



**HOMERTON COLLEGE**  
UNIVERSITY OF CAMBRIDGE

## **Student Accommodation Handbook**

(in accordance with the Accreditation Network UK)

**2019-2020**

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# STUDENT ACCOMMODATION HANDBOOK

## I. ROOMS

### I.1 College Accommodation

I.1.1. As at October 2019, Homerton College can provide 750 rooms for undergraduates and postgraduates. A full list of rooms is given in Appendix I, 'List of Homerton Accommodation'.

I.1.2. The College has eleven rooms in five different areas of the College, which have been specially adapted for disabled students.

I.1.3. All Homerton College rooms should contain:

Bed	Desk
Bedside Locker	Desk Chair
Wardrobe	Shelving
Chest of Drawers	Heating
Waste bin	Curtains/Blinds

A complete inventory for each specific room will be supplied when the student moves into the room. Please make a note on the inventory of any faults (tears, scratches etc) that are not already listed.

It is your responsibility to obtain a TV Licence for any television receiver brought into College, including using your computer to watch programmes broadcast by the BBC or on the BBC iPlayer.

### I.2 Allocation

I.2.1. The allocation of undergraduate rooms in College is the responsibility of the Senior Tutor in association with the Accommodation Officer. New undergraduates have accommodation allocated directly by the Senior Tutor and Admissions Tutor once a place has been accepted; the Accommodation Office organise a ballot (supervised by the HUS Office) in the Lent term for other undergraduate rooms in College. The College can accommodate all undergraduate students in College for the entire term of their residence.

I.2.2. The allocation of rooms for graduates is the responsibility of the Graduate Administrator.

I.2.3. For those students wishing to live out of College accommodation, helpful advice is provided by the College Accommodation Office and HUS, with help from the University Accommodation Service, the Cambridge University Students Union (CUSU) and the Graduate Union (GU).

I.2.4. If you are a Fresher, a copy of a Residential Agreement relating to occupation of your room is sent to your home address before the start of the Michaelmas Term. It is important that you read its conditions carefully, sign it and return it to the Tutorial Office. Once you have signed for the keys to your room and have taken possession, you will be deemed to have entered into the Agreement. If you are a Higher Degree Student, your contract will be issued shortly after your arrival via the Graduate Administrator.

### 1.3 Rents

1.3.1. The rent that you pay covers the provision of all utilities. The weekly rents are set out in [Appendix 14](#). This includes insurance as follows:

- Cover – Fire, flood and theft (from forced entry) and accidental damage (to laptops only) while in College or University buildings up to specified item amounts.
- Forced Entry – Applies to all claims of theft from accommodation and College buildings. A claim will not be upheld if reasonable measures were not taken to ensure means of entry were not restricted eg when rooms, especially those on ground floor level, are vacated the doors and windows must be closed and locked requiring them to be forcibly opened for the theft to take place.
- Excesses – Each claim will incur a £25 excess charge except for a loss of frozen food claim which will incur a £10 excess charge
- Exclusions – Events not covered include: accidental damage to any property or equipment other than laptops, mobile phones stolen or lost outside of student rooms, bike thefts from anywhere except designated racks or storage where they were secured with a lock.

Example cover limits:

Computer equipment - £1,000

Musical instruments - £600

Bicycle - £300

For those who require more extensive cover for specialist equipment, bikes and other valuable items, you need to arrange your own insurance.

### 1.4 Payment Terms

1.4.1. Rent is payable by the student during his/her periods of occupation as follows:

1.4.1.1. Payment at the agreed rate per week is to be made for the College defined Normal Period of Residence (NPR) to the Finance Office on or before the first day of term. The student will be reminded of the due date on the College bill he/she receives shortly before the beginning of each term. The amount of each payment will reflect the number of weeks and days in residence in each term.

1.4.1.2. Students can book additional nights outside of the NPR (subject to availability). On line booking closes 7 days prior to the end of term. The charge is at a daily rate of 1/7<sup>th</sup> of the weekly rent (the daily rate). It may not always be possible to stay in your NPR room.

1.4.1.3. If the agreement is lawfully terminated, by mutual agreement, before the end of a period for which the student has paid rent, the College will reimburse the student an amount of the rent for

the remainder of that period during which the College has been able to re-let the accommodation.

1.4.1.4. Residence in College is limited to the NPR. The normal period of residence is the fixed period that is covered by your term's contract.

1.4.1.5. The College is entitled to use or let the accommodation at any time outside the NPR.

1.4.2 Failure to pay the rent within fourteen days of the due date (see 1.4.1.1) gives the College the right to end this agreement and require the student to move out. If the student is in danger of not being able to pay his or her bill, it is the student's responsibility to consult the Finance Office and his/her Tutor as soon as possible. The student is also advised to contact the Finance Tutor.

## **1.5 Termly Rental Periods**

1.5.1 You may gain access to your room after 14.00 on the first day of the NPR and you must vacate your room by 16.00 on the last day of the NPR. The NPR rental periods for the academic year 2019–2020 are detailed in the **Guide to Accommodation**.

1.5.2 If you wish to reside in College outside these fixed periods, you can book additional nights on line (see 1.4.1.2. above) and make payment at least seven days before the last day of NPR. Please use the Nexus website to book and pay for accommodation outside the NPR.

1.5.3 Outside the rental period, all possessions must be removed from your room in College (except at Christmas and Easter when a small amount of storage is allowed in the under bed lockable storage; such items are stored at your own risk). Please note that if items are left behind, it is not the responsibility of the Housekeeping Department to store the property nor to find out who the items belong to. There are very limited facilities within the College for storing personal possessions during vacations. These facilities are administered by the HUS and there is a nominal cost per box for each vacation period (£5.00 per large box; £3.50 per small box) as at 2018-2019. Details of external storage facilities are available from HUS or the Porters' Lodge. Failure to remove possessions from rooms at the end of each period of the NPR is unacceptable. Such conduct will be reported to the Dean. If necessary, a removals company will remove and store items and this expense will be charged to the student concerned. The student will also be charged rent for the period when the possessions remain in the room.

## **2. HEALTH AND SAFETY**

### **2.1 Accident Procedures**

In the event of an accident, illness or emergency, you must inform the Porters' Lodge immediately.

### **2.2 First Aid Provision**

If you require first aid, there are a number of First Aid Boxes situated throughout the College and you should ensure that you know where the nearest one is located within your accommodation. The Student Health Advisor can recommend specific locations. These boxes are for emergency use only.

### **2.3 Emergency Contacts**

A list of qualified First Aiders and their contact numbers is attached to each box and is also held by the Porters. Most Porters are qualified First Aiders. The Student Health Advisor is able to give any necessary treatment during her College hours.

### **2.4 Accident Reporting**

If you have an accident on College premises/grounds you should, at the earliest opportunity, report to the Porters' Lodge or Student Health Advisor. If necessary, arrangements will be made for the appropriate treatment elsewhere, either by the Student Health Advisor or by transfer to hospital. If an ambulance is required, you should contact the Porters' Lodge to call for you so that Porters can make arrangements for the ambulance to be let onto site. If you have already called an ambulance you must let the Porters' Lodge know straight away. After receiving any attention or treatment you must report the accident to the Porters' Lodge. You must give the location, date and time of the accident, the names of any witnesses and a full description of the event. Accident forms are available in the Porters' Lodge and will be completed by Lodge duty staff.

## **3. FIRE SAFETY**

### **3.1 Fire Drills**

The Head Porter is responsible for arranging fire drills for each accommodation block. Generally, Porter-arranged drills will take place as follows, although re-testing may take place if responses have been slow or incorrect (e.g. going to the wrong assembly point):

- 3.1.1. by the second week in October (Michaelmas Term)
- 3.1.2. by the third week in January (Lent Term)

### **3.2 Prevention**

It is the duty of all College members, guests and visitors, to prevent fire. On a personal level, this means that individuals must be aware of potential dangers - for example cooking areas, worn electrical leads, no smoking or candles/incense sticks etc - while the College also has a number of procedures to ensure that risks are



minimised. Appendix 2 lists the testing and training regime associated with preventing fire and minimising its effects [Appendix 2](#).

### **3.3 Detection and Alarm**

All Homerton College accommodation is equipped with automated fire detection and alarm equipment. This is a hard-wired system, relayed back to the Porters' Lodge by a dedicated link via a dial-up line. Any tampering with the fire detection and alarm systems or 'first aid fire appliances' (extinguishers etc) is deemed a very serious offence and will be dealt with most severely by the College. Irresponsible behaviour involving the fire detection system may lead to students being charged and sent out of College accommodation. It is essential that all members of College understand the actions which need to be taken in the event of a fire alarm and these are further described in [Appendix 3](#).

### **3.4 Escape**

Each room and corridor has its means of escape displayed. It is important that escape routes, especially staircases which can act as a chimney, are kept clear of flammable material such as paper, cardboard boxes etc. The Housekeeping Department and the Porters' Lodge are instructed to remove any items left in such places. Furthermore, all fire doors are to be kept closed and are not to be wedged open. Each area of College has been surveyed and a fire notice drawn up which is posted in each room. Additionally, the following information is available at Porters' Lodge:

- 3.4.1. Risk Assessments (see [Appendix 4](#))
- 3.4.2. Information detailing Escape Routes, Fire Detection System and Location of Fire-Fighting Equipment is posted across the site. The Head Porter can provide further details.
- 3.4.3. Emergency Evacuation Plan: Actions to be Taken in the Event of a Fire; General and Specific to Property (see [Appendix 5](#))

### **3.5 Smoking and Vaping Policy**

- 3.5.1 Homerton College is bound by the law prohibiting smoking in public places, enforceable since July 1<sup>st</sup> 2007. The College does not allow fellows, staff, students, visitors, conference guests, contractors or members of the public to smoke in any part of the site other than the two designated smoking shelters.
- 3.5.2 A full copy of the policy can be found at [Appendix 6](#).
- 3.5.3 The Assistant Bursar is responsible for implementing and monitoring the effectiveness of this policy. Students who breach the policy will be reported to the Dean and may be subject to disciplinary action.
- 3.5.4 This policy has been effective from July 1<sup>st</sup> 2007.

## **4 UTILITIES**

### **4.1 Heating**

Heating is supplied to all College rooms from 1<sup>st</sup> October to 1<sup>st</sup> May each year. If conditions are very cold before or after these dates the heating will be adjusted to suit. Occupants are encouraged to help save energy and cost by keeping windows

closed in cold weather and using radiator or under floor heating thermostatic settings sensibly.

#### **4.2 Appliances**

If you need assistance in operating any of the appliances, please consult the Facilities Helpdesk (email: [estates@homerton.cam.ac.uk](mailto:estates@homerton.cam.ac.uk))

#### **4.3 Gas Installations**

Qualified Gas Safe registered operatives service all gas installations annually. Where possible, the College undertakes this type of servicing during the long vacation in order to minimise disruption to occupants. However Health and Safety considerations must always be paramount and servicing and repair will sometimes have to be undertaken during periods of residency. As far as possible, this will always be planned so as to reduce inconvenience.

