



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

HEATING AND COOLING GUIDENCE NOTE 2025-2030

A future-ready institution where sustainability is embedded across education, research, operations and daily practice, honouring our responsibility to current and future generations.

UWTSD Group Environmental Sustainability Strategy

Mae'r ddogfen hon ar gael yn Gymraeg ac yn Saesneg | This document is available in Welsh and English

CONTENTS

CONTENTS.....	2
1. Introduction	3
2. Purpose	4
3. Scope.....	5
4. Regulations.....	6
5. Standards	7
5a. Heating Standards	7
5b. Cooling Standards	7
6 Responsibilities	9
6a. Building User Responsibilities	9
6b. Estates Responsibilities.....	9
6c. Supplementary Heating.....	9
7. Monitoring	11
8. Links to other policies / procedures.....	12
<i>Approval</i>	13

1. Introduction

This guidance note seeks to clarify the arrangements and expectations for heating and cooling the University's buildings. The aim is to provide a comfortable working temperature during core operational hours, while ensuring that energy is not being wasted through over heating or over cooling.

The University seeks to limit its environmental impact and the associated costs arising from energy consumption, whilst maintaining University activities. This will be achieved, in part, by maximising energy efficiency by monitoring energy usage, identifying and eliminating unnecessary energy use and pursuing a programme of energy conservation.

This guidance note should be read in conjunction with the UWTSD Group Environmental Sustainability Strategy 2025-2030 and Carbon Reduction Plan 2025-2030. The University spends a significant amount of money on energy and costs are rising significantly; energy consumption is mainly the result of heating, cooling and using electrical equipment within our buildings.

2. Purpose

The objective of the University, is to provide a comfortable working environment for all staff and students, and to comply with Health and Safety requirements, while minimising carbon emissions and costs arising from the operation of heating and cooling systems.

All academic and residential buildings will be heated to between 18 and 21°C during the heating season. This is an average temperature; actual temperatures may vary within buildings and at different times of day. Where areas are not used as either office accommodation, teaching spaces or residential rooms (i.e. workshops, plant rooms, circulation spaces etc.), the minimum maintained temperature will be no less than the statutory minimum. The University operates several specialist teaching spaces (i.e. dance studios, theatres and gyms), estates will work with the users of these facilities to ensure heating and cooling is sufficient.

Air conditioning / cooling is not standard throughout the University, and comfort cooling is not provided. Where air conditioning / cooling is provided it will be set to no lower than 25°C.

The purpose of this policy is to help users to understand the University's heating and cooling strategy.

3. Scope

Included within the scope of this policy are the following areas:

- University staff
- University students
- Students in halls of residence
- Students Union
- Commercial customers on site
- Other partners and stakeholders

4. Regulations

The Workplace (Health, Safety and Welfare) Regulations 1992 sets down specific requirements for most aspects of the working environment. Regulation 7 deals specifically with the temperature in indoor workplaces and states that *“during working hours, the temperature in all workplaces inside buildings shall be reasonable”*.

The Health and Safety Executive’s Approved Code of Practice states that *“during working hours a reasonable internal temperature must be maintained and this must not be less than 16°C unless the work involves severe physical effort in which case the temperature can be lowered to no less than 13°C”*. These temperatures are not absolute legal requirements and the University has a duty to determine what ‘reasonable’ comfort will be in particular circumstances. There is no maximum temperature stated in the Regulations or associated Code of Practice.

The University’s policy is to provide a comfortable working/living environment. Thermal comfort is subjective and many factors have to be taken into consideration such as:

- external environmental conditions,
- personal factors (such as clothing and personal preferences),
- the physical condition of the building. For example, the age and location of the building, the age and layout of the heating system and the controls.

It is recognised that not everyone will achieve ‘thermal comfort’ at 18-21°C. The best that can be realistically achieved in any situation is an environment which satisfies the majority of people. The Health and Safety Executive considers 80% of the occupants as a reasonable figure for the minimum number of people who should be thermally comfortable in an environment.

5. Standards

5a. Heating Standards

The University will endeavour to maintain building temperatures between 18-21°C during the core operational hours of the heating season. The heating season is normally from October to April inclusive, depending on weather conditions. The University recognises that seasonal weather conditions fluctuate and an assessment of the prevailing weather conditions will be made by Estates and the heating season will be extended or shortened as appropriate. This will normally be done by looking at a multiday temperature range.

Outside of the heating season the Building management System, monitors the outside temperature and heating kicks in if the temperature drops below 13°C.

Where areas are not used as either office accommodation or teaching spaces (i.e. workshops, plant rooms, circulation spaces etc.), the minimum maintained temperature for all work spaces will be no less than the statutory minimum.

Normal heating hours are between 8am and 6pm, Monday to Friday, excluding Bank Holidays and University closed days, for the duration of the heating season. This will be adjusted where evening or weekend teaching delivery is happening.

Student Residential accommodation will be heated between the hours of 6.30am to 11pm, where central control is available, subject to the standard thermostatic controls of the rooms.

Outside of core occupation times, all buildings default to a temperature setting of 10 to 12°C to maintain the fabric of the building and to protect water pipes.

Sports Centres, Libraries and evening teaching areas are heated to cover their opening times. Managers of spaces used outside of normal heating hours are to inform the Operational Estates team of any abnormal hours.

Adjusting the temperature: as well as centralised control, most radiators have their own temperature control. They sense the local air temperature and this alters the flow of water in the radiator. You can alter the temperature control to a level of 2 or 3 and then leave it alone.

