Code of Conduct for Students Living in University Residences 2018/19

Accommodation Handbook
Illness and accidents

**Illness**

Round the clock health advice and support is available from NHS24 telephone 111. While in residence, you will register with one of the doctors in Townhead Health Centre (you will get more information about this in your Welcome Pack).

If you or one of your flatmates is diagnosed with something infectious (e.g. chickenpox, mumps, measles etc.) you must let the Manager of your residence know as quickly as possible.

**Meningitis (see page 18)**

Contact the Emergency Doctor at Townhead Health Centre or go straight to the Accident and Emergency Department at the Glasgow Royal Infirmary - just across from the campus village.

Early treatment is essential.

**Injury caused by an accident**

Summon First Aid by telephoning Security Services: 0141 548 2222

Have the following information ready:

1. Your name, flat/room number and hall of residence
2. Exact location of accident
3. What type of accident/injury has happened
4. Say if you think a doctor is needed or some other sort of hospital treatment.

Do not move the casualty until help arrives. If the casualty is taken to hospital, another resident should go with them if possible and the manager of your residence should be informed.

If the casualty is unconscious or his/her condition deteriorates, call 999.
Responsibility is placed on everyone who lives within any University residence to ensure that unauthorised persons do not gain entry to the building. Windows and doors should be firmly closed and locked when you leave your flat/study bedroom. Don’t buzz people into the building if you don’t know who they are.

Residents living on the ground floor need to be particularly vigilant – you need to make sure your window is shut whenever you leave your room.

Keys

Keys are issued at the beginning of each occupancy period and must be returned at the end of the occupancy period. A signature must be given both times. Keys for entrance doors and bedroom doors should be kept in a safe place and used solely by the resident. Make sure you lock your study bedroom even if you are leaving it for only a few moments. Entrance and flat doors should always be closed and locked after entering or leaving the building. They must not be wedged open. Keys must not be thrown out of windows to visitors to let them get into the building.

It is important that you look after your house keys and make sure that you have them with you when you go out. If you lock yourself out of your accommodation three times or more, the matter will be investigated by the Residence Manager and you may have to meet with the Area Manager of the Campus Village and the Senior Housing Officer. If you lose your keys, tell your Hall Manager who will arrange a replacement for £30.00.
Welcome to Strathclyde halls of residence

1. Residence Services
   Area Teams
   Residence Life Assistants
   Halls Committee

2. General information
   Mail
   Data connection points
   Laundries
   Parking/bicycle storage

3. Repairs, damages and heating
   Inventories
   Special equipment
   Repairs and maintenance
   Access
   Assignable damage
   Vandalism
   Heating and hot water

4. Housekeeping arrangements and regulations
   Food storage
   Disposal of sharps
   Rubbish/Recycling
   Flat/study bedroom housekeeping inspections
   Departure inspections

5. Living as a group
   Sharing
   Noise
   Smoking
   Visitors
   Overnight guests
   Parties

6. Health matters and well being support
   Meningitis
   Student Health Services
   Welfare support

7. Financial information
   Your Occupancy Agreement
   Payment of rent
   Subletting
   Personal possessions insurance

8. Regulations regarding safety
   Fire safety
   Interfering with fire protection equipment
   Fire exits
   Flammable items
   Deep fat frying
   Electrical equipment
   Prohibited items of equipment
   Out of bounds areas
   Missiles
   Safety inspections
   Bicycles

9. Student behaviour and discipline
   Drugs
   Alcohol
This Handbook/Code of Conduct gives you information and advice about life in the halls of residence and tells you how they are managed. The rules and regulations are there to make sure that everyone is as safe and secure as they can possibly be in their student accommodation.

Our halls of residence provide students with a unique opportunity to meet new people and learn about different cultures in an international community, in the heart of Glasgow. I hope that you will settle into your new accommodation quickly and make new friends.

Welcome to Strathclyde halls of residence

Residence Services
Lord Todd Building
Campus Village
Weaver Street
Glasgow G4 0NG
Tel: 0141 548 3453
Fax: 0141 548 4030
Email: student.accommodation@strath.ac.uk
1. Residence Services

The Accommodation Services Manager has overall responsibility for the management, services, general good order and discipline within the residences plus the wellbeing of occupants.

