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All university accommodation is visited by the Accommodation Officer at least once each academic term. You will be notified by email of the intended date of the visit, which will take place during normal working hours, with at least 48 hours notice. The purpose of these visits is to ensure that you are looking after the property and that health and safety standards are being maintained.

It will also help you to help yourselves, in that we may point out areas which need special attention so you can avoid large cleaning/repair bills when you vacate the property at the end of the year. If a room/flat is not in an acceptable state when inspected, then a re-inspection date will be arranged.

Please remember that we are here to help you, please ask the Domestic Services staff, Residence Life Assistant or Accommodation Officer if you need advice about cleaning or maintaining your room/flat.

Although we do like to meet a member of each flat so that any problems can be discussed personally, it is not essential and in your absence you could leave a note to draw attention to any particular problem you have. Any items deemed to be dangerous or any listed as not allowed in the Conditions of Residence will be confiscated. The Accommodation Officer will record receipt of the items and students will be allowed to collect confiscated items at the end of term when returning home.

# Fire safety

## Fire Safety and Evacuation Procedures

- In the event of a fire, follow the instructions posted in each room and on Hall notice boards.
- Fire blankets and small extinguishers are provided in the kitchens, to deal with small fires. Ensure that you know where this equipment is located and that you are familiar with the instruction for its use.
- The fire alarm is activated by breaking the glass cover on the red break glass point, these are situated next to fire exit doors in residences.
- Make sure that you are familiar with all the escape routes out of the residences, including routes that you may not normally use.
- Do not block corridors, stairs, doorways or landings with boxes, cases, bicycles or outdoor equipment.
- Do not allow combustible materials, such as old newspapers, bags of rubbish/ recycling etc. to accumulate in kitchens.
- Fire doors are designed to protect your emergency escape routes, they must be kept shut and never be wedged open or obstructed.
- The use of candles, oil/essence burners, joss sticks etc. is strictly prohibited within the residences and because of the potential harm to others in the university community fireworks cannot be let off in halls or on Campus.
- Students must not interfere with fire fighting equipment. If a seal on an extinguisher is discharged for any other reason than one which is deemed legitimate, the cost of refill/renewal/ replacement will be proportionally charged to all students of the flat/ floor as appropriate.
- Smoke detectors and heat detectors are located in the halls of residence, misuse of these and/or fire door security seals will be treated in the same way as misuse of fire fighting equipment.

There will be a full fire evacuation test of the residences at least once during the academic year, when all the alarm bells will be activated continuously and you will be expected to vacate the residences. Residents that fail to vacate the premises during an evacuation test may be fined and disciplined.

If you have a disability you should contact the Gateway Managers who will be able to signpost you to the Disability Officer in Student and Staff Services to ensure that you are aware of the support available to you.

Additionally as a resident student we have duties to ensure your safety in the event of an emergency (e.g. fire) in halls. Student and Staff Services will, if necessary, arrange a meeting with the university Health and Safety Officer to complete a personal emergency evacuation plan for you.

### Door Closures

Room doors, kitchen doors, and doors adjacent to staircases are fitted with hydraulic door closures. They are frequently considered a nuisance but are designed to reduce the risk of spread of fires. It is an offence to tamper with these devices or to prop open any door with a closure attached and you will be fined. Please report any faults associated with door closures by submitting a Richmond request via Blackboard.



# General safety

## Electrical Appliances

The use of kettles, cooking equipment, "one cup" elements, rice cookers, fridges, freezers, toasters, microwaves, sunbeds or heaters in bedrooms is prohibited. Washing machines and dryers are not allowed in the halls of residence, other than those provided by the university in the launderette.

If you bring electrical equipment into halls you must ensure that only one appliance is wired to one plug and that each appliance is:

- in good working order
- covered by a current portable appliance test
- fitted with the correct fuse

For safety reasons, if you are bringing a quantity of computer equipment you should have a good quality bar adapter which incorporates its own fuse. If you are travelling from outside the UK please ensure plugs are compatible with UK voltage system. Unsafe or faulty adapters, fittings and dangerous wiring will be confiscated and it is possible that a fine will be imposed.

