

Thermal Comfort Policy

Version 5 – February 2022

1.0 Introduction

This policy deals with thermal comfort in non-residential buildings across the University of Lincoln's estate.

The University aims to provide a comfortable working environment for staff, students and tenants, comply with Health and Safety requirements while minimising the effects on the environment and costs of operating heating and cooling systems.

Thermal comfort is highly subjective, and affected by factors such as air temperature, air movement and humidity as well as individual metabolism and preferences. Staff, students and visitors are expected to take personal responsibility for their comfort by wearing suitable and adequate clothing for the season.

2.0 Thermal Comfort - Heating

During a building's opening hours, in line with health and safety guidance, all spaces will meet a minimum of 16°C. Within the heating season, the university will aim to heat utilised spaces to approximately 20°C.

The use of individual heaters present a health & safety risk, as well as interfering with a building's heating systems, and are therefore not permitted.

3.0 Thermal Comfort - Cooling

Air conditioning is not fitted as standard throughout the university.

Where present, mechanical cooling will be set to cool no lower than 23°C. In smaller offices and teaching spaces, cooling will not be activated automatically, but will be available for use when required. Desk and room fans may be used provided they comply with the University of Lincoln Control of Electricity at Work Policy.

The University aims to achieve the temperatures described, however on days when extreme external temperatures are experienced this might not be possible.

4.0 Exceptions to the Thermal Comfort Policy

- Laboratories and specialist spaces
- Rooms with heat generating equipment
- Extenuating circumstances relating to specific health requirements whereby temperatures are detrimental to health, as recommended by an occupational health professional.

5.0 Maintenance of systems

The heating and cooling systems are maintained by the Estates Department. Every effort is made to minimise inconvenience to building users but there may be occasions when a shutdown of service is unavoidable.

6.0 System faults

The Estates team relies upon colleagues from across the university to report any problems with the heating and cooling systems, which should be the first course of action if a thermal comfort issue is identified.

7.0 Compliance

This policy complies with Chartered Institution of Building Services Engineers, Health and Safety Executive, Carbon Trust guidelines and sector best practice.

Supporting Policies

Available at <http://estates.lincoln.ac.uk/policies>:

- Carbon Management Plan
- Environment and Energy Policy
- Space Management Policy

Review

Policy to be reviewed in February 2022.

Version History

Version	Changed Made	Approved by	Date approved
1	Approved by Senior Management Team.	Deputy Vice Chancellor, Simon Parkes.	30 th June 2016
2	Reviewed and approved by Environmental Sustainability Committee.	Environment and Sustainability Committee.	21 st June 2017
3	No changes.	Estates SLT.	17 th October 2018
4	Expanded to include exceptions to the policy and compliance with guidelines. Approved by Director of Estates.	Estates SLT.	2 nd August 2019
5	Approved by ESLT. Clarification of heating and cooling thresholds and when this is provided to building occupants.	Estates SLT.	1 st February 2022