**Energy Action Plan  
YYYY-YYYY**

(Insert setting name) practical plan to improve energy efficiency, reduce costs and support climate action

Template produced September 2025  
Facilities Management Team  
Essex County Council



Step 1: Collate Energy Data

|  |  |
| --- | --- |
| **Energy Consumption Summary** |  |
| **Person Responsible for updating this table** |  |
| **Deadline for next table update before review meeting** | Click or tap to enter a date. |

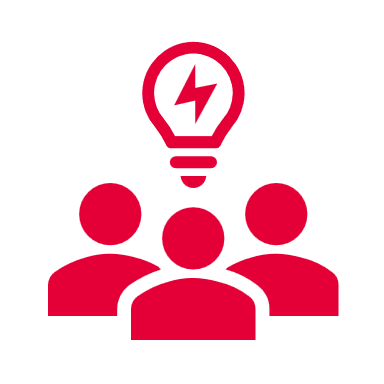
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year** | **2024**  (Jan – Dec 24) | **2025**  (Jan – Dec 25) | **2026**  (Jan – Dec 26) |
| **Electricity** | **Consumption** (kWh) |  |  |  |
| **Electricity**  **Electricity** | **Cost** (£) |  |  |  |
| **Electricity** | **Unit rate** (p/kWh) |  |  |  |
| **Electricity** | **Supplier** |  |  |  |
| **Electricity** | **% Change** |  |  |  |
| **Gas** | **Consumption** (kWh) |  |  |  |
| **Gas** | **Cost** (£) |  |  |  |
| **Gas** | **Unit rate** (p/kWh) |  |  |  |
| **Gas** | **Supplier** |  |  |  |
| **Gas** | **% Change** |  |  |  |
| **Oil** | **Consumption** (litres or kWh) |  |  |  |
| **Oil**  **Oil** | **Cost** (£) |  |  |  |
| **Oil** | **Unite rate** (p/litre or kWh) |  |  |  |
| **Oil** | **% Change** |  |  |  |
|  | **Total Energy Cost (£)** |  |  |  |
|  | **Notes on actions taken** |  |  |  |

**Gas**

### S

Step 2: Set a Vision

[**Replace with own text** - Set a vision for your school’s approach to saving energy and reducing carbon emissions. This should reflect your whole-school commitment and where you currently stand. Consider consulting students and staff before writing your vision so that it’s informed by the people who use the building every day.]



Step 3: Set an Annual Target

[**Replace with own text** - Set a clear and measurable target for reducing energy consumption over the next 12 months. Use your baseline data from Step 1 to guide this. Targets can be based on total kWh, cost, or benchmarks such as kWh per pupil or per square metre.]



**Review date:** Click or tap to enter a date.

**Attending staff/parties:** [Replace with own text]

Step 4: Set Actions

Step 4: Set Actions

| **Action** | **Person/**  **parties responsible** | **Impact/ savings estimate** | **Engaging students** | **Expected complete date** | **Additional comments** |
| --- | --- | --- | --- | --- | --- |
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Step 5: Progress Review

Before completing the review, confirm that the responsible person from Step 1 has updated the energy consumption table. This ensures changes to consumption and cost can be discussed.

**Review meeting date:** Click or tap to enter a date.

**Staff and parties present:** [Replace with own text]

**Checklist**

|  |  |  |
| --- | --- | --- |
| **Task** | **Comments** | **Complete?** |
| Calculate the headline savings figure (e.g. total kWh or £ saved compared to the previous year). If there is not a saving, discuss why this may be e.g. new building block added to the setting. |  | ☐ / ☑ |
| Discuss the most effective actions taken. |  | ☐ / ☑ |
| Share progress with students, staff, governors or on the school website. |  | ☐ / ☑ |
| Create a copy of the current Energy Action Plan and rename it for the year ahead (e.g. Energy Action Plan 2026-2027). Make any changes to step 1-4 on this new document but continue to fill out the review section here. Your review section on the new document should be left blank until the next review date. |  | ☐ / ☑ |
| ***Review and update all sections*** | ***(make changes within the new*** | ***document)*** |
| Update the title page |  | ☐ / ☑ |
| Confirm who is responsible for updating the energy consumption table (Step 1) and agree the date of the next meeting when this will be reviewed. |  | ☐ / ☑ |
| Revisit the school’s vision and confirm whether it still reflects current priorities. |  | ☐ / ☑ |
| Set a new annual target (Step 3) and confirm the next formal review date. | *.* | ☐ / ☑ |
| Select new actions for the strategic plan table (Step 4) |  | ☐ / ☑ |