Ruth Daubney is the Senior Housing Officer in charge of the Accommodation Office. Should you have any queries regarding your Occupancy Agreement, difficulties with your co-residents or other accommodation related problems, come and see the Housing Officer for your residence. The Accommodation Office, Lord Todd Building, Campus Village, is open 9am – 4.45pm, Monday to Friday.

Ruth James is the Area Manager for the Village Office. She and her team are responsible for the day to day management of the residences. The opening times of the Village Office are displayed on the door. A Night Porter is on duty 6pm – 8am in the Village Office for emergencies and security.

<table>
<thead>
<tr>
<th>Residences Services</th>
<th>Office location</th>
</tr>
</thead>
</table>
| **Accommodation Office** | Ground Floor  
Lord Todd Building  
Campus Village |
| **Village Office** | Lower Ground Floor  
Lord Todd Building  
Campus Village |
| **Andrew Ure Hall** | Sub Office  
Block B, Flat 3  
Andrew Ure Hall |
Area Teams

<table>
<thead>
<tr>
<th>Residence</th>
<th>Housing Officer</th>
<th>Residence Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>On campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birkbeck Court</td>
<td>Lorna Kirkland</td>
<td>Karen Devine</td>
</tr>
<tr>
<td>Forbes Hall</td>
<td>Lorna Kirkland</td>
<td>Julie Barr</td>
</tr>
<tr>
<td>Garnett Hall</td>
<td>Rose Ridgeon</td>
<td>Julie Barr</td>
</tr>
<tr>
<td>James Blyth/Thomas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campbell Courts</td>
<td>Rose Ridgeon</td>
<td>David Carroll</td>
</tr>
<tr>
<td>Murray Hall</td>
<td>Rose Ridgeon</td>
<td>Julie Barr</td>
</tr>
<tr>
<td>James Young Hall</td>
<td>Rose Ridgeon</td>
<td>Carole Carson</td>
</tr>
<tr>
<td>Chancellors Hall</td>
<td>Rose Ridgeon</td>
<td>Carole Carson</td>
</tr>
<tr>
<td>James Goold Hall</td>
<td>Rose Ridgeon</td>
<td>Carole Carson</td>
</tr>
<tr>
<td>Off campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Ure Hall</td>
<td>Lorna Kirkland</td>
<td>Lorna Cameron/David Carroll</td>
</tr>
</tbody>
</table>

Residence Life Assistants

A small team of ResLife Assistants are appointed to encourage well-being amongst residents. They will organise a wide range of activities to suit all types of students - social, cultural, sporting and life skills.

Residence Assistants

Residence Assistants are appointed in each of the University’s residences. You will meet them at the beginning of term. A duty rota is displayed on noticeboards showing the person on call each evening from 5pm to 8am and should a problem arise outwith office hours, he/she should be your first point of contact.

Halls Committee

Each residence has its own Committee, elected by the students each year at the Welcome Meetings held at the beginning of term. This Committee not only represents your interests, and creates various events for the residences. Everyone is encouraged to participate. To help fund events, some money is available from the Students’ Association and the University.

Each residence has a:
- President
- Vice-President (Representation)
- Vice-President (Events)
2. General information

Mail

Campus Village – All mail is delivered to the Village Office by the Post Office. Then, it is sorted and delivered to the halls of residence and put into the mailboxes. Unfortunately, we are unable to accept any items that have to be signed for e.g. parcels or any registered, recorded or courier mail items.

Amazon parcels can be delivered to the ‘Bates’ locker (next to Village office).

It is your responsibility to ensure that you collect your mail (the University accepts no responsibility for lost or unclaimed mail).

When you finally leave your University residence, you must change your address on-line using PEGASUS (from the University homepage).

Data connection points

The University has provided data connection points in all study bedrooms and Wi-Fi is available in the shared areas. Illegal or improper use of this facility is considered to be a discipline offence.

For IS (Information Services) Enquiries call 0141 548 4444
or email: help@strath.ac.uk

Laundries

There are card operated laundries in or near your residence. They are to be found in the Lord Todd, Birkbeck Court, James Blyth Court, Andrew Ure Hall. Cards can be purchased from the machines in the Lord Todd and Andrew Ure laundries. They can then be topped up on line. The cost for the use of a washing machine is £2.50, tumble drier is £1.50.

The University accepts no responsibility for items lost or damaged in the laundry.

Washing lines/ropes are not permitted in the residences and students should not dry wet laundry in their study bedrooms or in the corridors and public areas of the residence.

