

Energy management scoring matrix for schools and Academies. Circle the one box per line that most reflects your school.

Level/score	1	2	3	4
Responsibility for energy	Someone pays the bill...	Someone pays the bill and someone else sorts out problems with lights/heating	A member of staff is responsible for managing energy and is supported by other staff	A member of staff is fully responsible for managing all aspects of energy and staff and pupils are involved
Energy Policy	We don't have an energy policy	No policy but we try to switch items off at the end of the day	There is a written policy but it isn't universally adopted or regularly reviewed	We have an energy policy that is signed by the Governors/SLT and regularly reviewed
Energy Data Analysis and target	We record the cost of energy only. There is not an energy reduction target	We record not only the cost but the amount and compile it into a spreadsheet quarterly/monthly. We have a target to reduce	We have a meter that collects the data every 30 minutes and we go on line to check our use and investigate peaks. We have a target for reduction	We have a meter that collects the data every 30 minutes. We go on line to check our use, investigate peaks, analyse use for different events/activities in school. We have a target for reduction and we report on our progress across the site
Energy Action Plan	We don't have an energy action plan	We don't have a plan as such but we do consider spending money on energy efficiency projects	We have an energy action plan that is informed by our data analysis	We have an energy action plan that is informed by our data analysis and energy reduction target with SMART targets and signed by the SLT
Energy projects	We don't spend any money on energy reduction projects	If something needs replacing we consider efficient alternatives	We put forward business cases for energy projects and some are approved	We routinely commit resources to support our policy aims and the projects identified in our plan
Training and communication	Staff do not receive any specific training relating to energy and we don't promote energy efficiency	The Site Manager may have ad hoc specialist training and we have discussed energy in meetings and assembly	Our action plan informs the training needed for staff. We regularly brief the whole school on energy reduction initiatives	Our action plan identifies the training needs and we train regularly to prevent skills fade. We inform all school stakeholders about initiatives at the site including in real time
Measurement and monitoring	We don't look at the impacts on energy of any actions we may take	We might consider if there has been a reduction in the bill following a project	Following a project we always look out for savings on the bill and we use the predicted savings the installer gave us	We do 'before' and 'after' analysis of all energy initiatives looking at kWh saved and continue to do so to report on the payback period
Review and reporting	We don't review or report on any energy management activity	We might discuss the success of any projects based on anecdotal or bill evidence	The energy policy and action plan are reviewed on an ad hoc basis. We review success of projects by data analysis	Energy policy is reviewed with the results of data analysis from projects to determine if target has been met or requires more resource

What does my score mean?

Firstly you are scoring your school on the way it manages energy. In the same way you may manage attendance, facts and figures are needed to support initiatives. It must be the clear responsibility of one or more named members of staff and part of job descriptions. Following initiatives to improve energy performance, the impact should be assessed for success. There must be widespread and regular communication across the school to inform staff and pupils to encourage buy-in as well as report on successful outcomes. A simple yet robust management system comprising a policy, plan and a target will ensure you stay on track and most importantly save energy and money.

Mostly 1s

Energy may not be very high on your list of priorities right now. It is however worth considering as a secondary school combined electricity (c. £45k) and gas (c. £100k) costs could be reduced by 10-20% from some very simple low/no cost measures. These savings can then be re-invested to make further savings for example updating old lighting with modern efficient types.

Mostly 2s

Energy is probably on your 'to-do list' but you never seem to have the time to sit down and get going. You always seem to be on the back foot. You know it is a big cost but you are not altogether sure where to start or how to start. The important thing is that you are aware that there are probably savings to be made. You just need to start formalizing activity.

Mostly 3s

You have made a really good start. You can't always devote the time you want so things sometimes slip but you are doing all of the right things, usually in the right order! If you have time for nothing else really analyse your data to find waste, take action and then prove savings.

Mostly 4s

Congratulations you are one of a handful of schools in the country who are effectively and efficiently managing their energy. I hope you have made good savings and have been spreading the word.

What next?

If you are looking to improve your score but don't know where to start, please do get in touch.

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Reduce your use.

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