Holes must not be made in furniture or fabric to accommodate wiring. You must not carry out repairs to university electrical equipment, but report any faults by completing a maintenance request.

## Personal Safety

Any violent acts, or incidents that cause distress, whether directed towards you or someone else, should be reported as soon as possible to any of the following:

- Residence Life Assistant
- Accommodation Office
- Reception
- Security

Reports will be treated in confidence, as far as possible. Please assist us in discouraging unauthorised persons from coming on to the university site. If at anytime you are suspicious, please report the circumstances at once to Reception or Security.

A student should never leave his or her room without locking it. Ground floor and balcony windows should also be locked when a room is left empty, after dark and before retiring. It is most important that students, entering or leaving a building, ensure that doors are closed securely behind them. Never admit other residents' visitors.

## Safety and Security in Residences

It is the responsibility of all residents to ensure that the hall of residence is a safe place to live and work, any suspected hazards should be reported immediately. The Conditions of Residence are quite explicit. Doors should never be propped open, doing so is considered a serious breach of safety and security. Overloading of electric sockets is extremely dangerous and can lead to electrics tripping or fire. Using unreliable extension blocks will be considered to be a breach of health and safety regulations and a disciplinary/fixed penalty notice may be necessary.

## Security

Security staff are on site/available between 5.00pm and 7.00am making regular patrols of the campus and halls of residence. They may be wearing body cameras and images could be used as evidence in disciplinary hearings.

# Support

## *Residence Life Assistant*

*The mission of the Residence Life Assistant is to provide an environment that is supportive of a resident student's basic and developmental needs and to generate a sense of belonging to a living community that emphasises mutual respect and understanding and awareness of diverse cultures.*

The RLA is responsible for the welfare of the residential students and balances discipline and community development in the halls, offers suggestions for improving your life in the halls and enjoy a living learning experience.

The RLA works closely with the Accommodation Officer and the security team, and is an integral part of university life for residential students, making a vast contribution towards your safety, security and well-being. The RLA is part of a team with responsibility for carrying out security measures in all accommodation buildings. The RLA will respond and deal with a variety of incidents and events with the aim of safe guarding the buildings, its occupants, assets and contents.

The RLA will also be working for the benefit of all students, staff and visitors to the Campus and incorporating student events throughout the academic year.

# Emergencies

## Illness

You are advised to register at Ambleside Health Centre 01539 432693 before an emergency arises, otherwise you may experience some delay before receiving attention.

Students requiring urgent medical attention at night or during the weekend should telephone Baycall 01539 735999 (the out-of-hours GP service) or the Medical Practice where you are registered. In the event of a medical emergency you should ring 999 (or 112) and inform the duty Residence Life Assistant or Security if further assistance is required.

## Emergency Services

Should you require the assistance of one of the emergency services, always call 999 and then let reception/night security and the Residence Life Assistant know. You can contact the Gateway Managers/Security from your mobile by dialling 015394 30274. If you are unsure or have concerns you can speak to the Gateway Managers or Night Security staff who may contact the emergency services and/or the Residence Life Assistant to inform them on your behalf. They will require your name, your location and a description of the emergency.

## Crime Prevention

Whilst the campus is a low crime area, burglary is very much on the increase and student occupied houses/residences are often targeted. If the following guidelines are put into practice the risk is greatly reduced.

## On/Off Campus Advice

- Lock ALL external doors and windows when house/room is unoccupied (use window locks if fitted) even if only for a short time.
- 'Postcode' all valuable property and attractive/saleable items using a UV marker or an engraver and include your house/flat number e.g. LA22 9BB.
- Never put expensive items in view of windows.
- Open curtains in day time and leave a light on at night, preferably using a time switch when the flat/room is empty.
- If you do not need a car for your course, leave it at home.
- Keep cards safe at all times.
- Report crime or damage to the Police/your landlord and/or the university. This enables early action and repair.
- Strangers seen wandering on campus should be reported to Security, Residence Life Assistant or the Gateway Managers.

# Admin issues

## Absence

Whilst there is no question of residents having to ask permission to go away, it is important for them to inform their neighbours of their absence. If you are planning to be away for more than 5 days, as a matter of courtesy we ask that you please inform the RLA, or Accommodation Officer.

