

COUNT YOUR CARBON

Self-led Energy Audit

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How to conduct a self-led energy audit

This audit is a starting point intended to help you identify opportunities to reduce your energy usage and improve your energy efficiency. By answering the following 29 questions in this audit, you will generate a shortlist of actions that may be suitable for your school or setting.

Working with your planning team, answer the questions.

- If you answer **Yes**, well done. It means you are already taking steps to use energy efficiently and keep carbon emissions down.
- If you answer **No**, take a look at the **Actions to consider** column to see which actions could be worthwhile for your setting.

All of the actions listed within this resource are taken from our Decarbonisation Planner. Once you've generated a shortlist of actions, head back to the Decarbonisation Planner to find out more about what the actions involve, and select those which feel most appropriate to add to your Decarbonisation Plan.



Building insulation and heat retention

Question	Yes/No	Actions to consider
Are all doors throughout your buildings free from draughts?		Install draught strips on doors
Do you have blinds or shutters installed throughout your buildings?		Install blinds or shutters
Are all radiators throughout your buildings free from obstruction by furniture?		Rearrange furniture to unblock radiators
Are your cavity walls insulated?		Install cavity wall insulation
Are loft spaces insulated?		Install loft insulation
Are your solid walls insulated?		Install solid wall insulation
Are all windows in your buildings fitted with double glazing, triple glazing, or secondary glazing?		Install double glazing Install triple glazing Install secondary glazing
Are your hot water pipes insulated?		Insulate heating pipes

Heating and temperature controls

Question	Yes/No	Actions to consider
Do you have a programmable thermostat?		Install a programmable thermostat
If you have a programmable thermostat, is this programmed to ensure heating and cooling is only used when necessary?		Programme your thermostat so heating and cooling is only used when necessary
Are radiators throughout your buildings individually programmable?		Install thermostatic radiator valves (TRVs)
If your radiators are programmable, are they set to the appropriate temperature for their surroundings, or switched off in unoccupied spaces?		Set radiators to appropriate temperatures and switch them off in unoccupied spaces
Do you already use an energy-efficient, low-carbon heating and hot water system? If you have a boiler which was installed before 2005, it is likely to be inefficient.		Upgrade to an energy-efficient gas boiler Install infrared heaters Install Energy-Efficient HVAC Install a Cogeneration System (CHP) Switch to a 'green' gas provider/tariff Install an air source heat pump (ASHP) Install a ground source heat pump (GSHP) Connect to a district heat network Install a solar thermal system

Lighting

Question	Yes/No	Actions to consider
Do you have LED lights installed throughout the building?		Install LED Lighting
Are there motion sensors installed on lighting, so they only switch on when rooms are occupied?		Install passive infrared sensors (PIR) to automate your lighting
Are there light level sensors installed on lighting, so they only switch on when light levels are low?		Install photocell units (daylight sensors) on motion-activated lighting to automate your lighting.

Renewable energy

Question	Yes/No	Actions to consider
Are you on a renewable electricity tariff?		Switch to a Renewable Power Purchase Agreement (PPA) Switch to a renewable electricity provider/tariff
Do you generate your own electricity on-site or are you connected with a local community generation project?		Connect with a community generation project Install solar panels Install a wind turbine

Electricity monitoring and efficiency

Question	Yes/No	Actions to consider
Are electronic devices programmed to switch off automatically at set times?		Install timer switches on electronic devices
Are your kitchen appliances programmed to operate at optimal temperature at all times?		Install sensors to detect optimal temperature for kitchen appliances
Are your appliances rated A for energy efficiency?		Install energy-efficient kitchen appliances Install energy-efficient general appliances
Do you have a smart meter?		Install a smart meter
Do you have an energy management system?		Install a Building Energy Management System (BEMS) Install an energy management system (EMS)
Do you have a voltage optimiser installed?		Install a voltage optimiser
Does your procurement policy prioritise the purchase of energy-efficient electronics and appliances?		Ensure your procurement policy prioritises the purchase of energy-efficient electronics/appliances

Energy awareness and behaviour

Question	Yes/No	Actions to consider
Are there signs up alongside appliances and light switches, reminding people to switch them off when not in use?		Display 'Switch Off' reminder posters
Do you have a shutdown checklist for each room in the building?		Create shutdown checklists for each room in the building
Do you have nominated energy monitors in each classroom?		Assign energy monitors in each classroom
Have you shared key energy saving tips with staff and students?		Run an energy saving week



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This document was first published in 2026 by Keep Britain Tidy.

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