Parking/bicycle storage

There is a limited number of car parking spaces at Andrew Ure Hall. These are available to students living there on a first come first served basis, by applying to the Sub-Office, Flat B3, Andrew Ure Hall (tel: 0141 552 6471 or email: andrewure-office@strath.ac.uk). The price in 2017/18 was £40 per month. Otherwise the University is unable to provide car parking for residents. There is restricted parking on the streets but students are advised not to bring their cars to University. Parking illegally within the Campus Village can restrict access for emergency vehicles and may be deemed a disciplinary offence.

A bicycle store is available only at Andrew Ure Hall (20 spaces). There are no other bicycle store facilities available in any other residence and we do not accept responsibility for any thefts or damage. There are several bike bays/racks on the campus, though not within the village.
Inventories

Please complete the on-line inventory (on Myplace) when you arrive. It is important that you take a few minutes to check the contents of your room/flat and make a note of anything that is missing. **Any damages or shortages should be noted and reported to your Residence Manager within 48 hours.** Unless shortages or damages are reported within this time, responsibility will rest with you and the other residents for the condition of the property. When you leave, you will be charged either individually or on a shared basis for anything that is wrong.

Special equipment

All our study bedrooms and flats are supplied with standard equipment. However, if you have any special requirements as a result of disability or illness, you should get in touch to talk about specific furnishings or anything else that is required in your accommodation. Students with physical disabilities or sensory impairments can also contact the University’s Disability Service on 0141-548 3402 for further advice.

Repairs and maintenance

During your time in residence, any repairs or problems with equipment in your flat or room should be reported to your Hall Manager as soon as possible **(preferably before 12 noon).** You can also use the QR code (see notice in the kitchen) to report repairs.

Any repair required in the residence will be categorised as either: emergency, urgent or routine and dealt with accordingly. On Saturday and Sunday there is an emergency service only. All maintenance is carried out by University Estates Services or an approved sub contractor. If you are in any doubt as to the identity of maintenance personnel, please ask to see their ID. They will not be offended.

Windows

- All windows are fitted with restrictors for your safety and to prevent any damage being caused by the windows being open and causing accidents. Please do not remove the restrictors or open the windows further than the restrictor allows - **this is a breach of the Student Discipline Regulations.**
- Keep your windows closed if you are going out, especially if you are on the ground floor, in order to prevent anyone gaining entry to your flat.
- Don’t leave any valuables/tablets/laptops/phones near an open window as passing thieves will take advantage.
- You should open your window regularly to fully ventilate your room. You should also mop up any excess condensation that forms. Doing this should prevent any mould forming on the window frame. If you do get any build-up of mould along the window frame, report it to your Hall Manager.
Access

Authorised staff, employees and contractors appointed by the University may, at any reasonable time, enter the residence for the purposes of cleaning, inspection, maintenance work and repairs. As a precaution you should seek identification from anyone you do not know wishing access.

Students who for any reason cannot accept this condition regarding access are strongly advised to seek alternative accommodation.

Damages

If you cause any damage over £15, you will receive an invoice for immediate payment.

Vandalism

Disciplinary action may be taken against students engaging in acts of vandalism, in addition to their paying for the damage caused. Ball games, roller blading, cycling, skateboards and scooters are banned within the halls of residence.

Heating and hot water

In all University residences the cost of heating and lighting is included in the rent and controlled by the University. The residences are centrally heated on the following basis:

- Monday to Friday - heating is on in the early morning and the evening
- Saturday/Sunday - heating is on all day
- Hot water is on all day

In extreme circumstances or severe weather conditions, we are able to put the heating on during the day. If students are at home in their accommodation during the day because of illness, a flatmate/friend can borrow a heater from the Village Office or the Sub Office Flat B3, Andrew Ure Hall.
Communal areas in the halls of residence and flats are cleaned on a weekly basis. All cleaning routines depend on staff being available and there is no contractual obligation between the University and students regarding the frequency of cleaning. This also applies to loss of cleaning services due to industrial disputes.

Cleaning

• You need to keep your bedroom/en suite and your share of the common areas clean and tidy. You will have to buy some cleaning products: washing-up liquid, sprays, bleach, cloths etc.
• We suggest setting up a cleaning rota to ensure everyone takes their turn cleaning the common areas. Agree this soon after you move in, to avoid disputes later on.
• Make sure that you wipe down and dry your shower as this will reduce condensation/dampness and mould growth.
• We carry out Flat Visits and if we are concerned by the condition of your flat/room, we will ask you to improve things. If things don’t get any better, our cleaners will be asked to go in and clean and you will be charged for their time and the cost of cleaning materials.