#### **4.4 Electrical Installations (including Portable Appliance Testing)**

A copy of the Student Electrical Inventory Form is shown at [Appendix 8](#). The testing of all mains-powered electrical appliances brought into the College by students (Portable Appliance Testing (PAT)) commences in the Michaelmas Term and takes approximately three to four weeks to complete. See also 4.12 below.

#### **4.5 Water Supplies**

All cold water taps on site can be used for drinking water.

#### **4.6 Waste Water**

Waste water systems are connected to Local Authority sewers. Waste chemicals and environmentally damaging or toxic substances are not to be poured into waste water systems (via basins, baths, showers, toilets or external drains (eg under rainwater downpipes)) but are to be disposed of correctly. It is a student's personal duty to safely dispose of such waste.

#### **4.7 Water Hygiene**

Risk Assessments and monitoring of water in all areas of the College is carried out in line with Health and Safety Executive Policy. Testing is carried out by in-House staff on a monthly basis. All showerheads are de-scaled, at least, annually.

#### **4.8 Lighting**

Suitable lighting is provided in all rooms and externally around the grounds. If a lamp fails you should report it to the Facilities Helpdesk or the Porters' Lodge. As far as possible, all lamps are low energy, long life models.

#### **4.9 Permitted Appliances**

A list of appliances can be found at [Appendix 8](#). Supplementary heating or cooking appliances are strictly forbidden. The safety of any privately owned electrical appliance is the responsibility of its user. All equipment brought into the College by students must be safe for use and compatible with the UK 240 volt 50-hertz electrical supply system. The College will test all mains-operated electrical equipment and raise

the appropriate certification. This will be arranged through the Facilities Helpdesk at the start of the academic year. We make every effort to provide sufficient power outlets for your use. In the event that more sockets are required a single 4-way floating socket may be used (with mains cut-off switch); this also requires testing. Enquiries as to the use of electrical apparatus should be addressed, in the first instance, to the Facilities Helpdesk. Socket adaptors (normally 2 or 3 way) are not to be used under any circumstances.

It is in the interest of everyone's safety that these rules should be strictly observed and adhered to, just as it is essential that no alterations or additions to electric wiring be attempted.

#### **4.10 The College Network**

Eduroam is a managed network that is operated by Homerton College. It provides an academic Internet service to College members who have accommodation on campus and wish to subscribe to the service.

To help ensure that your internet connection is fast and reliable whenever you need it for your academic studies, we operate a Fair Use Policy and Quality of Service (QoS) system on Eduroam.

The Eduroam service is described in detail within the introduction documents issued to all resident students at registration. The latest version can be obtained from the following website

<http://www.homerton.cam.ac.uk/itdept/guides.html>

Use and maintenance of a computer connected via the College network is at the students own risk and carries a responsibility to abide by the College and University rules and regulations.

#### **4.11 Computing Support**

Students have access to support for their computing facilities via the Homerton College IT Department Helpdesk. In the first instance enquiries should be emailed to [it-support@homerton.cam.ac.uk](mailto:it-support@homerton.cam.ac.uk)

The departmental website contains a library of useful information, guides and support information. Specific support information can be obtained from

[www.homerton.cam.ac.uk/itdept/support.html](http://www.homerton.cam.ac.uk/itdept/support.html)

## **5 SECURITY**

### **5.1 Room Keys**

Undergraduates may obtain a key to their room from the Porters' Lodge and a University/Site Security Card will be issued by the Tutorial Office. Those issued with a key will be required to sign for it when it is issued at the start of each term and to sign again when it is returned at the end of each term. In the event of the keys not being returned a charge of £40.00 will be made. These key registrations are important in confirming the dates for any additional rent and the qualifying dates ('Keeping Term') for issuing degrees. If the key is lost a charge of £40.00 will be made; if a key is lost but later found (within the first 14 days) and returned, a cost of £5.00 will be made to cover administration costs. A lost locker key will incur a charge of £15.00 and a lost key fob £2.00. Unfortunately, experience shows that theft of money, books,

computers and other valuables occur from time to time; you should therefore take care to lock your room whenever you are out. The Housekeeping Department are instructed to lock a room once they have finished cleaning it and the Porters will lock any bedroom door they find open and the room unoccupied. Rooms may be allocated by the College for use by others during the vacation (to candidates for interview or to members of conferences) and private possessions must be removed from College rooms when they are vacated at the end of term.

The College cannot and does not accept responsibility for any losses. All overnight student guests must be signed in at the Porters' Lodge and signed out on the day of departure. Maximum stay is 3 days.

## **5.2 Building and Room Security**

The College has installed a card fob operated door entry and security system on a number of main entrances to provide a greater degree of security for rooms and those who occupy them. All College Members are issued with cards/fobs programmed for their specific requirements.

## **5.3 Personal Safety**

College Members should take the customary precautions associated with living in a relatively busy city.

### **5.3.1 Travelling around town at night**

- Keep to main routes where other people are around
- Try to travel in pairs or groups
- Use public transport or taxis late at night
- Avoid deserted or poorly lit areas
- Avoid arguments with strangers
- Consider carrying a personal alarm
- Look confident and do not stare at strangers
- Keep your mobile phone out of sight
- Do not leave belongings unattended or within reach of strangers

### **5.3.2 Valuables you carry with you**

- Keep all valuable items such as jewellery, out of sight
- Do not carry large sums in cash
- Keep details of valuable items, credit card numbers and serial numbers in a separate place

### **5.3.3 Where you live**

- Never leave your room with the door unlocked
- Close and fasten windows when you are not in
- Take great care of your keys
- Do not let people in that you do not know

### **5.3.4 General**

- Remember – alcohol impairs judgement

## **5.4 Security Plan (Improvised Explosive Device/Act of Terrorism {IED} Procedures)**

There are three phases to consider with regard to Security alerts in the College:

- Initial prevention
- Reaction to a general alert
- Reaction to a specific threat

### **5.4.1. Initial Prevention**

This is a general responsibility for all members of the College: staff, fellows and students. The Head Porter manages Homerton's security system however each person is responsible for his or her individual room. Unknown people should be questioned as to their presence inside buildings. Rubbish is regularly cleared away so that devices cannot be hidden. Any rubbish bins (waste, paper/skips etc) are, where practicable, located away from inhabited buildings and regularly emptied and inspected by Housekeeping staff. Generally the message to the whole collegiate body is for everybody to be vigilant and report anything or anyone that is suspicious to the Porters' Lodge.

### **5.4.2. General Alert**

This is a non-specific threat towards the area (Cambridge) or the establishment (the University). Such threat is rapidly disseminated to all concerned by the Head Porter and his staff and then each area is responsible for its own security sweep and reporting back to the Porters' Lodge when complete. The College staff will check the public areas – Library, Mary Allan Building etc.

### **5.4.3. Specific Threat**

In this situation we would have had information that the College or a particular building has been targeted. The aim is always to avoid the risk of death or injury so such a specific threat would, depending on the information and risk, warrant immediate evacuation of the building or area concerned or where a silent evacuation is required, a communication will be sent, followed by a full sweep by the appropriate experts. The quickest way to effect a complete a full evacuation will be by sounding the fire alarm for the area concerned. Reporting will be via the Porters (or the incident controller) to the local Police Station.

## **5.5 CCTV**

5.5.1. CCTV cameras are used on the site to help safeguard the security of people and property. Cameras, which are capable of being directed and zoomed remotely, are positioned to capture views of the car parking areas, the main entrances and strategic areas as well as general views across the site. The live pictures are viewed, from time to time, by the College Porters in order to detect any suspicious activity.

5.5.2. Warning signs are in place at all entrances to inform staff, students, fellows and members of the public that surveillance cameras are in operation. CCTV footage is retained for 28 days and stored in a secure location. It is then wiped clean if not required as evidence.

5.5.3. Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example breaches of Health and Safety rules that put others at risk.

5.5.4. You have the right of access to information about yourself held on CCTV footage. To request access you will be asked to complete a Data Access Request Form (available from the Bursary), pay the current fee and provide evidence of your identity.

## **6 KITCHEN AND WASHING FACILITIES, FOOD STORAGE, FURNISHING, CLEANING ROUTINES AND OTHER MATTERS**

### **6.1 Kitchens (Gyp Rooms)**

The facilities provided for students' use are intended for modest catering only (breakfast and personal meals). Cooking (or cooking/reheating equipment) is not allowed in College rooms. Hot drinks and snacks should be prepared in the Gyp Room associated with your room, provided that it causes no nuisance to others and that you clean up promptly after yourself. Housekeeping staff are not required to clear up Gyp Rooms after you. Any unwashed crockery will be removed by the Housekeeping Department after three days and, if not claimed within a further three days, will be disposed of. The College is answerable to the City Environmental Health Department for the proper conduct of all catering taking place on the College site and legal proceedings can ensue should any breach of these stringent regulations occur.

### **6.2 Food Storage**

The College operates in line with stringent food safety legislation and guidelines. If you wish to discuss food safety issues, please arrange to see the Assistant Bursar or Catering Manager. Note that, except in exceptional medical circumstances, refrigerators and freezers are not permitted in student rooms. Locks are installed on kitchen cupboards in most communal areas with keys associated to individual rooms. Any cases of pilfering will be treated as theft.

### **6.3 Bathroom, toilet and shower areas**

Communal bathrooms and toilets are cleaned on a daily basis from Monday to Friday. Any problems with facilities (blocked drains, leaking taps etc) should be reported to the Facilities Helpdesk.

### **6.4 En-suite Facilities**

Access must be allowed to clean en-suite bathrooms at least once a week. A room and cleaning rota will be published in each corridor.

### **6.5 Furnishing quality**

6.5.1. Furniture and Decoration of College Rooms

The occupants of all College rooms are held personally responsible for any damage to the furniture and decorations of their rooms, allowing for fair wear and tear. Much chargeable damage has been done in the past by the hanging of pictures with pins, Blu-tac or other fixatives to walls and woodwork. It must therefore be noted that pictures may only be hung on the notice boards or by way of the picture rail. The use of any form of adhesive, including sellotape or Blu-tac and their equivalents, on the walls of rooms is forbidden. Those who mark walls by using unauthorised adhesives will incur a charge for redecoration, since the minimum area that can be redecorated would be a complete wall.

#### 6.5.2. Inspection / Damages

Rooms are inspected during the Easter term and whenever the occupancy of a room changes, with a view to repairing the damage during the Long Vacation (if it can wait until then). You will receive an inventory at the start of your occupancy and, to avoid any dispute as to possible liability, this must be completed and returned to the Housekeeper or her Deputy within seven days. Any defects in the room or its furnishings should be brought to the attention of the Housekeeper or her Deputy immediately upon occupation of the room. In this way, charges for damage for which you have no responsibility will be avoided.

