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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Guidance Information

Temperature at Ty Dysgu

The Cooling and Heating system was commissioned by HEIW management as recommended by our building architect and has been tested by the manufacturer to legal standards and regulations and has been signed off as safe and working by HEIW management. Despite this, some staff are reporting in some areas of the building that they are either too hot or too cold.

The system is currently set between 24°C-20°C by the Building Management System and this corresponds to the midpoint on the thermostats of 22°C allowing 2°C adjustment on the thermostats either side of 22°C. This midpoint ambient temperature needs to be determined as a basis for setting the system. As such the temperature on the floors will be maintained at the midpoint of 22°C.

If the temperature rises above 24°C the cooling system automatically operates to provide cold air from outside which is then passed through the HVAC system to the ceiling vents to cool the temperature in the room.

Conversely, if the temperature drops to below 20°C the heating system automatically operates to provide warm air to the room through the ceiling vents.

These changes in temperature will be more noticeable to staff seated directly below a ceiling vent.

At present the thermostats located on each floor of the open plan areas take the temperature from the middle of the room where they are located. These set points can be changed but if the temperature is changed it will not meet the requirements of all the staff on a floor as the precise areas these thermostats relate to cannot be determined exactly.

Staff were reporting that the building was cold on a Monday morning and arrangements were made for the heating to come on earlier building up the warmth of the building for Monday morning.

Some staff also requested that we vary the temperatures during the course of the year to accommodate the summer and winter changes in temperature. Adjustments will therefore be made to the Building Management System as follows: Winter 25°C - 21°C (from 1 November to 31 May) which will provide an ambient temperature of 23°C; Summer 24°C- 20°C (from 1 June to 31 October) w 25°C which will provide an ambient temperature of 22°C

The Executive Team has a duty of care under the Health and Safety at Work Act (1974) for the welfare of all employees. Whilst minimum workplace temperatures are defined in legislation at 16°C, no upper temperature limit is defined. Every effort is made to ensure that during working hours, the temperature in all workplaces inside buildings are reasonable.

Our Facilities and Compliance Manager will ensure that all offices within the buildings are kept at an average temperature target of 23°C in Winter and 22°C in Summer but no less than 16°C during normal office hours and outside office hours where these are agreed by the Executive Team. He will also ensure the urgent repair, maintenance and servicing of the heating service in accordance with statutory requirements is adhered to at all times.

Floor heaters or oil heaters must not be used alongside the current heating system as they will affect the cooling system by encouraging it to pump more cold air into the building. Also increasing the number of electrical items to the current system could overload the electrical system and cause a power failure. Heaters are also a potential cause of a workplace fire if they are accidentally left on overnight.

Whilst fans do not affect the cooling system a large number could potentially overload the electrical system causing a power failure. Small desk fans that operate via a USB connected to the VDU are preferable. The Facilities and Compliance Manager will be able to advise staff on the number and location of fans that are permitted. Please note that these items will be subject to portable appliance testing arrangements.

In addition, all staff need to take responsibility for mitigating the impact of the office temperatures by:

- Dressing appropriately (multiple layers of clothing are recommended).
- Working in a pod, a meeting room or work at a different workstation, standing desk or hot desk. If staff wish to move desks within their teams, they must seek approval from their line manager in the first instance.
- Consuming hot/cold drinks, water being preferable to carbonated drinks.

- Using window shading, e.g. blinds etc.
- Taking regular short breaks to get drinks to heat up or cool down.
- Making use of flexible work systems where possible to reduce exposure to periods of peak temperature.
- Ensuring that if constant unreasonable discomfort is being experienced, a report is made to line manager who must then complete a service desk ticket. The Facilities and Compliance Manager will investigate reports of severe staff discomfort and report outcomes and recommendations to management within reasonable period and update the Health and Safety Committee of the findings. Requests for daily adjustments to the system are not permissible.
- It is imperative that staff do not misuse or interfere with equipment provided for the buildings by putting blue tack or paper over thermostats or cover any part of the ceiling vents. The equipment in the main boiler and plant settings must only be set or changed by authorised staff or contractors only.