Disciplinary action may be taken if negligent housekeeping standards, or food left unattended on or in the cooker, results in activation of the heat/smoke detector systems and the Fire Brigade have to attend a false emergency call out.

Pets

Pets are not allowed in University accommodation. Any animals will be removed.

Fridge/Freezers

• These should be cleaned out regularly; wipe the inside base of the fridge with a soft cloth and anti-bacterial kitchen spray.
• Clean the salad drawers and shelves with hot soapy water.
• For hygiene reasons, you should store raw and cooked food separately and keep raw meat at the bottom of the fridge so it does not drip on to anything else and cause contamination.
• If your fridge seems too warm, adjust the temperature dial and leave for a few hours to see if the temperature changes. Check that the freezer compartment is defrosted as this can affect the operation of the fridge and freezer. Defrost regularly if your freezer forms large layers of ice.
• Sort through the contents of fridges weekly to remove out of date food that could make you sick or cause the fridge to smell. Get rid of anything that looks as though it could be past its best.
• If your fridge does smell bad, cut a lemon in half and place it on a shelf. The lemon should absorb the odours and freshen up your fridge.
**Cooker and Hob**

Please ensure you clean the cooker and hob only when they are turned off and cooled down. Dried-on food spills are a fire risk so it is good practice to clean the cooker and hob after every use. Do not use wire-wool (Brillo pads) on the hob as it will scratch it.

- Do use a kitchen cleaner with degreasing properties and a sponge scourer or similar. We strongly advise that you wipe the hob down after each use – this will prevent grime being burnt on which can then take some time to remove.
- Use foil to line the grill pan (it makes it easier to keep clean)

**Oven**

An oven cleaner with de-greasing properties is needed to get the oven and the oven door properly clean. Always wear rubber gloves. The glass on the oven door (if fitted) should be clear, not brown. The seal on the oven will need wiping to remove build-up of crumbs and grease, and the floor of the oven must be free from grime and food build-up. Please use a baking tray when cooking in the oven.

**Microwave**

Microwaves should be cleaned inside and outside. An all-purpose kitchen cleaner with de-greasing properties and a kitchen cloth should get the grime off without damaging the microwave. You will need to clean the glass plate and underneath the glass plate. The microwave needs regular cleaning inside to prevent bacteria developing. A quick wipe down after each use will save time and effort in the long run.
Food storage

General guidelines on the storage of food within residences will be given to you when you arrive. These guidelines should be carefully read and followed. **Failure to comply is treated as a breach of Student Discipline Regulations.** Please note that residents will be responsible for any costs incurred by the University due to poor storage of food.

Disposal of sharps (razorblades, syringes etc), sanitary products and contraceptives

Instructions regarding the disposal of the above items are included in your Welcome Pack. Because of the risk of accidents to other residents and cleaning staff it is imperative that you follow these instructions carefully. In addition, residents should ensure they dispose of such items so as not to cause harm or upset to other residents. **Failure to comply will be looked upon as a breach of the Student Discipline Regulations.**
Recycling Facilities in the Campus Village
Bins/Rubbish

Household rubbish must be placed in securely tied polythene sacks in the appropriate refuse store for collection by Glasgow City Council. A supply of refuse sacks is provided each week by the cleaning staff or extra refuse sacks may be obtained from the Village Office, and the Sub-Office at Flat B3, Andrew Ure Hall.

Kitchens are shared and therefore all residents will be responsible for ensuring that bin bags are changed when full and that the full bags are placed in the bin store. Rotas should be set up to ensure that each resident takes it in turn to remove rubbish.

Separate your waste into the bags provided. Each bag will be labelled with the recycling it should contain. There is also a food caddie provided which can take all food waste, including eggshells, bones, teabags etc. but NO paper, tinfoil or wrappings. You will need to empty all recycling plus ordinary rubbish regularly to the communal bins stores. Don’t let rubbish build up in the flat as this can attract insects and rodents plus it also makes the flat smell terrible! Don’t leave rubbish lying around the external bins, as this will also attract rodents and seagulls.