Conference visitors use rooms during vacations and damage can limit this utility to the College, thereby putting greater pressure on student rents.

#### 6.5.3. Repairs

The College seeks to respond quickly to any problems with equipment or furnishing in rooms. Any fault or damage that occurs after occupancy has commenced must be reported to the Facilities Helpdesk. Repairs are normally completed during working hours (Monday – Friday 08.00 – 16.30) but emergency cover is available 24 hours a day for major leaks etc. A Service Level Agreement in place defining anticipated repair times can be found at [Appendix 11](#).

#### 6.5.4. Furniture

The range of furniture provided in each room is detailed in paragraph 1.1.3; students are not permitted to bring additional major furniture items into College. Bed linen including duvets is provided within the rental agreement. Clean linen is supplied fortnightly. In the interests of safety, it is essential to observe the conditions about electrical appliances mentioned in paragraphs 4.8 and 4.9. Noncompliant equipment will be confiscated and only returned at the end of the academic year.

### 6.6 Cleaning

6.6.1. College Housekeeping staff are responsible for cleaning bedrooms and communal service areas in College. All rooms will be entered and they will be cleaned at least once a week (except on weekends, Bank Holidays and during periods when the College is closed), according to a defined rota. These services are all included in your rent. It is your responsibility to ensure that staff have regular access to your room and that your room is kept in a reasonably tidy state to enable them to do their job properly, since the

interior of your accommodation must be kept clean. All en-suite bathrooms will be cleaned at least once a week. A room-cleaning rota will be displayed in each corridor. Your room must be left tidy on the allocated day so that it is possible to vacuum the floor. In addition, you must not damage or leave the room in a dirty or untidy state, any other part of the building of which your room is part (eg kitchens, hallways and landings).

- 6.6.2. The Housekeeper and her supervisory team check the cleanliness of rooms at regular intervals and will deliver the service in accordance with the Housekeeping Service Level Agreement (see [Appendix 9](#)). The College shall not be held liable if failure to provide any of these services is due to factors reasonably beyond its control (such as mechanical failure, staff shortages or lack of materials).
- 6.6.3. The College may need to enter rooms to make repairs etc. This will normally only be done at reasonable times and given reasonable notice of at least 24 hours, where possible. However the College reserves the right to enter the accommodation at all reasonable times to inspect, carry out any necessary works and to show others around the property (eg builders, architects etc); this may be without notice or with only minimal notice as appropriate, in any case of emergency.

## **6.7 Laundry Facilities**

Cashless washing machines and dryers, along with irons, are available in the College (located in Paupers Walk and West House) for use by its members. Harrison House has its own laundry facilities. Items of clothing should not be left unattended and the College will not accept any responsibility for loss of personal laundry. Complaints of laundry malfunction should be reported to Circuit on 01442 820040 or 0800 092 4068.

Students have access to card operated washing machines and dryers on the ground floor of West House or in the Cavendish building. Washers cost £2.00 per standard wash and £2.50 for a “superwash”; dryers cost £1.20. The card can be purchased from the Lodge for £2 and then pre-loaded via [www.circuit.co.uk](http://www.circuit.co.uk) which also includes instructions on how to top up your card. There are ironing boards and irons in the launderettes. Please note that ironing is not permitted in student bedrooms.

## **6.8 Energy**

Students are asked to be energy-conscience and switch off their lights and any appliances, including computers, when leaving their rooms. A copy of the College’s Environmental Policy can be found at [Appendix 13](#) (see also section 8, below).

## **6.9 Post / Mail**

All full-time students (including MEd students) are allocated a pigeonhole. The Porters deliver all personally addressed mail to the pigeonholes. Only Porters and members of Homerton College may place mail in pigeonholes. Within reason, letters addressed to the College will be forwarded to a student’s last known address, if it is in the UK.



## **7 BUILDING SERVICES, MAINTENANCE AND REPAIRS**

### **7.1 Organisation**

Maintenance and repair of Homerton College property is undertaken by a variety of means. There is a small team of tradesmen on the staff of the College available for routine and emergency maintenance work. Some regular repair work is sub-contracted to outside companies, as is most periodic testing (eg water hygiene testing, lift and winch tests, lightning conductor tests etc). Specialist contractors may be brought in to undertake more major works, such as large-scale refurbishment of rooms.

### **7.2 Approved Contractors**

If you are unsure as to the identity of anyone arriving to undertake work, check their details with the Porters' Lodge before allowing them to enter. They must sign in at the Porters' Lodge before commencing work where they will be issued with a visitor's badge.

### **7.3 Response Times and Planned Maintenance**

Response times for repairs at different levels of urgency are given in the Building Services Service Level Agreement ([Appendix 11](#)). If these response times cannot be met, for example because of a lack of parts, the individual making the report will be advised of a revised estimated time for completion.

### **7.4 Construction Quality**

Records for all buildings are kept by the Building Services Manager in his archives. The Assistant Bursar has overall responsibility for the quality of the Estate. All works are carried out in compliance with the current Building Regulations and Local Authority and Planning Directives, as appropriate.

### **7.5 Grounds Maintenance**

Grounds staff will maintain the grounds around all College buildings in a tidy, aesthetic and practical manner. Gardens will be maintained in a manner to give some screening for occupants while in their rooms, while minimising the opportunities for the concealment of intruders. Principal pathways are maintained to provide a suitable surface for all users, including those with ambulatory problems. While not all paths are fully illuminated, principal routes have suitable intensity lighting to provide security to users. A full Service Level Agreement for Grounds Maintenance can be found at [Appendix 12](#).

### **7.6 Litter Clearance**

All College members are responsible for maintaining the cleanliness of the College buildings and grounds and should ensure that their waste and that of their guests is disposed of correctly. External litterbins, which are regularly emptied by Housekeeping staff are provided across the site.

## **7.7 Snow and Ice Clearance**

The College will endeavour to ensure that snow and ice on pathways and car parks is cleared as quickly and effectively as is reasonably possible. The Head of Building Services, Porters' Lodge and the Gardening Department will prioritise the order in which areas need to be cleared. Students should take particular care during snowy periods that their actions do not cause a hazard for others. Hence, creating ice slides on roadways or steps, or making and using snowballs containing gravel from the paths should be avoided.

## **8 ENVIRONMENTAL QUALITY**

### **8.1 Energy Efficiency**

It is the responsibility of all members to reduce energy use. Leaving lights on in unoccupied rooms, opening windows rather than turning heating down, turning heating up rather than dressing more warmly are all things which cut against the College's aim of reducing energy use. Energy audits are carried out in all new building designs and a programme to improve energy efficiency in other areas is in place.

### **8.2 Refuse Collection**

Housekeeping staff will clear waste bins on a daily basis. These bins are only for non-recyclable waste.

### **8.3 Recycling**

#### **8.3.1. The Environment and College Recycling Facilities**

The College holds a Gold green impact award. It actively seeks to enhance the environment through a positive approach to health and safety by control of pollution and care for the environment and will meet the obligations under the Environmental Protection Act. The potential for pollution from our activities is assessed and either eliminated or controlled so far as is reasonably practicable. The College is actively developing an environmental action programme through liaison between the Facilities Management Team and the HUS.

#### **8.3.2. As part of the College's environmental policy we have made a commitment to recycle as much waste as possible in the safest possible manner. Recycling facilities in the College are clearly labelled and are available as follows:**

Cans, glass, paper and cardboard.

The above can be recycled in the bins provided in the gyp rooms of all accommodation blocks. There are also some larger bins in the area outside the Buttery, next to South Court and in the bin store at Harrison House.

**Toner Cartridges**

There is a disposal point in the College for old printer and toner cartridges in the IT Department, where their safe disposal will be arranged.

**Clinical Waste**

Please contact the Student Health Advisor for further details.

## **9. TRANSPORT**

### **9.1 Car Parking**

- 9.1.1. Colleges are under an obligation to the civic authorities to restrict the use of motor vehicles used by junior members (undergraduates and graduates). Consequently, it is a University offence for a junior member to keep, hire or drive a car in Cambridge during term without permission. The University Motor Proctor can impose a fine of £175 on any offender.
- 9.1.2. Permission is only granted in exceptional circumstances. Such permission should be sought by obtaining a form available from the Tutorial Office. The form must be counter-signed by the Senior Tutor. Permission can only be granted when an authorised parking space is available. A further form must be completed when permission is also sought to park a motor vehicle in College. Parking badges are required and the security cards enabled if a vehicle is to be parked in College. Passes/permits must be displayed at all times, when parked in the College.
- 9.1.3. No student motor vehicles are allowed in the Mary Allan Building car park; parents are allowed access to this area to unpack belongings on Travel Days. Parents of junior members are allowed to park in the College visitors' car park when visiting, at their own risk, and to do so the student must obtain the access code for that day from the Porters' Lodge.

### **9.2 Bicycles**

- 9.2.1. All student bicycles must be marked with the distinguishing letter of the College and with a personal number, which will be allocated by the Porters' Lodge. This is not only to satisfy University Regulations (Proctors may issue warnings or on-the-spot fines for failure to comply) but also to maximise the chance of the bicycles return should it be stolen. All bicycles must be stored in the clearly marked cycle racks around the site; any cycle found parked against railings, lamp posts etc will be removed/secured and a £15.00 charge will be issued for its return.
- 9.2.2. No bicycle may be ridden anywhere in College, nor on footpaths or lawns on the College site, or stored in any building. There is a charge for a breach of this College rule.

## **10. GOOD NEIGHBOURHOOD POLICY**

Students will be expected to be mindful of the proximity of neighbours both within the properties and in the wider community. The College takes a particularly serious view of student misbehaviour that inconveniences other members of the College or its neighbours.

