. We are also installing rainwater-harvesting equipment for Phase 2.	
Policy	Selwyn College's policy is to control energy and water consumption in order to: <ul style="list-style-type: none"> • avoid unnecessary expenditure; • improve cost effectiveness, productivity and working conditions; • protect the environment and prolong the useful life of fossil fuels. 	
Objectives	<p>The College spent approximately £300,000 on energy and water in the year ended 30 June 2006. The overarching objectives of this policy are cost reduction and environmental protection. It is recognized that these are not always compatible and that the College may be constrained from certain actions by a lack of funds. Recognising those constraints, the College will nonetheless adopt the following objectives:</p> <ul style="list-style-type: none"> • To purchase energy and water supplies at the most economic cost; • To use energy and water as efficiently as possible; • To promote sustainable sources of energy and water supply wherever possible; • To reduce the environmental impact arising from our energy and water consumption; • To reduce emissions of pollutants, such as CO₂; • To reduce dependency on finite fossil fuels; • To increase investment in 'clean' technologies wherever possible. <p>In order to achieve these objectives, the College will develop and establish short and medium term actions, and progress will be measured by quantified targets and annual progress reports. These will be reviewed annually and amended as necessary in an Annual Report on Energy Management, which will be submitted to Council and the Governing Body alongside the audit papers.</p>	
Performance Targets	<p>The following quantifiable performance targets will be adopted and reviewed annually, in order to measure how well the policy objectives are being achieved:</p> <ul style="list-style-type: none"> • Decrease energy consumption by 10% by 2011 (compared to 2006); • Decrease water consumption by 10% by 2011 (compared to 2006); • Decrease our emissions of CO₂ by 10% by 2011 (compared to 2006); • Decrease our consumption of fossil fuels by 5% by 2011 (compared to 	

2006).

Short-term Actions	<p>The College's short term actions, to be reviewed annually, are to:</p> <ul style="list-style-type: none">• Raise awareness of energy management issues with all building users;• Engage individuals or groups of building users in the identification and reporting of inefficient energy and water use;• Establish a reliable point of contact to provide advice to users on all energy matters;• Promote the use of energy efficient measures in planned maintenance programme;• Exploit opportunities arising from maintenance works to improve the energy efficiency of existing plant;• Understand and identify key areas of energy consumption and expenditure in the College;• Consider establishing a management information system, which will enable the collection, analysis and reporting of information relating to the College's utility use, in order to support managerial decision-making;• Consider an energy management structure to promote energy issues across the College;• Consider establishing energy co-coordinators / monitors throughout the College;• Benchmark the College's energy performance against similar Cambridge colleges, University of Cambridge buildings, and other Higher Education institutions;• Engage appropriate JCR and MCR officers to assist in obtaining student support;• Focus on accessible objectives (a switch off campaign for lights, computers, hobs etc.);• Deploy low energy light bulbs on a test basis (previous theft problems);• Monitor Corpus experience of Carbon Trust/ Energy Management software;• Establish an agreed comfortable working temperature setting for College building users;• Educate users on thermostat control;• Publish and raise awareness of the College's guidance on conserving energy in the use of IT equipment to all IT users;• Confirm Michael Wilson as College energy co-ordinator.
Medium term Actions	<p>The College's medium term actions over the next five years, and to be reviewed annually, are to:</p> <ul style="list-style-type: none">• Invest in a rolling programme of energy saving measures, either at no or little cost, or which will maximise returns on investment, in order to generate funds which can be re-invested, at least in part, in further energy management activities;• Ensure new building designs incorporate energy and water efficient features where cost-effective;• Account for planned and possible future environmental legislation;• Investigate feasibility of purchasing a proportion / increasing the proportion of the 'green' energy component of the College's energy supply.
Implementation	<p>1. Management</p> <ul style="list-style-type: none">• Make full use of the energy management structure to promote energy

issues across the College;

- Publish and regularly review the College's Energy Policy;
- Continue to set and publish targets against which performance can be measured;
- Continue to provide regular management reports on performance;
- Continue to produce timely and accurate budget information for financial planning;
- Provide information and assistance in the negotiation of competitive energy supply contracts;
- Devolve energy budgets, where possible, to develop local accountability and responsibility.

2. Monitoring and Targeting

- Develop and maintain an effective monitoring and targeting system;
- Identify new sources of information and data transfer methods to improve monitoring and targeting;
- Extend the use of monitoring and targeting in the provision of information and the development of targets;
- Regularly identify and review all cost effective energy efficiency measures;
- Engage individuals or groups of building users in the identification and reporting of inefficient energy and water use.

3. Building Design and Maintenance

- Develop a strategy to ensure that energy efficient features are incorporated into the design of all new and refurbished buildings;
- Continue to promote the use of energy efficient measures in planned maintenance programmes;
- Continue to exploit opportunities arising from maintenance works to improve the energy efficiency of existing plant;
- Investigate and support the use of sustainable energy and water resources or technologies.

4. Awareness and Training

- Maintain and develop a high profile for energy management to enhance a positive environmental image for the College;
- Raise awareness and provide appropriate training to all building users;
- Maintain a reliable point of contact to provide advice on all energy matters to users;

Timetable	<ol style="list-style-type: none">1. Draft report to HoDs for agreement at 7 February meeting.2. Discussion with JCR/MCR Green Officers.3. Report to Council, formal adoption of policy, objectives and actions.
------------------	--

	No: RMP/S2
Risk Management Procedure continued	Issue: 4
Environmental Policy	March 2007
	<ul style="list-style-type: none"> • HR & Health and Safety Officer's Responsibilities:- <ul style="list-style-type: none"> - To ensure that any necessary documents are prepared. - To ensure that health and safety data sheets are obtained for all materials used by the College and that COSHH risk assessments are prepared by relevant Heads of Departments.. - To obtain appropriate assistance from the College Safety Consultant. • Heads of Departments' Responsibilities:- <ul style="list-style-type: none"> - To ensure that the standards, adopted by the College, are implemented. This will include the safe use of materials, correct disposal methods and appropriate conservation of materials, energy and resources. - To ensure that the College's registration number as a 'Hazardous Waste Producer' is given for all collections of hazardous waste. - To ensure that arrangements for waste disposal are consistent with the objectives of this Policy and meet statutory requirements. - To encourage employees to follow the required standards. To ensure that employees are appropriately instructed. - To formally inspect the standards as appropriate in their working areas on a 3- and 9-month basis. This inspection and review will be an integral part of health and safety inspection. - To advise the Bursar at 3- and 9-monthly inspections on aspects which could lead to an improvement of the Environmental policy. • Employees' responsibilities:- <ul style="list-style-type: none"> - To follow instructions given by the Fellowship and/or Heads of Departments. - To ensure that materials used are kept to the minimum appropriate for the work activity. - To ensure that spillages and leakages of materials are regularly and safely cleaned up. - To follow instructions on the correct disposal of waste materials. - To ensure that general housekeeping standards are followed, including safe and ordered storage of materials inside and outside buildings.