## Fees

The residential charge entitles you to occupy your room for the dates stipulated on your Accommodation Contract and includes Christmas and Easter vacations.

Accommodation fees are paid online using a debit/credit card. If you have a query about payment please contact the Finance Office on 01524 590 826 or email at:

[AccountsReceivableTeam@cumbria.ac.uk](mailto:AccountsReceivableTeam@cumbria.ac.uk)

If you wish to stay in residence beyond the end date of your contract you should contact the Accommodation Officer.

Summer accommodation is at a premium and early booking is essential.

Payment of accommodation fees can be made in full at any time up to and including your arrival at the university. This includes payment from non-EU students. To make a payment prior to, or on arrival go to:

<https://payments.cumbria.ac.uk/open>

**UK and EU students may have the option to pay in three instalments. However, this is not available to all students in which case payment will be required in full prior to or on arrival. Finance does reserve the right to deny the option at any time. Instalments are paid at the start of each term. For autumn arrivals the terms are September, January and May. The last date may be subject to change; however, information is made available online prior to the start of the year.**

Following your arrival you will be emailed an invoice for accommodation / catering (if applicable). You will then be able to go to <https://payments.cumbria.ac.uk/invoice>. Log on using your student ID and DOB. You can then select the option to pay in full or by instalments. The system will guide you through the process and once completed an email will be sent to you confirming your payment or instalment plan. If you are denied the option to pay by instalments, please pay in full or contact our Finance team on 01524 590826.

Finance will endeavour to support students who experience payment difficulties. However, students are ultimately responsible for informing finance of matters which will impact on the ability to pay on time. Students will be notified by email of payment failures. An immediate response from students on the matter will be expected. Payment arrears will result in 1) cancellation of the instalment plan (if applicable) 2) suspension of catering (if applicable) 3) eviction, or any other sanction deemed appropriate. The University will approach guarantors for payment in full of the Accommodation Contract balance, including catering charges. Further failure to respond will result in legal action for the guarantor.

## Complaints

If you feel we have failed to meet the standards you would expect of us, please inform us of the problem. If the complaint you make is verbal, the matter will be investigated and a verbal response given within 7 working days. If the complaint is in writing, the complaint will be investigated and a written response given within 7 working days. If after a written complaint you are not satisfied by the response you have received, there is a formal university complaints procedure you can follow and details of this (and forms to fill in) are available from the Accommodation Office or on the university website:

[www.cumbria.ac.uk/studentprocedures](http://www.cumbria.ac.uk/studentprocedures)



If the response to the complaint is still not acceptable and all internal elements have been facilitated, an application may be made to the Office of the Independent Adjudicator for Higher Education (OIA). Details of how to pursue redress via the OIA are provided on the university website. The policies and procedures governing independent review will be as determined by the OIA.

Alternatively if you feel we have failed to meet the standards as laid out in the Universities UK Code of Practice. The codes allow you to gauge your accommodation against a set of standards, and if it doesn't meet these standards there is a complaints procedure in place.

For more information on how to do this and details of the standards set out in the code please go to: [www.universitiesuk.ac.uk](http://www.universitiesuk.ac.uk)

### **Televisions**

Any equipment receiving a live TV signal must be covered by an appropriate licence. The university television licence does not cover the use of students' personal televisions. External wireless or television aerials must not be erected on university property.

Please check with TV Licensing regarding licence requirements at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).

Please note that there is not a TV aerial socket in student bedrooms.

### **Storage**

Outside the period of your contract, the university cannot provide storage space for your belongings, though we will give you information about local storage companies. You should make appropriate arrangements for your belongings well in advance of the summer vacation. Any items left in rooms or communal areas after the contract has ended will be disposed of.

### **Lost Property**

For any property "lost or found" within halls please contact the Gateway Managers, at the Barn Reception. Details of items found will be logged and the property stored for 30 days, after this time unclaimed items will be disposed of.

### **Room Changes**

All room changes must be approved in writing by the Accommodation Office and are subject to charge. Room changes within the residences appear on the face of it to be simple but, with nearly 500 residents in total even a small percentage wishing to move can add considerably to the administrative work-load. However, special cases can very occasionally be made, and permission given for changing your room. If you think you have a special case, the first person you should contact is your Accommodation Officer.