Recycling

You have 2 recycling bags, a food caddy plus one ordinary waste bin in your kitchen for sorting recycling. Full details of what you can recycle are listed on the side of the bags/bins. Please use these bins appropriately and regularly dispose of the sorted items in the main recycling bins outside the residence.

Don’t put anything other than the specified waste into the recycling bins – contaminating these bins with general waste and plastic carrier bags makes the contents of these bins unrecyclable. Glasgow City Council can refuse to empty the bins which then become a health hazard. Apart from the food waste, recycling should be placed loose into the recycling bins.

Don’t put paper, plastic bottles, cans, glass etc. into plastic carrier bags which are then thrown into the large recycling containers, as this will contaminate the rest of the contents and Glasgow City Council will refuse to empty them.

Recycling facilities are also available at Andrew Ure Hall. Newspapers, plastic bottles, paper and glass can be placed in the two recycling containers situated behind the laundry.
On Campus, newspapers, magazines, plastic bottles and glass can be put into the recycling containers at Chancellors Hall, Birkbeck Court, Murray Hall and Thomas Campbell Court. Broken bottles and glass must not be put into bin bags. They should be placed in a cardboard box, sealed and clearly marked ‘broken glass’ and placed in the bin area.

Please note:

- Kitchen bins should not be used without a bin bag.
- Refuse must not be allowed to build up within the kitchen/lounge areas of residences.
- All bins must be emptied regularly and the rubbish put in the bin store.

**Flat Visits**

Flat Visits are carried out once a term to check maintenance and housekeeping standards within each residence. You are notified one week before the visit takes place. Those residents whose standard of housekeeping is not acceptable will be asked to improve the situation.

**Departure inspections**

When you leave your accommodation, an inspection takes place to identify damage and what cleaning is required. You will be invoiced for the cost of any cleaning over and above the usual. The minimum charge will be £30 per person.
5. Living as a group

Sharing

University residences accommodate an international community of students and living here requires tolerance, an ability to listen to the other person’s point of view as well as an awareness of the effects of your behaviour on other people.

Similarly, sharing a flat or residence places a personal responsibility on each individual to understand the lifestyle of other students. In the event that you and your flatmates or neighbours are experiencing problems, you should contact your Housing Officer who will discuss your difficulties and work towards a solution.

Noise

If levels of noise and music are not controlled, life can become intolerable for everyone. It is important that you think about other residents who may have a completely different lifestyle to you because of their lecture, placement or laboratory timetable. Playing loud music at any time of the day or night can be annoying for other residents who simply don’t want to be forced to listen to whatever you happen to have on. It is essential that you behave considerately towards other residents and ensure that your behaviour is not disturbing either their work or sleep – particularly late at night or in the early hours of the morning.

Visitors

At all times students are responsible for their visitors and should ensure their behaviour does not affect the peace, quiet and safety of other residents.

No Smoking

The University residences are NON smoking. Smoking bins are provided around the campus. Smoking from your window or around the doorways is forbidden (E-cigarettes and vaporisers are also banned from the residences).

Overnight guests

In general, overnight guests are limited to one per resident. If you live in a shared flat, the prior consent of your co-residents must be obtained. The goodwill of other residents should not be abused by having anyone to stay for more than the occasional night.

Parties/Pre drinks

Parties and gatherings of limited size are permitted in Campus Village flats, provided that the prior consent of the Hall Manager has been obtained. If you wish to hold a party/pre drinks, application forms are available from the Village Office or the Sub-Office in Flat B3, Andrew Ure Hall and should be submitted for approval two days before the date of the party. Any damage caused, related to the party, will be recharged to the residents.

If you or your guests disregard the advice given here you may be disciplined and fined.
6. Health matters and well being support

Meningitis

A few years ago, the UK government began a national vaccination programme to offer Meningitis C vaccine to everyone under the age of 18. Most UK students will have been vaccinated at school or college before starting University – if this applies to you, no further action is required. However, if you have not been vaccinated against Meningitis C and you are under 25, then you are strongly advised to contact your GP to seek advice about immunisation before starting University. This is important because the vaccine takes about two weeks to become fully effective.

If you have difficulty in obtaining the vaccine or are unable to make arrangements before you arrive here, immunisation will be available for students who register with their local GP practice (see over).

Please note that the vaccine does not protect against the B strain of meningococcal meningitis, so it is important to be vigilant about the symptoms. Unfortunately, the symptoms of meningococcal meningitis and septicaemia are not always easy to spot at first because they are very similar to flu. However, recognising the symptoms early on could ultimately mean the difference between life and death, so always err on the side of caution. The illness may take one or two days to develop, but it can develop very quickly and sometimes the patient can be seriously ill within a few hours.