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*The following pages provide a completed example of an Energy Action Plan to help guide schools in filling out their own.*

*If you are printing the Energy Action Plan for use, you only need to print the pages before this one.*

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Step 1: Collate Energy Data

**Oil**

EXAMPLE

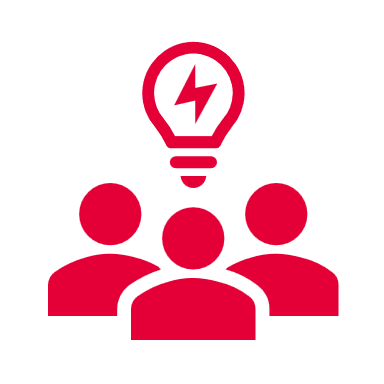
|  |  |
| --- | --- |
| **Energy Consumption Summary** |  |
| **Person Responsible for updating this table** | *School Business Manager* |
| **Deadline for next table update before review meeting** | *Friday, 09 January 2026* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year** | **2024**  (Jan – Dec 24) | **2025**  (Jan – Dec 25) | **2026**  (Jan – Dec 26) |
| **Electricity** | **Consumption** (kWh) | *120,000* | *110,000* |  |
| **Electricity**  **Electricity** | **Cost** (£) | *33,600* | *30,800* |  |
| **Electricity** | **Unit rate** (p/kWh) | *28.0* | *28.0* |  |
| **Electricity** | **Supplier** | *Company X* | *Company Y* |  |
| **Electricity** | **% Change** | *N/A* | *- 8.3%* |  |
| **Gas** | **Consumption** (kWh) | *250,000* | *230,000* |  |
| **Gas**  **Gas** | **Cost** (£) | *12,500* | *11,300* |  |
| **Gas** | **Unit rate** (p/kWh) | *5.0* | *5.0* |  |
| **Gas** | **Supplier** | *Company A* | *Company B* |  |
| **Gas** | **% Change** | *N/A* | *- 8.0%* |  |
| **Oil** | **Consumption** (litres or kWh) | *5,000 litres* | *4,200 litres* |  |
| **Oil** | **Cost** (£) | *4,000* | *3,360* |  |
| **Oil** | **Unite rate** (p/litre or kWh) | *80 p/litre* | *80 p/litre* |  |
| **Oil** | **% Change** | *N/A* | *- 16%* |  |
|  | **Total Energy Cost (£)** | *51,000* | *45,460* |  |
|  | **Notes on actions taken** | *N/A – Baseline before changes.* | *Reduced heating hours and LED upgrade.* |  |

### S

Step 2: Set a Vision

*Our school is concerned about climate change and wants to be part of the solution. We recognise the need to reduce the greenhouse gases we release into the atmosphere. To support our Climate Action Plan we have formed an Energy Action Team who will work with the whole school community to agree specific actions (Step 4) and then help deliver the change needed.*



EXAMPLE

Step 3: Set an Annual Target

*After reviewing our energy consumption for 2024, the school used 250,000 kWh of gas and 120,000 kWh of electricity. By implementing the actions in our strategic plan, we aim to reduce our total energy use by 10%. Our target for 2025 is to use 225,000 kWh of gas or less, and 108,000 kWh of electricity or less.*