If a move is not possible straight away, but you have been granted permission to move, you will be put on a waiting list and contacted when a room becomes available. Please note that unauthorised transfers will incur financial penalty.

### **Bicycles**

Bicycles must not be stored in flats or the corridors of the halls of residence. However, bikes may be stored in the cellars of Wansfell and Helvellyn. Locks should be brought with bicycles for safe storage.

### **Vacations**

Your accommodation contract is inclusive of Christmas and Easter vacations and you can remain in halls or leave your possessions in your room during these periods.

# Rules

## Illegal Substances

Students must not allow their rooms to be used for the abuse of substances, as described in the Misuse of Drugs Act 1971.

Any illegal substances found will be removed and all suspected cases involving drugs or other illegal substances will be subject to a full and thorough investigation under the Student Code of Conduct.

You may be suspended whilst the Police and/or university investigate and the possible sanctions can include deregistration from your course.

## Multiple Occupation of Rooms

No permanent multiple occupation of bedrooms is permitted in single rooms.

Students are allowed overnight guests under the terms and conditions stated in the Conditions of Residence (see under Visitors).

Persistent use of the facilities by visitors is not allowed. You are responsible for the actions of your visitors, whether invited or implied.

## Noise

Students are requested not to make or allow any loud noise. In addition to this, music should not be audible outside bedrooms at any time. Students are requested to use headphones when listening to music late at night to avoid disturbing other residents and neighbours.

## Posters

A noticeboard is provided in each study bedroom for sticking up notices, posters, pictures etc. Please do not attach notices, posters etc. to any of the walls or doors.

A charge will be made when you leave if the walls have been seriously marked. Sexually explicit, racist or homophobic posters, postcards and notices, or any other content which may offend others, is not acceptable in any public areas within the residences, and are discouraged from being displayed in individual rooms.

## Parties

Parties are not permitted in halls of residence for reasons of safety and disturbance of other residents.

Pre-drinks and unplanned social gatherings which cause disturbance are also considered to be a party. Please check on the availability of university facilities for hire if you wish to hold a party or function.

## Peddlers

Purveyors of various items (notably insurance) occasionally visit the halls. The university does not welcome such activity, please report any visits of this nature to the Gateway Managers

## Pets

No animals, reptiles or fish etc. may be kept in accommodation, with the exception of guide dogs authorised by the Accommodation Officers.

## Use of Premises

Students are advised to read the Conditions of Residence prior to arrival to ensure that they are in compliance with all the conditions. Furnishings and equipment are provided for the benefit of all residents and must not therefore be removed from communal rooms. This applies to tables and chairs.

Dartboards and the throwing of darts or other sharp objects in and around the halls of residence is not permitted, nor is the playing of any ball or frisbee game, food or water fights, nor any other dangerous horseplay.

Portable barbecues, paddling/swimming pools, camping stoves, tents, awnings etc. are not permitted in or around the halls of residence. Residents may not store collections of empty cans, bottles, road traffic signs/cones in their study bedrooms/kitchens.

**Students will be subject to charges for removal of excessive rubbish build up in halls of residence.** Fairy lights are a fire hazard and are not permitted at Christmas nor at any other time of the year. Christmas decorations must be put in safe places and removed before leaving for the seasonal break.

# Residence Life

## Residential Life - the reality check

Whilst it may not be the first time that you will have experienced living in shared accommodation, challenges may still arise. That is perfectly natural and understandable and is why we have included a few pointers and thoughts from former residents that might help you along the way...

*'It was hard coming in to halls, for let's face it, I hadn't met so many different people before... I didn't like it at first either, but once I opened up a bit, I got so much more out of it and began to appreciate that differences are what makes the world tick'* Sports Science Student.

**Tolerance** is the key to getting along with others on your floor or in your flat. Build rapport with all around you, get to know your neighbours in the rooms to the side, above and below, introduce yourself early on... it will make it a lot easier, if a problem does arise.