The symptoms are as follows, but they may not all appear at the same time:

• Being sick.
• High temperature.
• Violent or severe headache.
• Stiff neck.
• A dislike of bright lights.
• Drowsiness and lack of energy.
• Painful joints.
• A rash – tiny red or purple pinpricks anywhere on the body which do not fade when pressed with a glass.

If you think you may have meningitis or are worried about a flatmate either: contact your emergency doctor immediately, go straight to the nearest Accident and Emergency Department or contact NHS24 on 111. Early treatment is essential.

Further advice and information is available from Meningitis Now
• www.meningitisnow.org
• Tel: 0808 80 10 388
Student Health

All students must register with a local General Practitioner. All students living in residence are advised to register at the Townhead Health Centre, 16 Alexandra Parade (tel: 0141 531 8900) where 12 doctors provide a 24 hour service. (Please see your Welcome Pack for further details and watch out for notices in your residence).

Round the clock health advice and support is also available from NHS24 – telephone 111.

Accidents or serious illness should be reported as soon as possible to the Residence Manager or Nightporter/Security Services.

Wellbeing

Housing Officers

The Housing Officers in the Accommodation Office, have a responsibility for the wellbeing of students who live in the halls of residence (check who looks after your hall from the list on page 7). They know about the types of problem students can experience, especially new students who are living away from home for the first time; these can range from homesickness, flat mates not getting on, to other personal problems. If you have any worries or concerns you can call in to see one of the Housing Officers in the Accommodation Office on the upper level of the Lord Todd, next to Santander Bank, between 9.00am and 4.30pm Monday to Friday. You could also phone on 0141 548 3454 or email: student.accommodation@strath.ac.uk.

Within the University

There are also a number of other places students can go to with problems; such as: The Advice Centre in the McCance Building, Student Disability and Wellbeing Service in the Graham Hills Building, or the Advice Hub in the Students Union.
Your Occupancy Agreement

Your Occupancy Agreement is a legally binding Agreement between you and the University and commits you to meeting the rent for the accommodation for the full period of the lease. If you decide to leave early you will continue to be held liable for rent unless you find a suitable Strathclyde student to take your place. If you leave University, you will be charged four weeks rent from the agreed termination date (ie the date you withdraw from your course, or the date your Departure Form is received, whichever is later). The amount of rent will be reduced if the room is re-let within the four week period.

Transfers

From 10 October it may be possible to either exchange rooms with another student, or transfer to a vacant room in another flat. Information and request forms are posted on Myplace from early October. There is a charge of £30 for transferring to a vacant room (there is no charge for exchanging with another student).

Students who are compulsorily transferred to gain practical experience in an industrial context or to another academic institution, will be released from their Occupancy Agreement if proof is provided by their supervisors. PhD students and School of Education students whose courses centre around research and practical placements, will not be released.

Payment of rent

Most students pay rent monthly by Recurring Card Payment or once a term. An email reminder is sent out by the Finance Office before the rent is due. If rent is late, an additional charge is added. Rent should be paid online via PEGASUS.

There is a Housing Emergency Fund to address urgent student housing needs. If you have any difficulties paying please contact the Student Financial Support Team:

- Tel: 0141 548 2753
- financial-support@strath.ac.uk
- Advice Centre Level 1 McCance Building
Subletting

Students with 50 week Occupancy Agreements who wish to go home during the summer vacation or work away from Glasgow may sublet their rooms to someone else seeking accommodation for that period – though only with the written permission of Residence Services, and the consent of their flatmates. Students should remember that they are still directly responsible for the condition of their room and the returning of their keys at the end of the contract. Guidance notes and applications for permission to sublet are available from the Accommodation Office from May onwards.

Personal possessions insurance

Students living in residence are covered by a block personal possessions insurance policy arranged by the University with Endsleigh Insurance Service Ltd. Please review the block halls insurance leaflet on the ‘What’s Included’ section of our website to ensure it meets your needs; you should contact www.endsleigh.co.uk/reviewcover directly if you have any queries.

If you require additional cover, please contact Endsleigh direct.