## **11. COLLEGE AND STUDENT RELATIONSHIP**

- 11.1 The relationship between the landlord (Homerton College) and the lessee (each resident student) is detailed in the Student Residential Agreement (sample agreement at [Appendix 14](#)). The Accommodation Officer, located in the Tutorial Office, manages student accommodation (Higher Degree Students will be supplied with an application

form via the Graduate Administrator which must be returned to her and not the Accommodation Officer). The Accommodation Officer and the Bursary can provide detailed information on the allocation and payment for this accommodation. In broad terms, the operation of the accommodation is below:

- 11.1.1 Application and Allocation. The numbers of rooms available to each class of student (undergraduate or postgraduate, freshers and ongoing) is decided between the Tutorial and Admissions Office (numbers anticipated and any specific requirements such as disability), the Assistant Bursar (for building and maintenance details and future College requirements) and the Accommodation Officer. All students are supplied with an application form, which must be returned promptly to the Accommodation Officer.
- 11.1.2 Charges for Accommodation. The College reviews accommodation charges each year, in conjunction with HUS representatives. Final recommendation of these charges is made by the Bursar and is confirmed by the Governing Body.
- 11.1.3 Collection of Charges. Students are charged for their accommodation rent on a termly basis in advance. Any charges for damages will be added to the bill for the current term, except, in exceptional cases where the student may be required to settle such bills immediately. Late payments attract an interest rate charge of Base Rate + 4%.
- 11.1.4 Damage Deposits. There is no accommodation specific deposit but all students are required to pay a general College deposit which may be used for a variety of purposes, including accommodation / damage as required.
- 11.1.5 Termination / Cancellation of Contracts. Apart from the case of exceptional circumstances the accommodation agreement is for an academic year. If necessary the College will also give due notice, as detailed in the Residential Agreement. (The accommodation agreement for Higher Degree Students is for 39 weeks).
- 11.1.6 Complaints. If a student has any complaints about the delivery of services in relation to accommodation, this should be raised with the Facilities Helpdesk in the first instance and an investigation will be undertaken and any agreed problems resolved. Should this not be acceptable, the student may appeal to the Assistant Bursar and, failing agreement at this level, to the Bursar. A final appeal may be referred to the Office of the Independent Adjudicator under the Universities UK Code of Practice (see [www.oiahe.org.uk](http://www.oiahe.org.uk))
- 11.1.7 Inventories. These will be provided at the start of residency, usually the beginning of the Michaelmas Term (see paragraph 6.5.2 above)
- 11.1.8 Access to Rooms. The College will require access to bedrooms for cleaning, maintenance and inspection purposes. Notice periods for this access is defined under the appropriate sections of this document. The College reserves the right to enter any room at no notice in circumstances of emergency.
- 11.1.9 Defect Reporting. This is detailed in the Facilities Helpdesk Service Level Agreement ([Appendix 10](#))
- 11.1.10 Non-residents/Guests. All accommodation is specific to the student mentioned in the Residential Agreement. Occasional guests may stay overnight (up to a limit of three nights) in College accommodation after prior

advice to the Porters. For Fire Safety reasons, it is essential that the College is aware of who is resident at all times therefore all overnight guests must be signed in at the Porters' Lodge and out on the day of departure.

- 11.1.11 Cohabitation in a single room, sub-letting of rooms or flats (whether or not for remuneration) or cohabitation in a flat with close family members, partners or carers as agreed at the outset of a lease is not permitted and may lead to the immediate forfeiture of the right to remain in College accommodation.

## **12 COMMUNICATION BETWEEN THE COLLEGE AND STUDENTS**

### **12.1 Advance Information**

The Tutorial and Admissions Office is in correspondence with all freshers prior to their arrival in College, giving full details of the accommodation available as well as other aspects of life as a student in Cambridge.

### **12.2 Induction Briefing**

All new students, both undergraduate and postgraduate, are given an induction briefing from senior College Officers, from the Assistant Bursar or his staff and external experts (e.g. local Police and Fire Services). This is part of the matriculation process.

## **13. CONTRACTUAL RELATIONSHIP**

### **13.1 Residential Contract**

Every student living in College accommodation will be provided with a Residential Agreement (see [Appendix 14](#)). In addition to defining the period of agreed residency and cost of the accommodation, this also details the basic rules for living in such accommodation. Note that, while every effort will be made to leave students in a specific room during each period of residence, it may be necessary to move the student to alternate accommodation for maintenance or tutorial reasons and sometimes for the benefit of the College community as a whole.

## **14. STUDENT SUPPORT**

- 14.1 The College provides a full range of student support services, including health care, tutorial and pastoral guidance; all tutors and many of the staff can offer advice in where help can be found. The College Porters' Lodge is staffed 24 hours a day and the Duty Porter can always contact the duty or pernoctating tutor and other College Officers as required. The University also offers a number of counselling services. Further details can be found in the Student Handbook: (<http://www.homerton.cam.ac.uk/pdf/> )

- 14.2 The College employs a Student Health Adviser who is in attendance each day during term. In addition, all students should register with a local doctor or practice.

## **15. ANTI-SOCIAL BEHAVIOUR AND DISCIPLINARY PROCEDURES**

### **15.1 General**

Information relating to conduct, behaviour, discipline and student complaints can be found in the Homerton College Student Handbook (<http://www.homerton.cam.ac.uk/>). In general terms, College members should conduct themselves in a fit and proper manner at all times, having consideration for their neighbours, be they fellow students or the local community. Internal disciplinary procedures exist for more minor infringements; additionally the University has a number of sanctions for behaviour impinging on the image of the University, while the most serious breaches, including all criminal behaviour, will be referred to the local police.

### **15.2 College**

The College Statutes provide that the maintenance of discipline in College is the responsibility of the Dean, assisted by Tutors and Porters. The Dean is generally involved only when he receives a complaint but he also tries to prevent trouble before it happens, for example discussing arrangements for parties with junior members and by stipulating the Dean's Rules for the serving of alcohol at garden parties during May Week (see below). The Dean deals with general complaints himself, usually acting in consultation with the Tutors and occasionally with the Deans Disciplinary Committee. Disciplinary measures may include formal warnings as to future conduct, charges, requirements to desist from activities, prohibition from use of College facilities (such as the Bar), expulsion from College accommodation and expulsion from the College for short periods. The College takes a particularly serious view of student misbehaviour that inconveniences other members of the College, members of College staff or its neighbours. For example, unruly, abusive or threatening behaviour or excessive noise is not tolerated and those responsible can expect to be interviewed and sanctioned. All matters are recorded in the Dean's File, a fact that will be unhelpful to anyone who has to see the Dean about a disciplinary matter on more than one occasion.

### **15.3 Disciplinary Committee**

The most serious complaints or offences are dealt with by a Disciplinary Committee at the instigation of the Dean. The Disciplinary Committee comprises several members of the College Governing Body and may, at the request of the student who has been charged, include two junior members of the College nominated by the Principal. Any person *in statu pupillari* who is charged before the Committee may choose a fellow to represent him or her. Ordinarily, but not necessarily, the fellow is the student's tutor. The Disciplinary Committee is empowered to impose more severe sanctions, such as rustication (temporary suspension) for a whole term or year, or even permanent expulsion from the University. A student against whom the Disciplinary Committee pronounces has the right of appeal to the Governing Body.

### **15.4 University**

The University too, has its own disciplinary regulations; these are in a booklet entitled 'Information to Students' which is given to all members of the College on first coming into residence. In addition there is the Student Complaint Scheme administered by the Office of the Independent Adjudicator for Higher Education ([www.oiahe.org.uk](http://www.oiahe.org.uk))

## **16. ADMINISTRATION, ACCREDITATION AND COMPLIANCE WITH ANUK CODE OF PRACTICE**

### **16.1 General**

The College is a long established, self-governing organisation, subject to regular audit, which includes all aspects of institutional management. Annual reports are lodged with the University of Cambridge and, via it, with the Higher Educational Funding Council (HEFCE). While the College has well-established student accommodation practices – detailed above, and amplified in other publications such as the Homerton College Student Information Handbook – it has also registered with Universities UK (UUK) as abiding by its published Code of Practice will periodically review and update its Code and the College will – in principal – amend its procedures to conform.

### **16.2 Administration**

UUK has overall responsibility for administering the Code of Practice. This includes: maintaining a list of all institutions signed up to the Code and all buildings within those institutions covered by the Code, liaising with other bodies over areas where the Code is only applicable in parts and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including University management, students and specialist professionals (eg facilities managers, maintenance etc). In this task they will take note of significant complaints made by students concerning non-observance, other breaches noted by internal or external audits and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation and then issue remedial proposals. In extreme cases the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.

### **16.3 College Responsibility**

In registering with the UUK Code of Practice, the College undertakes that:

- 16.3.1. All the accommodation registered with the UUK (and given in [Appendix I](#)) meets the standards and accords with the procedures set out in the Code
- 16.3.2. An appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to UUK on any significant complaints relating to the Code
- 16.3.3. Auditors will consider the College's management of its student accommodation in relation to the Code, advising HEFCE and UUK as appropriate

### **16.4 Schedule of Properties**

The properties covered by the UUK Code of Practice are listed in [Appendix I](#).

**Appendix I:**

## List of Homerton College Accommodation

Homerton College consists of the following accommodation:

ABC

D & E

East House

South Court

West House

Harrison House (Higher Degree Students and Junior Research Fellow accommodation)

Morley House, (Graduate Accommodation)

Purbeck Road

In total, Homerton College offers 750 bedrooms on site, over 90% of which include en-suite facilities. Bedrooms without en-suite have a washbasin in the room and are in close proximity to a communal bathroom.

Your bedroom and bathroom will be cleaned regularly by the Housekeeping Department; please see [Appendix 9](#) for further details.



## **Appendix 2:** Equipment Testing and Training

### **1. Scope of this Electrical Appliance Policy**

The purpose of this Policy is to set out specific guidelines to enable Homerton College to be certain that the electrical safety of all portable electrical appliances are inspected and maintained at appropriate frequencies to minimise risk of injury. In particular it is important to advise staff and students of their responsibilities within the College, as their observance plays a key role in keeping our College and all who work here, a safe environment to work and study.

All portable electrical equipment used by the college is subject to regular inspection and testing.

### **2. Portable Appliance Testing (PAT)**

Portable electrical equipment is any appliance that connects to an electrical mains supply socket by a flexible cable and a 13 amp plug. Extension leads and adaptors are included and must be inspected, tested and appropriately certified.

### **3. Duties and Responsibilities**

#### *3.1 Building Services*

To ensure compliance with the Electricity at Work Regulations 1989, the Building Services Electrician assumes the role of testing (with some support from other members of the Building Services team) and is responsible for actions and requirements defined by this Policy.

The Electrician may delegate some of the duties to others deemed competent, to aid operational requirements. This will be communicated in written form. Appropriate notice and the likely impact of the testing regime will be agreed with the Building Services Manager prior to the commencement of any testing.

### 3.2 *Students and Staff*

To undertake PAT inspection and testing, it is necessary to disconnect the electrical supply to the appliance. Accordingly, the customer / end-user shall ensure:

- Any requirement to save IT software is identified and actioned prior to the commencement of any electrical operations
- Any contingency arrangements arising from the absence of electrical supplies are facilitated (see 6.2)
- Appropriate access and relocation / removal of any obstacles will be undertaken

## 4. **Authorised PAT Testers**

Only competent persons (as defined in the Electricity at Work Regulations 1989) will be authorised to carry out portable appliance testing. A person shall be deemed competent to carry out the appropriate tests only if they have satisfactorily completed an approved course on basic portable appliance testing or has appropriate electrical and / or electronics qualifications and have sufficient knowledge and experience of the test equipment, the apparatus being tested and testing procedures.

The Building Services Manager and Electrician will define the level of competence.

### 4.1 *College Staff*

#### **Building Services Assistant**

Building Services Assistants' will undertake visual inspections of student equipment within residential accommodation at prescribed frequencies and will perform PAT testing on College equipment as detailed in section 8.

