Energy Saving

03-ENV-PRO-003

Statement

This procedure, including any associated forms and templates, shall not be altered without written Technical Authority Approval.

Control	Name	Job Title / Position	Date
Owner:	Rebecca Young	HSE Advisor	14/10/2024
Approver:	Rebecca Young	HSE Advisor	14/10/2024

Revision	Description	Date
01	Issued for use	14/10/2024
Note:	This procedure was previously BMS-03-ECON-EN-1003 Version 4.0	

Contents

1 Document Details

1.1 Purpose

To ensure that all personnel involved in energy use are aware of energy saving techniques.

1.2 Scope

This document describes the procedure to be followed to ensure energy is saved for both site and office activities. The procedure shall be followed to minimise energy consumption for site and offices under the control of the organisation.

1.3 Policy Statement

This document is governed by the nexos Environmental Policy Statement and the principles and ethics described therein.

1.4 Reference Document

- Environment Policy Statement.
- Energy Efficiency Toolbox Talk.

1.5 Approval

This document is authorised by the Board and it is their expectation that this document and associated procedures are adhered to. Where this may not be possible any deviation should be clearly documented and authorised by Business Area Management.

2 Responsibilities

2.1 Chief Executive Officer

The Chief Executive Officer shall:

- Direct the overall policy and strategy regarding environmental matters.
- Allocate resources for evaluating and monitoring environmental protection.
- Review environmental performance at QHSE Management Review Meetings.
- Set annual targets and objectives for environmental protection.

2.2 Operating Directors

The Operations Director shall:

- Ensure Environmental procedures are updated and available to all employees.
- Ensure Environmental procedures are met throughout all facilities.
- Provide resources and support for continual environmental improvement.

2.3 Contract Managers & Project Managers

Contract Managers and Project Managers shall:

- Implement energy saving measures within their control.
- Ensure adequate information, training, and instruction to staff on environmental risks.

2.4 HSE Manager/Advisors

The HSE Manager shall:

- Implement energy saving measures within their control.
- Monitor the effectiveness of the environment operation procedures.
- Provide advice to Management on environmental issues.
- Train staff in environmental management.
- Maintain environmental procedures.

2.5 All Employees

All Employees shall:

- Comply with this procedure as it applies to them.
- Take reasonable care for health, safety and the environment.
- Improve the organisations health, safety and environmental performance.

3 Procedure

3.1 Planning

- Plan operations to avoid multiple handling of materials.
- Where possible avoid part loads.
- Avoid excessive purchasing of materials.
- Wherever possible use local production staff to resource schemes and to avoid unnecessary travel.

3.2 Plant Vehicles & Equipment

- Plant and equipment which are not in immediate use shall be shut down.
- Plant and equipment shall be regularly serviced in accordance with manufacturer's requirements.

3.3 Accommodation (Energy Efficiency & Heating)

- Heat loss shall be reduced by closing windows and doors.
- Switch off lights in empty rooms and use timers and movement sensors on non-essential lighting and equipment.
- Make the most of natural lighting. Keep windows and sky lights clean and clear and switch off lights when there is sufficient day light.
- Turn off equipment at empty workstations – staff shall turn of monitors and desk lighting when away from their desk.
- Staff shall turn off computers and monitors at the end of the day.
- Use timers and thermostats on heating.
- Office waste including paper, plastics and printer toners/cartridges shall be recycled whenever practicable.
- Replace ordinary light bulbs with energy saving ones.
- Don't turn up heating unless essential. Try to keep thermostats at 19 degrees C. Every degree up will cost 8% more.
- Don't heat unused space. Storerooms and corridors don't need to be kept as warm as areas where people spend long periods of time.
- Keep doors and windows closed and draught proof in cold weather.

3.4 Water Use

- Turn off water using appliances when not in use and fix dripping taps.
- Use cistern displacement devices such as hippos to reduce water required to fill a toilet.
- Collect rainwater and use for watering plants or washing vehicles.
- If replacing toilets use low or dual flush systems.
- Use tap controls examples include infrared and push tops.
- Fit urinal controls so cistern only flushes during office hours.

3.5 Purchasing

- Purchase energy efficient appliances.
- Refillable or recyclable items are to be purchased and used whenever possible.
- Whenever possible and subject to availability, consider the purchase of local materials and products to reduce transportation.
- Use rechargeable batteries or solar powered items where possible.
- Purchase timber and paper from sustainable resources whenever available.
- Choose the most energy efficient heating based upon cost per kWh and CO2 emissions ranking as follows Biomass, Ground Source Heat Pump, Mains Gas, LPG - is more expensive than oil, but less CO2, Kerosene, Gas Oil, and Electricity from non-renewable sources.
- Plant, vehicles and equipment shall be purchased with due regard to their fuel consumption, CO2 emissions and type of fuel.
- Consider the energy efficiency and insulation properties of products before purchasing or hiring.

3.6 Travel

- Avoid unnecessary journeys.
- Use teleconference or phone communication to avoid travel whenever possible.
- Consider patterns of working to reduce energy consumption.
- Plan car sharing to meetings and work.
- Identify existing and/ or required operational control measures to be put into place to control the organisations environmental impact. These control measures may also become objectives and targets for the organisation.

3.7 Driving

- Drive Off from Cold. Modern cars are designed to move straight away. Warming up the engine just wastes fuel - and causes engine wear.
- Check Your Revs. Change up before 2,500rpm (petrol) or 2,000rpm (diesel).
- Drive Smoothly. Anticipate road conditions so that you drive smoothly and avoid sharp acceleration and heavy braking. This saves fuel and reduces accident rates.
- Step Off the Accelerator. When slowing down or driving downhill, remain in gear but take your foot off the accelerator early. This reduces fuel flow to the engine to virtually zero.
- Slow Down. Driving within the speed limit is safer as well as being the law and reduces fuel consumption.
- Stuck in traffic. Switch It Off. Modern cars use virtually no extra fuel when they are re-started without pressing the accelerator. Turn off the engine if you're going to be stationary for more than a minute or two.
- Smarter preparation. Plan your journeys to avoid congestion and road works, and to make sure you don't waste fuel or time getting lost!
- Keep It Long. Use other forms of transport for short journeys if you can. A cold engine uses almost twice as much fuel and catalytic converters can take five miles to become effective.

- Reduce Drag. Accessories such as roof racks, bike carriers and roof boxes significantly affect your car's aerodynamics and reduce fuel efficiency, so remove them when not in use.
- Check Tyre Pressure. Under-inflated tyres are dangerous and increase fuel consumption.

From the Energy Saving Trust http://www.energysavingtrust.org.uk/Travel/Drivers/Smarter-driving