If you require to make a claim at any time go on-line to www.endsleigh.co.uk/claim-centre.
8. Regulations regarding safety

FIRE SAFETY

Detailed instructions which should be followed in the event of a fire, are posted on the noticeboards in your room and around the residence. It is very important that you read these notices to familiarise yourself with the fire safety systems in your residence and the evacuation procedures for your building. There are smoke detectors in every single study bedroom and heat and smoke detectors elsewhere in your flat/residence. When you move in, you should find out the location of all Fire Exits. All the fire detection/alarm systems are linked to University Security Services. Please take care not to accidentally activate the heat and smoke detectors by ensuring that kitchen doors are kept closed when cooking and remember that smoke, steam, aerosols and dust can all trigger detectors. There are Break-Glass emergency call points on the floors and stairways of all the residences. If you discover a fire, you must raise the alarm by breaking the glass of the nearest fire alarm call point. When the fire alarm goes off, a loud noise is heard in the residence and the Fire Brigade attends. You must evacuate at all times. The only exception to this rule is during the routine test of the fire alarm.

In the event of an emergency, it is imperative that the Fire Brigade know who is in the building. Students living in flats should inform their flatmates when they are absent from the building, especially overnight. In the event of the evacuation of the building, residents should note that they are not permitted to re-enter the building until the Fire Brigade or the University Security Wardens consider it safe to do so.

Interfering with fire protection equipment

It is a criminal offence to interfere with any piece of fire protection equipment e.g. setting off a fire extinguisher, or smashing a Break-Glass Emergency Call Point. Any malicious damage to fire protection equipment can be reported by the police to the Procurator Fiscal for the appropriate action to be taken. The University can also pursue civil proceedings to recover any attendant costs, e.g. the Fire Brigade turning out to attend a false emergency call. Any interference with fire protection equipment is considered to be a serious breach of Student Discipline Regulations. If you cover a fire detector; you will be disciplined and fined.

Fire exits

Fire Exits should be used only in emergency and not for entering and leaving the building on a normal basis. In the interests of safety all corridors and stairs must be kept free of obstructions at all times. Fire doors (which includes bedrooms doors) must be kept closed at all times since they are specially designed to hold back fire, flames, smoke and fumes. Wedging these doors open is a safety hazard.
False Activations

You can prevent false activations of the fire alarm by following these simple steps:

- **NO SMOKING** If you are caught smoking in your flat/study, bedroom, or out of the window, you will be called to a Discipline Hearing and fined. (This includes e-cigarettes, which can set off the fire alarm, and are not permitted within University accommodation.)
- Keep your kitchen door closed when cooking – use the extractor fan if you have one and open a window to ventilate the room. Wedging the kitchen door open allows cooking fumes into the hall where the smoke detector will activate the alarm.
- Keep the shower room door closed after a shower to prevent steam from activating the alarm.
- Don’t spray aerosols directly underneath the smoke/heat detectors.
- Don’t use hair straighteners, hair dryers, curling wands, irons and other heat producing items directly under the fire/smoke detector heads. Ensure they are switched off when not in use. Don’t leave straighteners etc. on the floor.
- Do not cover/remove/interfere with the detector heads.
- Do not set off a fire extinguisher/break the glass call-point unless in an emergency.

Persistent false activations of the fire alarm system will result in disciplinary action and anyone found maliciously activating the fire alarm will be fined. Repeat offenders could be put out of the halls of residence. If the police are involved they will issue an on-the-spot fine and this could also result in a Criminal Record.

Fire Doors

Every door in your flat has a self-closing mechanism and is a fire door which is there to protect you in the event of a fire. You must keep these doors closed at all times and **do not wedge them open**. Doing so is classed as Interfering with the Fire Safety Equipment and will result in disciplinary action plus a fine. Please report any maintenance problems with the doors to your Hall Manager or use the QR code which is on the poster in your kitchen.

When cooking, please keep your kitchen door closed as the cooking fumes can set off the fire detector head in the hall. Please use the extractor fan if you have one and open a window to ventilate the room.

Smoke/Fire Detector heads

These are located on the ceiling in all rooms in your flat/residence (except the shower room and toilets). They are installed for early detection of a fire and are there for your safety. Do not cover or remove the detector heads as this makes them ineffective in the event of a fire. Interfering with the detector heads will show up on the Fire Alarm Panel as a ‘fault’ and will identify exactly which detector head has been covered. You will face disciplinary action and a fine if you are found to have covered or interfered with the detector heads or any other fire safety equipment.
**Flammable items**

The items listed below should not be brought into your residence:

- Candles
- Incense cones/sticks
- Incense burners
- Perfumed oil lamps
- Fireworks
- Plug-in air fresheners
- Plastic inflatable furniture

*If found, they will be confiscated until the end of the contract period and disciplinary action may be taken.*

**Deep fat frying**

For safety reasons deep fat frying is not permitted in halls of residence. Students using chip pans, woks or pots for this purpose will be disciplined and fined.