Department Heads should instruct their staff to carry out a daily visual inspection of frequently used appliances, for example vacuum cleaners and extension leads. Any defects should be reported immediately to the Estates Helpdesk on either 47020 or [estates@homerton.cam.ac.uk](mailto:estates@homerton.cam.ac.uk). Department Heads should also ensure that contractors who have supplied equipment are able to demonstrate that a testing regime has been implemented (see 6.1).

## 4.2 *Contractors*

Contractors appointed to undertake PAT testing would be required to conform in full with the requirements of this policy. Additionally all contractors shall comply with the following:

- They shall be incorporated with a recognised Electrical Industry Registration scheme for example NICEIC or ECA
- All operatives undertaking PAT Testing shall have successfully completed City & Guilds 2377-002 (Inspection and Testing of Electrical Equipment)
- All contractors shall be subject to monitoring to ensure appropriate standards are met and maintained

## 5. **Repairs and Rectification**

Except for replacing fuses and mains plugs, any repair work on equipment as a result of the inspections and tests should not be undertaken by authorised portable appliance testers. Any such necessary repair must be brought to the immediate attention of the line manager and a fail label must be attached to the appliance.

Further reference can be made to the Written Safety Procedure (WSP) for Electrical Testing.

## 6. **Exceptions to the Requirement**

### 6.1 *Equipment Rented or Hired by the College*

No electrical tests should be made but a visual inspection must be undertaken. Any equipment with defects that cannot easily be corrected should be removed from service and the defects reported to the supplier. All companies providing equipment such as vending machines or games machines must provide evidence that it has undergone a regime of testing and inspection.

### 6.2 *Students Personal Domestic Portable Electrical Equipment*

Personal domestic equipment used by students within College residential accommodation is the responsibility of the student, but may be subject to appropriate inspections and testing by College staff where nuisance tripping has occurred or where appliances do not have a suitable label (see section

10). Students are advised to maintain their equipment in a safe condition for their own protection. Equipment that is unsafe will be removed from service immediately. For advice, please contact the Estates Helpdesk.

## 7. New Equipment

New equipment can be electronically unsafe and the minimum requirements are as follows:

- A full PAT test will be required in accordance with this policy
- After installation, the equipment should be subject to service inspection and testing at the appropriate frequency whilst on site.

## 8. Scope and Requirements of Testing Regime

With respect to location and levels of competency, the requirements of Table 1 shall be met:

	Residential Accommodation	Faculty Space	Science Education Building	IT Department	HUS Equipment
Building Services Assistant	✓	✓	x	x	x
Electrician	✓	✓	✓	✓	✓

## 9. Frequency of Inspection and Testing

Inspection and testing should be at a frequency related to the type of equipment, the conditions of use and its general environment. Hand-held appliances and their flexible cables and plugs can receive arduous use, which reduces safety protection without any apparent reduction in working efficiency. Adverse environmental conditions can also accelerate deterioration and create dangerous conditions. Such circumstances may indicate that more frequent testing is required (see section 4.1)

## 10. Labelling

When an appliance has been tested, the appropriate pass or fail sticker shall be attached. The pass label should contain the date tested and the initials of the

Portable Appliance Tester. Out of date or unlabelled equipment should not be used.

## **11. Records**

To ensure all items of equipment are captured in the testing and inspection process, buildings will be subject to complete a PAT testing programme. All new equipment purchased should be tested, numbered and inserted into the asset register.

Equipment that has been taken out of service or discarded should be reported to the record keeper for deletion.

## **12. Risk Assessments**

Prior to commencement of any works activities, the Building Services Manager shall undertake a suitable and sufficient risk assessment.

## **13. Programme of Works**

The Building Services Manager shall arrange and agree a programme of works with all departments.

## **14. Building Services Manager**

The person nominated by the College who has responsibility for implementation, monitoring of standards and quality in respect of PAT testing. Additionally, he has responsibility for the Health and Safety and other legal requirements relating to the electrical work undertaken, together with the Assistant Bursar.

## **15. Assistant Bursar**

The Assistant Bursar has overall responsibility for Health and Safety and other legal requirements throughout the site.

## **16. Building Services Assistant**

A group of persons employed within Building Services to undertake lightly skilled maintenance operations, including some elements of PAT testing.

## **17. Electrical Contractors**

An external procured competent resource appointed to undertake prescribed electrical operations on behalf of the Building Services Department.

## **18. Estates and Facilities Helpdesk**

For advice, please contact the Estates and Facilities Helpdesk on either [estates@homerton.cam.ac.uk](mailto:estates@homerton.cam.ac.uk) or extension 47020.

## **19. Definitions**

*Class 1 Equipment:* Equipment in which protection against electric shock does not rely on basic insulation only, but which includes means for the connection of exposed conductive parts to a protective conductor in the fixed wiring of the installation.

*Class 2 Equipment:* Equipment in which protection against electric shock does not rely on basic insulation only, but in which additional safety precautions such as supplementary insulation are provided, there being no provision for the connection of exposed metalwork on the equipment to a protective conductor and no reliance upon precautions to be taken in the fixed wiring of the installation, for example double insulated.

*Functional Earth:* An earthed connection necessary for proper functioning of electrical equipment.

*High Protective Conductor Current:* Some equipment (IT and telecommunications) use the functional earth to discharge current to classify a high protective conductor current. This usually exceeds 10mA.

*Low Voltage:* Exceeding extra low voltage, but not exceeding 1000Va.c. or 1500Vd.c.

*NICEIC:* National Inspection Council for Electrical Installation Contracting.

*RCD:* Residual Current Device. A device designed to cut off the electrical supply under each fault; conditions within prescribed parameters (current leakage and time).

*Related documents:* Health and Safety at Work Act 1974; The Management of Health and Safety at Work Regulations 1999; Electricity at Work Regulations 1989, BS 7671: 2001 – Requirements for Electrical Installations; IEE Guidance Note 3 (Inspection and Testing).

## 20. Guidance for Frequency of Inspection

Equipment / Environment	Users Visual Check	Formal Visual Check	Electrical Test
Battery Operated – less than 20V	No	No	No
More than 50V, e.g. telephone equipment or low voltage desk lights	No	No	No
IT Equipment – rarely moved	No	Yes. Every 4 years	No, if double insulated. Otherwise every 5 years
Photocopiers, fax machines – not hand held, rarely moved	No	Yes. Every 4 years	No, if double insulated. Otherwise every 5 years
Class 2 (double insulated) equipment. Not hand held. Moved occasionally, e.g. fans, table lamps, slide projectors	No	Yes. Every 4 years	No
Class 2 (double insulated) equipment. Hand held, e.g. floor cleaners, power tools	Yes	Yes. Annually	No
Class 1 (earthed) equipment. Hand held, frequently moved, e.g. electric kettles, fires	Yes	Yes. Annually	Yes. Every 2 years or sooner if visual inspection or other cause such as repair gives reason
Class 1 (earthed) equipment. Rarely moved, e.g. table lamps, fridges	No	Yes. Every 2 years	Yes. Every 5 years or sooner if visual inspection or other cause such as repair gives reason
Cables / leads and plugs connecting to the above and mains extension leads	Yes	Yes	Yes. At frequency of items connected to, or sooner if visual inspection or other cause gives reason

### **Appendix 3:**

#### Action to be taken in the event of a fire

If you are housed in a room which has Fire Warden, Deputy, Chief Warden or Deputy, you are required by the College to undertake the on-line Fire Warden training within the first two weeks of the start of the Michaelmas term. You should complete and return the automatic reply to the Head Porter confirming you have fully understood the role you are undertaking.

For each building a student Chief Fire Warden and student Fire Wardens (and Deputies) are appointed and trained at the beginning of the Academic Year. Fire Wardens assist in the evacuation and commence accounting for occupants at the Fire Assembly Point.

#### **Night time**

1. Fire Alarm Activated.
2. All occupants of the building where the alarm is sounding will evacuate immediately.
3. At the direction of the Duty Porter only:-

The Chief Fire Warden will send the Fire Wardens who reports in to them to: either the Hills Road junction with Harrison Drive or the Mary Allan Building entrance and guide the Fire Service on to the site.

4. Whilst the alarm is sounding no resident is to enter the building until the Duty Porter/Fire Service staff confirm it is safe to do so. Even when the alarm is silenced, until the Duty Porter confirms the all clear, no one will enter the building.
5. Action by Duty Porter
  - a) On hearing Fire Alarm - will go to nearest Fire Panel to establish in which building the alarm has been activated.
  - b) When required will ring 999 and call the Fire Brigade, telling them the building where the activation has taken place / the entrance gate to use and



inform them that a student Fire Warden wearing a yellow reflective jacket will be on Hills Road to direct them in.

- c) If required will unlock and open the designated gate/raise barriers for the building where the activation has taken place.
- d) Go and see the Chief Fire Warden to ensure a Fire Warden is updating them with names of persons accounted for.

\*\* If two porters are on duty the first Porter will take the above action and the second Porter will go to the location of the alarm activation, investigate and carry out any necessary action.

- 6. No person is to be allowed to enter the building whilst the alarm is sounding. (See 5)
- 7. The alarm is not to be turned off until the Fire Brigade/Porter is satisfied that it is safe to enter the building.
- 8. The Porter will inform those who have evacuated the building of the reason for the alarm activation / the action taken and that it is now safe to re-enter the building.
- 9. If there is a serious situation in progress call the Head Porter and the Duty Tutor.
- 10. When the situation is finally resolved the Duty Porter will record a full entry of what occurred in the College Incident Book.

For a Fire Alarm Activation at any other time the action taken will be the same as above but the Fire Brigade will not be called until the Duty Porter has visited the scene and decided that the Fire Brigade's attendance is necessary.

## Day Time

1. Fire Alarm Activation.
2. Duty Porter to nearest Fire Alarm Panel to establish location of alarm activation.
3. Duty Porter (Fire Marshall/staff if required to assist) to site of alarm activation. En-route he/she to ensure staff/students/guests/conference delegates are evacuating the building.
4. Occupants (all) evacuate building concerned and congregate at the designated Fire Assembly Point.
5. Staff/Fire Wardens and Marshalls/Deputies check their designated areas to ensure staff evacuating building.
6. Porter to check entrances to building where Fire Alarm activated to ensure a member of staff has been deployed to ensure people do not re-enter the building and that persons who have evacuated go to the Designated Fire Assembly Point and do NOT gather around the building entrance. One member of staff to be deployed at each entrance if required.
7. On arrival at the Fire Assembly Point Department Heads and Fire Marshals for departments should start accounting for their staff. In the event of a fire the Bursar, Assistant Bursar or Head Porter will act as Chief Fire Warden for staff and liaise with the student Chief Fire Warden.
8. No one is to be allowed into the building whilst the fire alarm is sounding. The Duty Porter will not silence the alarm until they are satisfied that it is safe for the occupants to return to the building and has explained the reason for the activation to the occupants at the Fire Assembly Point.