In the first instance, engage in a conversation about the issue, listen to their point of view as well as making your own and try to come to some sort of understanding or agreement. If it is about more than one person then a flat discussion may be the next step to deal with continued reoccurrences of the same or related problems. If you do meet as a flat then establish some ground rules when working through the issues, so that everyone has a chance to hear and reflect upon what the other person is saying. Feel free at any point to call the Residence Life Assistant for advice or an informal mediation if needed. Even if you just want to use them as a sounding board and not to involve them directly.... the Residence

Life Assistant has had a lot of training and experience in handling situations that you may well be encountering for the first time.

*'I had a lot of respect for my flat mate, she was the only one who wouldn't follow the pack and spoke out when people were doing things wrong, but everyone else was frightened of saying anything'* QTS student

People will act in different ways for we are all individuals; you don't have to agree or disagree with someone all the time. Everyone requires different amounts of personal space and they handle situations in different ways. Just because it's not the way you would do it, does not make it wrong.

*'If it wasn't for my flat mate I would have left university... it sounds soft, I know, but I was missing home, missing my girlfriend. My flat mate got me out of my room and we're the best of mates now'* Sports Student

Look out for each other! If someone becomes withdrawn or changes their behaviour, don't be afraid of showing concern; ask them if there is anything you can do to help. If the problem is larger than you are able to assist with, encourage the person to seek help from the Residence Life Assistant. They will be able to advise the person who they need to contact. If you are concerned because you haven't seen someone for a few days and they hadn't mentioned that they were going away, mention it to the Residence Life Assistant.

*'It was funny the first week, people getting drunk, but it got a bit old by week three and by week six I wanted to leave... I wish I'd said something early on.'*

Everyone enjoys a healthy social life and it is a big part of university life, especially as you are getting to know each other at the beginning of term. However, be aware that persistent drunken behaviour can create noise and anti-social problems for others that live with you which can lead to arguments and resentment.

*'God that kitchen was a mess. But just a simple thing like a rota with your name on it and job for that week really helped us get to grips with the cleaning... best kitchen in the whole block by Xmas... I kid you not!'*

Make an effort to share communal duties; it will pay off in the end! Nobody enjoys doing the washing up, cleaning surfaces, emptying the bin, putting things away. But equally, nobody enjoys continually living in a mess! Work it out from the beginning who will do what each week, use it as an excuse to get your flat/floor together, it's a good way to meet people and get to know them. If you ignore the problem it won't go away! It is more likely to escalate, and the flat could end up with a cleaning charge.

*'I've seen a kitchen flare up from a chip pan fire in less than five minutes and the fire destroy it, so it really gets to me when people mess with fire equipment... don't they get it? They're messing with peoples lives... and I value my life even if they don't value theirs!!!'*

In buildings this big, health and safety is paramount. If other people's behaviour causes you concern or negatively impacts upon your enjoyment of living in halls then this should not be tolerated, talk to them first, challenge them in a non hostile way! If that fails, speak to the RLA whether you want the person to be approached or not, they may be able to advise you as to how you can deal with the situation.

## **If I live in halls and I have a problem, who can I talk to about it?**

### **Speak to the Residence Life Assistant if -**

- you are feeling isolated, disconnected homesick or ill
- your flat mates are noisy and disruptive, not sharing with communal jobs or using your food or possessions
- you feel you are the subject of harassment or any sort of intimidation
- you are experiencing problems living in halls

### **Speak to the Accommodation Officer if -**

- you are considering leaving or changing your accommodation
- you have you lost your key

### **Speak to a Gateway Manager for signposting to Student and Staff Services support officers if -**

- you are struggling financially, worried about paying accommodation fees
- you have personal issues which you wish to discuss in confidence

### **Speak to the Students' Union if any of the above apply!**

The Students' Union Information and Support Service offers confidential support, advice, information to all students enrolled at the university.

Contact information for the team can be found on the Union's website:

[www.ucsu.me/support](http://www.ucsu.me/support)

# Responsibilities

## Keys

You are issued with a set of keys on arrival and it is imperative that great care is taken of them. If they are lost then found by someone with criminal intent that person can gain access to the whole building, the whole flat and your room, putting yourself and others at risk.