**Electrical equipment**

Personal electrical equipment may be used in the residences with these conditions:

1. Equipment and connecting leads must be safe.
2. Plugs must be wired in the correct manner and have the correct fuses for the equipment.
3. A plug must supply only one piece of equipment.
4. If extra sockets are required, socket extension adaptors may be used, so long as they comply with the British Standard.
5. All electrical equipment should be fitted with 3 pin plugs. 2 pin plug items should not be used.
6. The total load on a wall socket must not exceed 13 amps. (International students must ensure that they are using the correct adaptor plug for the UK.)

In the event of University personnel finding electrical equipment which does not conform to the above standard, the University reserves the right to take whatever action it deems necessary. Contact the Manager of your residence for further advice.

Additional cooking equipment such as kettles and rice cookers may be used in kitchen areas only.

Lights and electrical equipment, including TVs, should be switched off when you leave the room.
OTHER SAFETY ISSUES

Prohibited items of equipment

The following items are not permitted for use in bedrooms and will be confiscated:

- Electric blankets
- Electric kettles
- Toasters
- Fridges/freezers
- Rice cookers

The following items are not permitted anywhere in the residences and will be confiscated:

- Additional heaters
- Deep fat fryers
- Chip pans
- Air guns
- Tumble driers
- Pellet guns
- Paintball guns
- Plastic inflatable furniture/ornaments
- Bongs/smoking pipes
- Perfumed oil lamps
- Electric Grills/hot plates
- Candles/incense cones/joss sticks
- Shisha pipes
- Fireworks
- Socket cube adaptors
- Extra fridges
- Washing Machines
- Subwoofer speakers
- Additional sofas and mattresses.

Out of bounds areas

These include: window ledges, balconies, roof areas, electrical switchrooms and boilerhouses.

Do not go in and out of your room/flat via the window.

Missiles

An additional responsibility is placed on students living at a height. No object should be thrown or allowed to fall from windows; even lightweight objects, when thrown from a height, can inflict serious damage to property and passers-by. For the same reason, window ledges should be kept clear and items must not be hung from window catches or curtain rods.

Bicycles

Bicycles should not be left blocking or obstructing stairways and corridors.
All students are expected to behave according to commonly accepted rules of good behaviour and the clauses contained in the Occupancy Agreement. In addition, students are required to abide by the Student Discipline Procedures: (http://www.strath.ac.uk/media/ps/strategyandpolicy/Student_Discipline_Procedure.pdf)

Students in residence will be subject to disciplinary action by the Accommodation Services Manager should their behaviour be unacceptable or if there is a breach of the Occupancy Agreement. Students can be fined or excluded from the residences depending on the severity of the offence (rent is still due throughout any exclusion period). Please remember that residents are responsible at all times for the conduct of their visitors and will be held liable for their bad behaviour. Any criminal matter may be reported to the Police (including the use and possession of illegal drugs).

### Drugs

Students are reminded that possession of illegal drugs, including cannabis, is a criminal offence and that possession with intent to supply is a more serious offence. **Students are also informed that it is an offence to smoke cannabis or permit drugs to be used on the premises.** The University will inform the Police of any student suspected of dealing in illegal substances and reserves the right to give the Police information about students found to be in possession of drugs.

### Alcohol

The University recognises that sensible drinking plays an important and enjoyable role in the social lives of many students. However, abuse of alcohol by a minority can be damaging, both to the students themselves and those who live alongside them. Antisocial, drunken behaviour within the student residences will be dealt with as a breach of the Discipline Regulations.

While it is recognised that many discipline offences are often committed whilst under the influence of alcohol, students should be aware that the University does not regard drunkenness as a good reason to reduce the gravity of the offence.
Accommodation Office
Campus Village
Lord Todd Building
Weaver Street
Glasgow
G4 0NG

www.strath.ac.uk/accommodation
www.facebook.com/Strathclyde.Residence.services
www.instagram.com/strathliving