9. At the conclusion the Duty Porter will make full entry of what occurred in the College Incident Book.

**Appendix 4:**

**General Risk Assessment Form  
RAI**

University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.
Action to be taken on activation of College Fire Alarms

List the significant hazard(s). <sup>1</sup>	Describe what could go wrong – that is, say who might be hurt and how. <sup>2</sup>	Is the risk high, medium or low? <sup>3</sup>	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. <sup>4</sup>	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Fire Alarm Activation between 17.00 & 08.00			Student fire wardens trained annually. Students are shown what to do and where to go on the first day of Michaelmas term by a “walk through” alarm activation. There are also two night time evacuations, one within two weeks of the start of the Michaelmas term and the other within two weeks of the start of the Lent term. Upon activation of the alarm students evacuate and go to their nominated Fire Assembly Point where they are checked in by the fire wardens. Those absent and not on	

			site must have signed out in the book provided.	
Fire Alarm Activation btn 08.00 and 17.00			If there are <b><u>NO</u></b> staff Fire Wardens; it is the responsibility of all staff to take the appropriate action in the event of a fire or fire alarm activation. The senior member of the department and staff Fire Marshalls will attend the Fire Assembly point is to take responsibility for starting a head count	

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here.	
If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here	
Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.	What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose.

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor:	Signature:	Date:	Name of supervisor:	Signature:	Date:
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This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here <sup>5</sup>

<sup>1</sup> A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures	High pressures	<b>Chemical hazards</b>	<b>Biological hazards</b>	<b>Genetically Modified Organisms</b>	
<b>Ionising radiations</b>	<b>Lasers</b>	Sharp objects	<b>Dusts</b>	Work at heights	<b>Animal</b>
houses			<b>Manual Handling</b>	Noise	Vibration
Magnetic fields	Machinery hazards	Electricity	Slips, trips and falls	Asphyxiant gases	<b>Flammable gases</b>
Falling objects	Collapsing structures	Flooding			

- <sup>2</sup> Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.
- <sup>3</sup> Please see the health and safety risk assessment handbook for further guidance on levels of risk.
- <sup>4</sup> When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.
- <sup>5</sup> If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.

## **Appendix 5:** Emergency Evacuation Plan

This plan is to be implemented for any threat to College members and property other than fire.

Where possible an Emergency Evacuation will only take place on the authorisation of any one or all of the following: The Principal, Senior Tutor, Bursar or the Assistant Bursar. In deciding whether to activate the Emergency Evacuation plan they may decide to consult the Head Porter and any other outside organisation that might be involved e.g. Police, Transco.

In considering the decision to evacuate the officers will take account of the nature of the threat, its credibility, any previous history and the safety of residents and staff.

Where the decision is taken to activate the Emergency Evacuation Plan and it is deemed safe to do so then the building/s will be evacuated by activation of the Fire Alarm and for the occupants to go to their designated Fire Assembly Point. As for Fire Alarm evacuations, staff are to be deployed at or near to entrance/exits to prevent people entering the building.

Where use of the fire alarm is considered unsuitable e.g. IED/Act of Terrorism then communication will be relayed to all residents of that building requesting them to evacuate as quietly and quickly as possible to wherever is deemed suitable. Porters will carry out the evacuation with selected members of staff deployed at entrance / exit points to prevent people from entering the building.

Where a search is required, Porters together with other selected staff will search the corridors, gyp rooms, kitchens and other areas accessible by all residents. The emergency services will NOT search or assist in searching our premises for us, unless there is a specific location with an identifiable threat/offender.

If there is a detailed threat, these items are not to be moved but identified as “not the occupants property” or that the occupant cannot explain the items presence in the room. Details of any such search to be forwarded to any of the College Officers named above or to the Officer in Charge of the emergency services present.

Once all occupants have been accounted for they will be moved to a more suitable location so that their welfare can be catered for eg Dining Hall / Auditorium / or off site.



## **Appendix 6:** Smoking Policy

### Purpose:

This policy has been developed to protect all College Members, visitors and guests from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illness. It has been shown that ventilation or separating smokers and non-smokers within the same airspace does not adequately stop potentially dangerous exposure.

### Policy:

It is the policy of Homerton College that all our buildings and communal areas are smoke free. All employees have a legal right to work in a smoke free environment; therefore the policy shall come into effect on Sunday July 1<sup>st</sup> 2007.

Smoking is prohibited, by law, in all enclosed and substantially enclosed premises in the workplace. It is, however, permitted at the two smoking shelters located within the College grounds.

This policy applies to all College Members and visitors.

Smoking is only permitted at the two smoking shelters located within the College grounds.

### Implementation:

Overall responsibility for policy implementation and review rests with the Health and Safety Committee. However all College Members are obliged to adhere to, and support the implementation of the policy. Each College Member will receive a copy of this policy and it will be included in staff and student handbooks with conference organisers and guests being advised of the policy.

From July 1<sup>st</sup> 2007, appropriate 'no smoking' signs will be clearly displayed at the entrances to and within the premises in accordance with the Health Act 2006.

Definition:

This policy covers all substances which could be smoked, including tobacco products such as, but not limited to, cigarettes, cigars and pipes and any other non-tobacco substance and vaping products.

Non-Compliance:

Appropriate disciplinary procedures will be followed if a College Member does not comply with this policy. This will be dealt with by the Dean, in the case of student members, and line manager in the case of staff.

Visitors who do not comply with this policy may be asked to leave the premises.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

**Appendix 7:**  
Fire Safety Training Log

HOMERTON COLLEGE  
STAFF / STUDENT FIRE WARDEN TRAINING  
RUNNING LOG

DATE	STAFF OR STUDENT	LOCATION	NUMBER ATTENDING

## **Appendix 8:** Student Electrical Inventory

### Electrical Safety

1. Each room is provided with a minimum of two sockets with a maximum loading of 10 amps per room
2. Extension leads with a 4-way block, correctly fused, may be used
3. UK 3-pin to 2-pin continental socket adaptors may be used, if they are fused correctly for the individual appliance being used
4. All adaptors used within residential accommodation are to be clearly marked with the official CE logo or BS 1363
5. Single UK 3-pin to multi socket continental adaptors are not allowed on site
6. Kitchens in the student residencies are provided with cooking facilities, a refrigerator and a kettle
7. No cooking, ironing, refrigerators or freezers, or supplementary heating are permitted in study bedrooms. No electric blankets or fires are permitted either.
8. Ironing is only permitted in designated areas using College irons
9. Students may only bring the following electrical appliances:
  - Travel kettles rated below 1500 watts
  - Hair dryers rated below 2000 watts
  - Computers, printers and monitors
  - Music systems
  - Portable televisions (students must provide their own licence)
  - Electric shavers

This list is not exhaustive, but only serves as a guide. If you wish to bring an appliance that is not on this list, you must ask the Accommodation Office for guidance before coming to College.

Any items that are found which are not permitted will be removed and retained until the end of term when they should be collected and removed from College.

College will check all electrical equipment brought onto site by a student (except those with test stickers less than 12 months old) for which there will no charge. However if the number of items exceed the above list or the Building Services Department has to repair the equipment a charge will be made.

10. Any appliance brought into the College must be in a safe condition, properly wired and fused at the correct level. The College accepts no responsibility for loss, injury or damage caused by the use of privately owned equipment. Any equipment that is deemed unsafe by the College technical staff will be remove.

## **Appendix 9:** Housekeeping Service Level Agreement

### **Student Rooms**

Student Rooms are cleaned weekly by the Housekeeping Department. The carpet will be vacuumed, furniture dusted and waste bin emptied. If the room is an en-suite, the toilet, basin, shower floor and mirror are all cleaned, the bin emptied and the toilet roll replaced. One bath towel is supplied, and is changed weekly.

Student rooms are supplied with one sheet, one duvet and cover, two pillows with pillow protectors and pillowcases and one mattress protector. The sheet, duvet cover and pillowcases are changed fortnightly. Students are asked to strip their own bed and leave the linen behind their bedroom door. Clean linen will be placed inside the room.

Please do not remove the protectors on the pillows or the mattress. You will be charged £120 for a soiled mattress.

A Housekeeping rota is displayed on nearby notice boards; this will state the day your room will be cleaned and the name of the member of staff responsible. This may be subject to change due to staff shortages.

### **Communal Areas**

Communal areas are all cleaned daily (carpets vacuumed, floors swept and washed). Kitchen work surfaces, microwaves, hobs (as applicable) and sinks are all cleaned, the floor washed and the bins emptied. Communal bathrooms, showers and toilets are all cleaned daily. Bath cleaner and a cloth are provided in bathrooms – please clean the bath after use. Housekeeping will not wash up; any utensils left dirty will be removed after three days and, if not claimed after a following three days, will be disposed of.

### **Vacating your room**

Homerton is committed to minimising waste and recycling waste as far as is practicable and it is for this reason that we restrict the amount of waste left in each bedroom at the end of term to one single refuse sack per student. In the event that any additional waste is left in the rooms, a flat charge of £25 will be levied. This would be in addition to any

charges for damages. Please ask the Housekeeping staff if you have any queries before you vacate your room. Rooms must be vacated by 10 am except on “Travel Day”, the Saturday following the end of term when students should vacate before 4 pm.

### **Hygienic Waste Disposal**

Please ensure that sanitary wear is disposed of correctly and not put down the toilets, where they block the system. Disposal bins are provided in the communal bathrooms on each wing. Condoms, ear buds, underwear, sponges etc should again, not be put down the toilet or sink and should be disposed of in a suitable manner.

**Appendix 10:**  
Estates and Facilities Helpdesk Service Level Agreement

The Facilities Helpdesk provides a service for students to report faults relating to all of the issues relating to facilities at Homerton in their bedroom, building or around the site. The Helpdesk can be contacted via [estates@homerton.cam.ac.uk](mailto:estates@homerton.cam.ac.uk) or extension 47020 on weekdays.

If the problem is urgent, such as a major power loss, and out of these hours, please contact the Porters' Lodge immediately as our Building Services Team provide a call-out service for emergency situations.

When you report a problem, you will be kept informed of progress either by the member of the Facilities Team dealing with the situation or by updates from the helpdesk.

If the member of the Facilities Team needs to access your bedroom without you being there, you will be left a note explaining what has been done and whether the repair has been completed or will have to continue at a later date, for example if parts have to be sourced.

When pre-planned maintenance is to take place, for example redecoration or external repairs, students are given as much notice as possible via an email from the helpdesk.