Turning the control to maximum will not heat the room any quicker. It will actually increase the likelihood of your room overheating, resulting in the opening of windows, or the valve being turned off. If left turned off, the room may be cold the next morning.

If there are particular circumstances where, for health reasons, individuals may need special consideration then managers should refer to the Health and Safety Advisor for advice.

5b. Cooling Standards

Air conditioning / cooling is not standard throughout the University estate.

The University aims to minimise the provision and use of air conditioning / cooling both in terms of installation and use. The supply and use of air conditioning / cooling in rooms results in greater energy use, increased carbon emissions (from both the increased energy usage and refrigerant gases contained within) and increased running costs. The University does not provide 'comfort cooling'.

Air conditioning / cooling systems will be strictly controlled by the Estates Department.

There is no legal maximum temperature for occupied spaces, and where air conditioning/cooling is installed, the space temperature will be set no lower than 22°C and the system set to provide cooling

only when the space is occupied. All doors and windows of the cooled space should remain closed and any heating should be off.

It is understood that some spaces may overheat, particularly in summer months and these should be brought to the attention of the Estates department. Portable cooling units are not permitted for use in University buildings without the explicit consent of Estates.

6 Responsibilities

6a. Building User Responsibilities

Building users are requested to assist Estates by reporting all heating problems, and adapting their own behaviour to recognise environmental conditions.

It is expected that building users will:

- 🌱 Accept that their view of an acceptable temperature may not be the same as other users of the building; personal temperature preferences vary greatly among individuals
- 🌱 Wear suitable clothing, each additional layer can improve comfort by 2-3°C
- 🌱 Show due tolerance and understanding, especially if they are in buildings that were not constructed to modern standards
- 🌱 Report areas of over/under heating by notifying the Estates helpdesk as required [Problem - Q2 UWTSD](#)
- 🌱 Keep heat in the building by closing doors and windows, as appropriate
- 🌱 Ensure radiators and convectors are not blocked with furniture, clothing, towels etc.
- 🌱 Do not use portable electric heaters as they pose a significant fire risk and interfere with building controls. This will affect the comfort of colleagues in other parts of the building and mask the underlying problem
- 🌱 Make use of window blinds/coverings in hot weather to reduce solar gain
- 🌱 Switch off unnecessary electrical equipment and lighting to reduce heat gains
- 🌱 Keep doors and windows closed if air conditioning / cooling is in operation

6b. Estates Responsibilities

- 🌱 Aim to heat and cool buildings set out in this policy
- 🌱 Investigate complaints of over/under heating promptly and provide suitable feedback
- 🌱 In instances where the temperatures limits stated above are met, but thermal discomfort is still perceived (for example, due to drafts), the Estates Department will examine the feasibility of making improvements to this area. However, especially in older and listed buildings there may be limitations as to what can be done. A thorough appraisal will be carried out to ensure all alternative options have been considered before portable heaters are provided as a last resort
- 🌱 If temperature standards are being exceeded when the heating is operating, the Estates Office will take reasonable measures to reduce the temperature.

6c. Supplementary Heating

The use of supplementary heating / portable heating appliances is prohibited. This is partly due to their high running costs, but mainly due to the risks they pose to fire safety, as their use increases the load on electrical circuits, and there is the potential that their use will lead to the malfunctioning of primary building heating systems.

Individuals are not permitted to bring in/purchase their own local heaters, and if found, these will be removed.

Supplementary heating or portable heating appliances may be required under certain circumstances such as in the event of an emergency, mechanical failure of the heating system or when a risk assessment has identified a specific need. In these cases, supplementary heating will be provided by the Estates Department.

Where requests for supplementary heating are made these should be reported through the Estates helpdesk and will need to be approved by the Head of Department or Dean and Head of Sustainability.

Where supplementary heating is approved, only Estates-supplied oil-filled radiators can be used. Building occupants are not permitted to use their own heaters.











7. Monitoring

The University will ensure adherence to, and the efficiency of this policy, via the Sustainability Team which is responsible for the monitoring of energy usage.

This policy is to be updated and reviewed annually.

8. Links to other policies / procedures

A series of Sustainability management plans have been developed for the 2025-2028 period:

-  Group Environmental Sustainability Strategy 25-30
-  Carbon Management Plan
-  Sustainability Engagement Action Plan 25-30
-  Sustainable Construction and Refurbishment Plan 25-30
-  Energy Management Plan 25-30
-  Sustainable Travel Plan 25-30
-  Waste Management Plan 25-30
-  Water Management Plan 25-30
-  Sustainable Food Plan 25-30
-  Biodiversity Action Plan 25-30

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** insert when available

Approval

The policy will be formally considered and approved in accordance with Committee Terms of Reference outlined in the Academic Quality Handbook.

If the policy affects staff, advice should be sought from HR at the outset to ascertain if consultation is required at JCC. HR will also provide advice on the most appropriate stage to consult with JCC and on whether approval by Council is required

ALL policies submitted for approval must be accompanied by a completed:

- [Equality and Welsh Language Impact Assessment](#)
- [Institutional Impact Assessment](#)
- [Data Protection Impact Assessment](#)

Prior to submission to committee, authors are asked to consult the Policy and Planning Team who will check that the document complies with University requirements. The Policy and Planning Team will complete the section below.

For completion by the committee secretary

Please tick to confirm the following:

An institutional Impact Assessment has been completed

An EIA and Welsh Language Assessment has been completed

A DPIA has been completed

Matters requiring consideration by the approving committee:



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