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Activity 5 - Action Plan

Your Eco Team should write the action plan using the recommendations from your energy survey and from the results from your review of the Matrix that you carried out in Activity 2.

You may choose to have two sections to the action plan; one for the Staff members of your Eco team to carry out and one for your pupil Eco team to carry out.

Your action plan should include :

- ➔ How you will continue to go about the monitoring and targeting of your energy use,
- ➔ How you will review your energy policy and the other tasks mentioned in this guide.
- ➔ The list and timescales for the energy saving projects you will be carrying out
- ➔ A top line target for energy reduction
- ➔ Your plans for switch off campaigns and involving pupils



Your Energy Team, should discuss this energy audit and decide the best way to implement the actions suggested including how to involve all users of the school buildings in raising awareness of energy issues and implementing change.

This action plan should then be included in your:

- ➔ School Development Plan (SDP)
- ➔ Asset Management Plan
- ➔ Property Development Plan
- ➔ Staff Development Plan
- ➔ IT/ICT Development Plan
- ➔ Sustainable Schools Action Plan (if you have one)
- ➔ Eco-Schools Action Plan for Energy Topic

Activities for your Eco Team

- ➔ Appoint pupil energy monitors. Decide on their responsibilities e.g., switching off lights / monitors when leaving the room; reminding the teacher to switch off the interactive whiteboard; opening / closing blinds to make best use of natural light; monitoring room temperature.
- ➔ Use coloured stickers on light switches and sockets to show which ones must be left on, and which can be switched off when not in use.
- ➔ Conduct a teacher information session to ensure all staff know about the behaviours you want them to adopt and why. (Older pupils will be keen to 'train' their teachers, and staff are likely to respond more positively when requests for behavioural change come from their pupils.)
- ➔ Conduct unannounced spot checks on empty rooms to see if lights / equipment is being turned off when not being used.
- ➔ Consider ways to reward people for energy efficient behaviours, and to celebrate successes.
- ➔ Raise awareness of the school's energy usage by running a 'low energy' day when you challenge to school to use as close to zero energy as possible for one day.



Eco-Schools Action Plan

[Enter School Name Here]

Date Action Plan was developed:

Action Plan developed by:

Topic	Action	Target / Measure	Timescale / Deadline	Responsibility	Evaluation of action / Actual result achieved

