|  |  |  |  |
| --- | --- | --- | --- |
| **Energy Action Plan** | | | |
| **Essential Actions** | **Guidance** | **Target Date** | **Person** |
| Set up an energy team | This would ideally be led by a school manager and would include:   * Head of School * Building Liaison Officer * Environmental Champion * Green Impact Team representative * Green Impact Assistant   It is recommended that the energy team meet at least 3 times per year. Before Christmas and Easter holidays would be ideal to do this to help ensure all electrical equipment is turned off. |  |  |
| Identify responsibilities | There will be roles that suit particular groups or individuals but it will depend on their capacity and availability. This should be made public. |  |  |
| Organise a walk around school or department to identify problem areas | A walk around the area can be used to establish where energy is being wasted. This can be undertaken in partnership with the estates team.  Ideally a walk around should take place at different times of day:   * During lessons / operational hours * Break time * Evening & Weekends (site manager) * Before holiday closures |  |  |
| Establish quick wins – no cost measures | From the walk around quick win measures need to be established:   * What can be done immediately * What does the unit need students and staff to do * How does the unit embed behaviour change |  |  |
| Raise awareness of staff and pupils | * Present Energy Action Plan – use notice boards/ energy bulletins / social media/video screens * Launch a campaign - hold events to raise awareness and encourage continued engagement/ design a mascot/ display ‘Switch-off’ stickers and posters around the site (QUB estates teams have campaign material that can be used. Contact carbonmanagement@qub.ac.uk) * Present updates and target progress to students & staff * Hold competitions to encourage staff suggestions & positive behaviour * Embed behavioural change – explain that the unit is striving for a different attitude to how electricity is used and wasted and why! Give people reasons to get involved and contribute – make them feel good about doing the right thing. |  |  |
| Active participation in no-cost measures | The whole department has to be involved:   * Academics to drive message in classrooms and lead by example * Support staff to be on board and help tackle energy waste * Office staff need to be made aware of measures taking place * Energy champion to be informed when momentum is falling and do something about it * Enlist the help of Green Impact Assistant to help with momentum and actions. |  |  |
| Monitor and analyse energy data and consumption | As part of Action Plan a system must be in place whereby the energy data available on Queens online is monitored:   * Start by reviewing consumption and analyse when energy is being used and where it could be reduced. * Set regular review dates * Compare with baseline data * Present to energy group * Review progress toward target * Invite ideas from everyone for moving forward |  |  |
| Identify areas of avoidable waste | When action needs to be taken:   * Work as a team to solve the issues * Contact Estates for advice if the problem requires replacement/controls/ renewing - Tony Schmidt (Energy Manager) [a.schmidt@qub.ac.uk](mailto:a.schmidt@qub.ac.uk) * Set timeline to have problem resolved |  |  |
| Review progress towards targets | Keep an eye on reaching targets that have been set:   * Inform Energy Team of progress * Establish if targets are going to be met or not! * Think ahead and put plans in place to reach future targets ( long term measures) * Share progress with everyone in the department |  |  |
| Plan for long-term measures | While the action plan addresses quick-win no-cost measures, significant further measures may need to be considered:   * Consult the energy manager on further energy use reduction: [a.schmidt@qub.ac.uk](mailto:a.schmidt@qub.ac.uk) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Energy Team Checklist** | | | |
| **Action** | | | **Comment** |
| 1. Are you aware of QUB’s carbon reduction targets and the Carbon Management Plan? [Carbon Management page](http://www.qub.ac.uk/sites/CarbonManagementatQueens/QueensCarbonJourney/ManagementInformation/EnergyTargetsFAQ/#d.en.225410) \*contacting the Carbon Management Team: [carbonmanagement@qub.ac.uk](mailto:carbonmanagement@qub.ac.uk) | | |  |
| 2. Are you aware of the role your unit can play in reducing energy and saving money, and in meeting carbon reduction targets? | | |  |
| 3. Have you actively communicated the importance of reducing energy in the unit to all stakeholders? | | |  |
| 4. Is energy efficiency and energy reduction a standard item on senior management meetings’ agendas?  (This can give an overview and update on energy use and performance. Putting it on the agenda is also an opportunity for staff to generate ideas, suggestions and comments on reducing energy.) | | |  |
| 5. Have you appointed energy monitors/green champions/environmental champions/Green Impact Assistants to promote, support and ensure energy saving activities are happening around the unit? | | |  |
| 6. Are you providing stakeholders with updates and progress in their efforts to reduce energy?  This can be done via email, posters, stickers, notice boards, presentations, or at team/staff meetings; be creative with how you communicate to staff and students to get the message across. | | |  |
| 7. Are you aware of whom to contact for information on energy efficiency improvements to your building? [a.schmidt@qub.ac.uk](mailto:a.schmidt@qub.ac.uk) | | |  |
| 8. Are materials about saving energy displayed for staff, pupils and visitors’ benefit? Are staff encouraged to attend energy efficiency training or workshops when available? [www.qub.ac.uk/carbon](http://www.qub.ac.uk/carbon) | | |  |
| 9. Has a ‘switch off’ campaign for staff and students been considered to encourage awareness and behavioral change? For Example the University’s Christmas Switch Off Campaign <http://www.qub.ac.uk/sites/CarbonManagementatQueens/GetInvolved/ChristmasSwitchOff/> | | |  |
| **Energy Team Roles & Responsibilities** | | | |
| **Team Member** | **Role** | **Responsibility** | |
| School Manager | Main Lead | Chair energy team meetings and assist with undertaking actions identified | |
| Head of School | Project Sponsor | Support and facilitate the actions of the team | |
| Building Liaison officer | Contact with estates  Building led actions | Taking forward recommendations from Energy Survey  Report on progress | |
| Environmental Champion | Monitoring and Analysis | Monitoring and understanding energy use. Providing graphs for team and notice board.  Using the information provided by estates to share performance with others in an engaging and interesting way. | |
| Green Impact team representative | Occupant Led actions | Providing content for energy team web page, social media and notice board  Switch off Campaign, Competitions, Report back to student body, Raise awareness | |

|  |  |
| --- | --- |
| **Energy Walk around Checklist** | |
| **Observation** | **Comment** |
| Has lighting been left on in unoccupied areas? |  |
| Could daylight be used more effectively? |  |
| Have unoccupied PCs/screens been left running? |  |
| Is any electrical equipment running unnecessarily? - photocopiers / projectors / visualizers / fans / whiteboards / printers / chargers / laptops / personal equipment |  |
| What is the room temperature? Is this suitable? |  |
| Is any portable electric heating running? Could it be switched off? |  |
| Are radiators/heaters free from obstructions? |  |
| Have doors/windows/other areas been left open? |  |
| Are energy saving ideas / tips / posters / information clearly displayed around the building/department? |  |
| Can employees use stairs instead of lifts and are there signs to encourage this? |  |
| Are there issues that need to be raised with the Estates Department or Energy Manager? |  |
| Are there any other problems? |  |