

CORPORATE HEALTH AND SAFETY COMMITTEE – 19TH APRIL 2004

SUBJECT: GUIDELINES FOR HEATING TEMPERATURES IN COUNCIL BUILDINGS

REPORT BY: CHIEF PROPERTY OFFICER

1. PURPOSE OF REPORT

- 1.1 A report seeking Corporate Management Team's (CMT) approval for corporate guidelines for heating temperatures in council buildings was considered on 29th January 2004.
- 1.2 At that meeting CMT noted that Directors and Heads of Service had been consulted in the preparation of the report and that there was general support in principle. However, in view of the differences in the heating systems in the various offices, it was accepted that it would be difficult to limit temperatures in some areas to 22°C if comfort conditions were to be maintained for the majority of staff. Due discretion would therefore need to be used in the application of guidelines such that they apply to temperatures prevailing in general within each building.
- 1.3 Following discussion, CMT therefore agreed that, subject to a requirement ensuring that the temperature remains to the required level throughout the whole of the flexi time band, where published standards are available, these be adopted as the recommended workplace temperatures and that where no published recommendations exist, the optimum heating temperature for Council establishments should be 19°C. Notwithstanding the above, managers shall have discretion to provide heating to higher temperatures to achieve satisfactory local working conditions subject to a maximum general temperature of 22°C. It was also agreed that before implementation of the guidance, staff unions be consulted.
- 1.4 The report considered by CMT is now attached and the Committee is invited to make comments.

Author: Allan Jones (Energy and Water Conservation Officer)
Consultees: Directors
All Heads of Service
Sian Davies (Sustainable Development Co-ordinator)
Phil Griffiths (Senior Corporate Safety Officer)
Paul Neale (Health, Safety and Welfare Officer)
Hazel Hortop (Occupational Health Nurse)

Appendices:
Appendix 1 Report entitled 'Guidelines for Heating Temperatures in Council Buildings' submitted to Corporate Management Team on 29th January 2004.