## **Appendix 11:** Building Services Service Level Agreement

Our aim is to:

- Carry out building and engineering services, planned and reactive maintenance with limited disruption to the College and within agreed priorities and timescales
- Ensure that statutory compliance checks and inspections are carried out and certification is current. Keep records of all maintained assets and undertake regulation inspections to monitor condition
- Prioritise backlog maintenance works and management of major maintenance projects

### **Services**

We will:

- Undertake reactive, routine, planned and statutory maintenance and inspections to buildings and building services
- Provide office cover from 08:00 to 16:30 hours Monday to Thursday and 08.00 to 16:00 Friday
- Provide emergency callout cover around the clock 365 days per year
- Liaise with premises occupants prior to undertaking any disruptive works
- Monitor the quality of work and take corrective action when necessary

Examples of these include:

Electrical lighting and power systems, heating systems, hot and cold water systems, fire alarms and emergency lighting systems, ventilation, air conditioning, refrigeration, lifts, fire appliances and CCTV, building elements, e.g. painting and decoration, floor coverings, locks, glazing, roofs, internal surfaces, drainage systems, roads, footpaths, etc.

## **Response Times and Priorities**

We aim to achieve the following response/completion times and to complete subsequent work following an initial response as quickly as possible. Response times and examples of work type are provided for your guidance.

If your job requirement is not listed or if you are unsure how your job will be prioritised please contact the Helpdesk on extension 47020 who will advise you.

### **Priority 1 – Emergencies - Call Porters' Lodge**

Advice to all emergencies will be immediate.

Our attendance to the site will be as follows:

- On campus - attendance within 30 minutes
- Outside normal working hours and weekends - attendance within 1-2 hours

*Examples:*

Risk to life or substantial damage to property

Smell of gas

Major water leak or flood resulting in immediate damage to structure, services or equipment

Major loss of power supply

Major structure/damage, eg ceiling collapse

Total loss of heating in building

Loss of building security i.e. faulty locks etc

Main drainage blockage including sink blockages in rooms

### **Priority 2 - Respond within 24 hours during normal working hours 0800-1630 Monday to Thursday, 0800-1600 Friday**

*Examples:*

Internal lighting faults where accessible and area available

Partial loss of heating

Partial loss of power to room or area

Dangerous paving  
Minor internal plumbing leaks  
Blocked toilet  
Overflow pipe discharging

### **Priority 3 - Fix within 2 working days**

*Examples:*

Broken WC seat  
Minor heating system leak

### **Priority 4 - Fix within 5 working days**

*Examples:*

Replace sanitary fittings  
Making good holes in walls and ceilings or plaster repairs

### **Priority 5 - Fix by agreed date**

*Example:*

Any work not falling into the above categories where the completion date is pre-arranged with student via our Helpdesk.

## **Customer Obligations**

*We ask you to:*

- Provide accurate and concise information to the Helpdesk or Porters' Lodge, including location, nature of fault, contact name, telephone number, availability of room or area
- Allow access at any reasonable time to carry out work
- Co-operate with Building Services staff and contractors in situations where disruption is inevitable
- Immediately report any hazards or maintenance defects to our helpdesk
- Provide feedback on our performance and participate in customer surveys normally carried out once a year by HUS

## **Additional Services**

*Examples:-*

- Minor improvement works, e.g. associated with change of use, shelving, notice boards, etc.
- Furniture and equipment moving services
- New signage
- Supply extra keys
- Replace locks due to loss of keys

## **Appendix 12:**

### **Grounds Maintenance Service Level Agreement**

**General aims and objectives.** To provide safe, clean and aesthetically pleasing grounds for the purposes of recreation, leisure and education.

**1) Lawns/ grass areas** (other than dedicated conservation areas and areas managed for specialised purposes i.e. naturalised bulbs) to be maintained between range of 15 –50mm during growing periods.

**2) Conservation areas** and specialised grass areas will be maintained according to management plan or cultural needs of desired species present. Mown paths maintained in accordance with **1** will provide access through these areas. Site users are reminded to keep to mown paths within these areas.

**3) Paths, paving** and hard standing areas will be checked and cleared at least weekly. Surface vegetation will be managed to minimise weed growth, and provide a safe and clear surface.

**4) Waste management.** Whereas responsibility for litter removal remains with the individual, the site will be litter picked at least weekly. Garden waste will be removed from site and re-cycled at an approved facility.

**5) Vegetation management** adjacent to student accommodation will be managed to balance privacy needs with personal security and aesthetics. Planting will be checked at least monthly, and any minor maintenance carried out at that time. Intensive maintenance will occur at least annually.

Vegetation adjacent to buildings and pathways will be managed to provide free access, and windows kept free from obstructions. Exception may be made where aesthetic consideration is deemed to outweigh benefits of remedial action.

**6) Trees** will be visually inspected at least annually with regard to both safety and conservation. Any remedial work required may be subject to planning constraints. Minor

maintenance tasks will be carried out in house, major works to be carried out by specialised contractor subject to approval.

**8) Hedges** will trimmed at least annually.

**9) Plantings** will be maintained to a professional standard with regard to cultural methods and content. The content and quality of the gardens and grounds will be continually monitored. Major projects will be subject to approval by the Estates Committee.

## **Appendix 13:** Policy on Environmental Issues

### **Background**

Homerton College has reviewed the impact of college activities on the local and wider environment and has committed to take environmental considerations into account in all its activities. Although ultimate responsibility rests with Fellowship, all members of the College have a part to play in minimising adverse effects on the environment. To that end the College will promote the best use of environmental practices. The College will develop and resource programmes for the implementation of its Environmental Policy and will monitor them.

Specifically the College will:

- encourage staff and student involvement in environmental issues through appropriate information, training and participation
- promote energy conservation by efficient use, careful planning and design with due regard to improved energy utilisation and appropriate investment in energy efficient measures
- minimise waste and ensure that there is effective control, which promotes recycling where possible and provides responsible disposal, particularly with regard to hazardous waste
- promote environmentally responsible policies in all its activities
- strive to eliminate the release of pollutants, to be achieved by application of discharge controls, and also by initial assessment and continuing evaluation of the appropriateness of and need for any activity which could have a negative impact on the environment
- encourage an environmentally sound transport strategy
- adopt policies which take into account the visual impact of College activities
- take into consideration the likely environmental effect of College activities and developments on the local community
- expect similar environmental standards from all parties with whom the College deals

## Examples of Policy Application

### *Waste Management*

All waste will be disposed of in the most efficient, safe and ecologically sound manner practicable. No waste will be consigned to landfill unless recycling or composting is not a viable option.

College facilities and administrative waste –

- Paper waste from offices is recycled by way of localised collection points
- Confidential waste is commercially shredded and recycled<sup>1</sup> and a copy of the contractor's environmental policy is available in the Bursary
- Print cartridges and machine inks are recycled by way of local charities

Where possible all glass products from the catering department, bar and student accommodation is sorted and recycled.

Waste green matter is composted off site at efficient purpose built facilities. The gardening team uses the composted products.

The student recycling centres provide facilities to recycle glass, plastics, card, aluminium and paper. General refuse will be compacted prior to disposal by contractors to minimise cubic meterage used for landfill.

The college is registered as a producer of hazardous waste under The Hazardous Waste (England and Wales) Regulations 2005<sup>2</sup>.

### *Energy Use*

It is recognised by Homerton College that efficient use of energy is economically and environmentally essential. Therefore the following practices are employed:

- All new and refurbished buildings are fitted with Building Management Systems which monitor and control internal temperatures and airflows throughout
- Air conditioning is limited to servicing rooms holding high intensity heat producing IT equipment

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<sup>1</sup> Currently contracted to PHS Data shred

<sup>2</sup> 2007/8 registration via Veolia Environmental services



- New buildings are constructed to maximise use of structure in providing thermal insulation and low pressure under floor heating has been recently utilised to fully exploit this
- Recognising the growing trend for 24hour access to increasing areas of the college the energy usage and control is tailored, where possible, to minimise additional energy use
- Where practicable, the College purchases electrical appliances that have an A or B rating. In many cases, A rated products are comparably price to lower efficiency products

#### *Water Management*

All water systems are managed and maintained to minimise wastage. In addition shower systems are designed to spread water efficiently and thereby cut consumption. The student body are regularly encouraged to minimise wastage.

#### *Transport*

Where possible staff and students are encouraged to use cycles or public transport for commuting and any business related travel. Visitors and guests are also encouraged to arrive and depart using public transport or cycles.

#### *Conservation*

The minimum of chemicals are used in our gardens and grounds. We also have a conservation area, and are, where appropriate, changing our planting and management patterns to reflect the current understanding in garden conservation practice.

**UNDERGRADUATE STUDENT RESIDENCY AGREEMENT**

**HOMERTON COLLEGE**

**EN-SUITE ROOM (ABC/EH/SC/WH)**

Date Of Offer: 2 August 2019

**1 Parties**

1.1 The Owner HOMERTON COLLEGE of Cambridge CB2 8PH

1.2 The Occupier Name:  
Present Address:

**2 Particulars**

- |                            |   |  |
|----------------------------|---|--|
| 2.1 Building               | } | Details of these are shown in the attached Schedule  |
| 2.2 The Room               |   |  |
| 2.3 Occupation Period      |   |  |
| 2.4 The Residence Charge   |   |  |
| 2.5 University Regulations |   | The Statutes Ordinances and Regulations of the University of Cambridge for the time being in force |
| 2.6 College Regulations    |   | The Rules and Regulations of the College for the time being in force                               |


**3 The Agreement**

- 3.1 The Owner agrees to hire out and the Occupier agrees to take the Room for the Occupation Period.
- 3.2 The Residence Charge will be payable in full, unless the Occupier intermits or withdraws from their course. In such circumstances, the College Accountant will determine if any refund is due and the amount thereof, but this will not be repayable to the Occupier until their intermission or withdrawal has been formally confirmed.

- 3.3 The Resident Charge to be paid by the Occupier is the total charge payable for the right to occupy the Room.
- 3.4 The Owner and Occupier acknowledge that this agreement is a personal right granted by the Owner to the Occupier for the occupation of a room in College. It confers no title, estate or proprietary interest on the Occupier whatsoever. The Owner reserves the right to require the Occupier to move to another similar room in the College should the College authorities in their absolute discretion so require at any time. The Occupier acknowledges the right of the College to enter the Room at any time for the maintenance, cleaning and servicing of the Room, for regular inspections and for emergencies.
- 3.5 In the event that above clause numbered 3.3 (which shall be severable from this Agreement if it is declared invalid, unenforceable or of no effect and which does not and is not intended to confer any interest on the occupier beyond that of Licensee) and further in the event, and only in the event, that this Agreement is held by a court of competent jurisdiction to create a tenancy, the Owner and the Occupier confirm that: (i) for the purposes of the Housing Act 1988 the Owner is a specified educational institution and the Occupier is pursuing or intending to pursue a course of study at that specified institution or at the University of Cambridge and (ii) notwithstanding the opening words of this paragraph, should any tenancy be created hereby it is not an assured tenancy nor an assured shorthold tenancy.
- 4 The Occupier and Owner each agree to observe and perform the obligations set out in the Document headed "Conditions" attached hereto and which are deemed to be incorporated into this Occupation Agreement.