**Review date:** *Friday, 09 January 2026*

**Attending staff/parties:** *Headteacher, Business Manager, Sustainability Lead, Energy Action Team*

Step 4: Set Actions

Step 4: Set Actions

| **Action** | **Person/**  **parties responsible** | **Impact/ savings estimate** | **Engaging students** | **Expected complete date** | **Additional comments** |
| --- | --- | --- | --- | --- | --- |
| 1. *Delay kitchen hot cupboard start time from 7:30am to 9:30am* | *Kitchen Manager* | *£319/year (3kW × 2 hrs/day × 190 days × £0.28/kWh)* | *N/A* | *Immediate 10.12.2025* | *Not applicable on Wednesdays due to earlier prep for roast dinner.* |
| 1. *Programme all holiday and bank holiday dates into the BMS to prevent heating and hot water from running unnecessarily during closures.* | *Site Manager* | *Approx. 5% of gas bill* | *N/A* | *Immediate 10.12.2025* | *Use 2025–2026 school calendar. Set annual reminder to review dates* |
| 1. *Reduce heating schedule from 7:00am–5:00pm to 8:00am–4:00pm* | *Site Manager* | *Approx. 10% of gas bill* | *Year 6 can take daily gas meter readings before and after the change to compare usage* | *Immediate 10.12.2025* |  |
| 1. *Add solar control film to windows in Class 5 and 6 which overheat in summer* | *Facilities Team*  EXAMPLE | *Approx. 2–3% of electricity bill, due to reduced reliance on air-conditioning* | *Students can place usage signs next to air conditioning units after installation* | *Film to be installed 01.05.2025* |  |

Step 5: Progress Review

Before completing the review, confirm that the responsible person from Step 1 has updated the energy consumption table. This ensures changes to consumption and cost can be discussed.

**Review meeting date:** *Friday, 09 January 2026*

**Staff and parties present:** *Headteacher, Business Manager, Sustainability Lead, Energy Action Team*

**Checklist**

|  |  |  |
| --- | --- | --- |
| **Task** | **Comments** | **Complete?** |
| Calculate the headline savings figure (e.g. total kWh or £ saved compared to the previous year). If there is not a saving, discuss why this may be e.g. new building block added to the setting. | *We decreased electricity consumption by 8.5% and gas consumption by 8% compared to the previous year. This is close to our 10% reduction aim outlined in the annual target. The heating system did not enter holiday mode over Easter as this was missed when programming the BMS. This will be an immediate action in our updated strategic plan.* | ☑  EXAMPLE |
| Discuss the most effective actions taken. | *The solar film has made a huge difference. Students and teachers have reported a more comfortable learning environment. The AC unit is rarely switched on.* | ☑ |
| Share progress with students, staff, governors or on the school website. | *Admin support to publish our refreshed ‘Climate action Plan – Energy Section 2026’ on the school website and highlight in the February newsletter.* | ☑ |
| Create a copy of the current Energy Action Plan and rename it for the year ahead (e.g. Energy Action Plan 2026-2027). Make any changes to step 1-4 on this new document but continue to fill out the review section here. Your review section on the new document should be left blank until the next review date. | *Completed during the meeting. Ready to edit according to the checklist steps below.* | ☑ |
| ***Review and update all sections*** | ***(make changes within the new*** | ***document)*** |
| Update the title page | *Title changed from ‘Energy Strategy 2025-2026’ to ‘Energy Strategy 2026-2027’.* | ☑ |
| Confirm who is responsible for updating the energy consumption table (Step 1) and agree the date of the next meeting when this will be reviewed. | *The School Business Manager will continue to be responsible and has agreed to update step 1 by 5/01/2026, in time for our next meeting on 10/01/2026.* | ☑ |
| Revisit the school’s vision and confirm whether it still reflects current priorities. | *Vision updated to add input from the Eco Team who are present at the meeting.* | ☑ |
| Set a new annual target (Step 3) and confirm the next formal review date. | *Annual target updated and the next formal review date confirmed.* | ☑ |
| Select new actions for the strategic plan table (Step 4) | *Step 4 has been updated with 7 new actions to focus on throughout the year ahead.* | ☑ |

EXAMPLE