Students who believe they have an exceptional reason in which they require to break their residency agreement early, for reasons other than intermission or withdrawal will need to obtain a recommendation from their Tutor to do so. This request will then be submitted to the Senior Tutor and College Accountant for review and approval. The applicable charges for an approved break will be to the last night in accommodation plus two weeks rent.

Signed for and on behalf of the Owner



Signed by the Occupier

Signature: ..... Name: .....

Dated: .....

**STUDENT RESIDENCY AGREEMENT - SCHEDULE**

**HOMERTON COLLEGE**

**EN-SUITE ROOM (ABC/EH/SC/WH)**

- 1 Residence charge consists of: a single occupancy only study/bedroom charge and a Minimum Meal Commitment of £200.00 per term. College cannot grant cash refunds on any unused MMC remaining on the EPOS card at the end of the Academic Year.
- 2 The charge (including a Minimum Meal Commitment) for **BA** students for the Academic Year 2019-20 is £4,069.20 for a single room payable in three termly instalments

**Michaelmas:** £1,315.10  
(05/10/19-06/12/19 inc)

**Lent:** £1,315.10  
(11/01/20-13/03/20 inc)

**Easter:** £1,439.00  
(11/04/20-19/06/20 inc)

**If you are a finalist graduating, your resident agreement will end on Saturday 27 June 2020 and not Friday 19 June 2020. These additional nights are free of charge. Non-finalists wanting to stay beyond 19 June 2020 will have to pay for the extra nights.**

The start date of each residence period noted above is the official arrival Travel Day. The official departure Travel Day is the day after the end date of each residence period.

Termly instalments are payable promptly within 14 days of the beginning of each term. A refundable deposit of £150.00 is payable when a student first comes into residence (note – students previously in residence are not required to “top-up” their deposit to the new level). This will be held by the College as it may direct against any damage to the Property or the Contents or other parts of the Building caused, suffered or permitted by the Student. The deposit will be returned after deducting any outstanding balance on the account and subject to any deduction following the College Housekeeper’s inventory check, within three weeks after the end of the student’s course. Refer to Rules of Payment for more details.

- 3 The room may be occupied during term-time only. The room charge is calculated on the basis of the number of days in the term. The whole of the official arrival Travel Day and up to 4pm on the official departure Travel Day is included in the contract.

Name: .....

Year (2019/2020):

Signature: .....

Date: .....

# Occupancy of Homerton College Property

## CONDITIONS

### 1 Meanings

- 1.1 In these Conditions the following words and expressions shall bear the meanings stated:

Agreement: The Occupation Agreement to which these Conditions are attached

Contents: The contents, furniture and effects provided for use by the Occupier in the Room or in the common parts of the Building.

- 1.2 The following words and expressions shall have the meaning ascribed to them in the Agreement:

Building; College; College Regulations; Occupation Period; Owner; Residence Charge; Room; Occupier; University Regulations; Travel Day.

### 2 Interpretation

- 2.1 Words denoting one gender include all other genders and words denoting the singular include the plural and vice versa;
- 2.2 Any promise by the Occupier not to do an act or thing shall be deemed to include an obligation to use all reasonable endeavours not to permit or suffer such act or thing to be done by any other person;
- 2.3 The headings to the clauses shall not affect the construction of this Agreement.

### 3 Rights Included in and Excepted by the Agreement

- 3.1 The following rights are granted for the benefit of the Occupier and the Occupier's visitors in common with all other residences similarly entitled:
- 3.1.1 the right to the free passage and running of water, wastewater, electricity and other services from and to the Room
- 3.1.2 the right to use shared toilet, shower, bathroom and gyp room facilities in the Building and to use the public rooms and facilities of the College which are provided for the benefit of Junior Members of the College (JCR/MCR).

#### 4 The Occupier's Obligations

- 4.1 To pay to the Owner the Residence Charge on or before the dates specified in the Schedule.
- 4.2 To vacate the Room no later than 4pm on departure Travel Day, locking the room and handing all keys to the Room to the Porters' Lodge. All possessions must be removed from the room by the required time of vacation. Failure to vacate the Room will result in additional charges calculated as extra nights with a surcharge of **£25.00 per night**. The Owner does not accept responsibility for loss of, or damage to, personal belongings left in College during term-time or vacations.
- 4.3 The Occupier should note that a replacement charge of £2540.00 is levied in the case of a room key not returned or lost. Other lost keys (e.g. gyp room cupboards) are charged separately at rates detailed in the Rules for Payment. An administrative charge of £5 is payable for keys returned within one week but the extra nights and surcharges incurred will still remain for failure to properly check out.
- 4.4 The Occupier should note that payment for extra nights to return ahead of arrival Travel Day or remain in residence beyond 4pm on departure Travel Day must be made through the room booking link on the student intranet no fewer than 7 days in advance. Check-out time on a day after departure Travel Day is 10am, and check-in time on a day before arrival Travel Day is midday. Failure to hand in keys and sign out in accordance with this section will result in the same sanctions detailed in section 4.2.
- 4.5 To observe the University Regulations and the College Regulations.
- 4.6 To keep the interior of the Room and all its fixtures and fittings in neat and clean condition (fair wear and tear only excepted) and at the determination of the Occupation Period, or on the transfer by the Owner of the Occupier to another room in the College, to hand back occupation of the Room to the Owner in such neat and clean condition. Ensure you have completed and handed back the inventory check list when you move in to avoid being unnecessarily charged for any existing imperfections.
- 4.7 To give access to the Owner or the Owner's agents with or without workmen at any time.
- 4.8 To occupy the Room personally.
- 4.9 Not to purport to assign, charge, or in any other way allow another neither to occupy the room or any part thereof nor to share occupation thereof. The College reserves the right to charge for double occupancy for the full term and to terminate your contract should you be in breach of these conditions.

- 4.10 Not to keep any animal, fish, bird, exotic insect or reptile in the Room.
- 4.11 Not to store or prepare any food in the Room.
- 4.12 Not to use the Room or allow it to be used for any professional trade or business or any illegal or immoral purpose nor in any way (including by way of excessive noise) which may be a nuisance, damage or annoyance to the Owner or to the other Occupiers or neighbours in the vicinity.
- 4.13 Not to smoke, use any naked flames, candles, lighters, joss sticks, oil lamps, cigarettes or any other items which could cause a fire hazard within any part of the Building, nor suffer or permit to be done any damage to the interior of the Room or to the Contents or to other parts of the Building and to make good or pay for all such damage PROVIDED THAT the Occupier shall not be liable for any damage resulting from fire caused otherwise than by the negligence of the Student or of any person who shall be in the Property with the Occupier's consent.
- 4.14 Not to use in the Room any heating, lighting or cooking equipment which burns paraffin or other liquid fuels nor to do or suffer to be done on the Room any act or thing which may vitiate any insurance against fire or otherwise or of the Room or increase the ordinary premium thereof.
- 4.15 To pay all reasonable and proper costs and expenses (including legal costs and disbursements and fees payable to a surveyor and any value added tax thereon) incurred by the Owner in or in contemplation of:
- 4.15.1 the preparation and service, should that be required, of any notice or of any proceedings under sections 146 and 147 of the Law of Property Act 1925.
- 4.15.2 the recovery of arrears of Residence Charge or other sums payable hereunder and proceeds in connection therewith
- 4.16 Certain college rooms will be designated as fire warden rooms and therefore occupants of these rooms will be the designated fire wardens. This is not an onerous task but it should be noted that fire warden responsibilities cannot be passed to other Occupiers, and they must remain with the room. You should therefore be aware that you might be required to take on the role of fire warden whilst you are occupying a room at Homerton College.
- 4.17 From time to time Owner will conduct fire drills. This is a statutory requirement and the Occupier should note that at least twice a year there will be unannounced night-time fire drills. The Occupier and any guests must comply.
- 4.18 Not to introduce into the Gyp Rooms any additional cooking or storage equipment.

## 5. The Owner's Obligations

- 5.1 The Owner agrees with the Occupier that the Occupier, on paying the Residence Charge and performing all the obligations on the Occupier's part herein contained may, subject to Paragraph 3.3 of the main Agreement set out above, occupy and enjoy the Room during the Occupation Period.
- 5.2 The Owner shall provide to the Occupier services for the cleaning of the Room and the laundering of bed linen, the frequency and amount of which shall be reasonable but entirely within the discretion of the College.
- 5.3 So far as is practicable the Owner shall keep clean and reasonably lighted the corridors, landings, staircases and all shared toilet, shower and bathroom facilities and gyp room areas in the Building.
- 5.4 The Owner shall provide for use by the Occupier in the Room and the common parts of the Building such furniture and effects as the College shall from time to time determine.

## 6 Agreements and Declarations

Provided always that it is hereby agreed and declared as follows:

- 6.1 For the avoidance of doubt, and without prejudice to the status of the Agreement as a Licence to occupy, if the Owner seeks to recover possession of the Room if the Residence Charge or any part thereof or any other money payable under this Agreement shall be in arrear or unpaid for at least twenty-one days after the same shall become due (whether formally demanded or not) or in the event of the breach of any of the undertakings on the part of the Occupier herein contained the Owner will exercise its right to enter the Room and immediately thereupon the Occupier's occupation shall absolutely determine but such entry shall be without prejudice to any right or remedy which the Owner may have in respect of any antecedent breach or non-observance by the Occupier of any of the provisions of this Agreement.
- 6.2 If the Residence Charge or any part thereof or any other money hereby made payable shall not be received by the Owner within fourteen days after the same shall have become due then in addition and without prejudice to the right of entry in clause 6.1 hereof or any other remedy of the Owner, the owner shall be entitled to charge interest at the rate of 4% above Bank of England base rate on the sum or sums due to the owner from the date on which sum or sums fall due until the day on which payment is received by the Owner.
- 6.3 The minimum charge levied in respect of clause 6.2 above will be £5.
- 6.4 The Occupier acknowledges that this Agreement is an agreement linked to the provision of academic services by the Owner and that the College, as Owner, has the right to withhold presentation of the Occupier for any degree



of the University of Cambridge until such time as all indebtedness under this Agreement is discharged, settled on terms, or waived.

- 6.5 Any person who is not the Occupier and who makes payments due from the Occupier under this Agreement does so as agent for the Occupier.
- 7 The Owner hereby gives notice to the Occupier that the Occupier may serve notices (including notices in proceedings) on the Owner at the Bursar's office at the College until the Owner gives to the Occupier notice of an alternative address in England or Wales for that purpose.
- 8 When notice is served to the owner, student occupiers who believe they have an exceptional reason in which they require to break the residency agreement early, for reason other than intermission or withdrawal, will need to obtain a recommendation from their Tutor to do so. Requests will then be submitted to the Senior Tutor and College Accountant for review and approval. The applicable charges for an approved break will be to the last night in accommodation plus two weeks rent.