If you are locked out of your hall you should contact your flat mates to let you back in if you know your keys are inside, or you may have to wait in another friend's hall until your own hallmates come home. Only if you cannot gain access any other way you should -

- During office hours—go to the reception in the Barn building to sign out a loan key in order to let yourself back into the hall. You will then need to return the loaned key to reception.
- Outside office hours, contact security or the RLA. Identification must be given before they will allow access to a room.

If keys are lost you must contact the **Accommodation/ RLA Staff or Gateway Managers/Security** for a replacement charge. If lost keys are subsequently found you may be entitled to a partial refund for one set of keys.

## Damage to university Property

You are financially responsible for damages (other than fair wear and tear) in your bedroom and all communal areas of your flat (including stairwells and entrances). Damage to furniture and fittings must be reported to the Accommodation Office immediately. **Students will be charged in full**, the cost of replacement/repair for any damage to university property in his/her area.

Costs for damage in communal areas may, subject to an investigation and right of appeal, be proportionally charged to all residents of the flat/floor/hall, as appropriate. Please see below example charges, indicative only and subject to change, dependent on nature of work and how damage repairs are undertaken by the University.

Example	Charge
<b>Redecoration</b>	
Patch Paint	<b>£30.00 minimum</b>
Room Redecoration	<b>£70.00 minimum</b>
<b>Cleaning</b>	
Internal	<b>£12.65 per hour Full cost of work</b>
Contract Cleaning	
<b>Carpets</b>	
Burns/indelible stains	<b>replacement cost</b>
Removable stains by shampooing	<b>£34.50 per bedroom</b>
	<b>£80.50 communal area</b>
Rubbish removal	<b>£5.75 per bag</b>
<b>Replacement Chairs</b>	
Study	<b>£92.00</b>
Lounge	<b>£115.00</b>
Polycarbonate	<b>£17.25</b>
Wooden	<b>£34.50</b>
<b>Re-upholstery of chairs</b>	
Study	<b>£55.20</b>
Lounge	<b>£80.50</b>
<b>Fire Extinguishers</b>	
Refill	<b>£40.00</b>
Replacement	<b>£70.00</b>
<b>First Aid Box</b>	
Replacement	<b>£20.00</b>
<b>Kitchen Equipment</b>	
Microwave Glass Plate	<b>£17.25</b>
Microwave	<b>£57.50</b>
Replacement	
Kettle or Toaster	<b>£23.00</b>
Ironing Board	<b>£34.50</b>

# Departure

## Departure

The contract you signed when you agreed to take on the accommodation will stipulate the date on which your contract expires and you must vacate the property on or before that date.

Towards the end of your tenancy, you will receive a copy of the end of tenancy notes which will advise you in detail of the correct procedures to follow when vacating your accommodation.

When you depart at the end of your contract: Your keys should be returned to Reception and you should sign the key return form provided. Your signature on this slip is the only proof that your keys have been returned so it is in your interest to follow this procedure. Failure to do this could result in your being charged for a new set of keys and a continuing charge for your room.

- The flat should be cleaned throughout as advised in the end of tenancy notes.
- Failure to do this will result in a charge for additional cleaning.

**The return of your key is the only acceptable proof that you have vacated your room.**

## Release from Contract

**Please remember you are bound by your contract to pay rent for the entire duration of the contracted length of stay, even if you vacate your room for a period of leave before the end of the contract.**

Release from your contract may be possible if you have found a replacement to take over the contract on your room, however only when the university halls of residences are fully occupied and no other rooms are vacant and the transfer has been authorised in writing by the Accommodation Officer (see Conditions of Residence).

Please note that -

- Returning your keys does not mean the contract has ended.
- If you move out without written permission you will continue to be charged for your room

### **Accommodation Office**

☎ 015394 30224

✉ amblesideaccom@cumbria.ac.uk

**Where?** Ground Floor - The Barn

### **Residence Life Assistant**

☎ 015394 30224

✉ amblesideaccom@cumbria.ac.uk

**Where?** Ground Floor - The Barn

### **Residential Services Manager**

Vanessa Pattinson

☎ 01228 616034

✉ vanessa.pattinson@cumbria.ac.uk

### **Ambleside Reception**

☎ 015394 30274

✉ ambleside@cumbria.ac.uk

**Where?** The Barn

**When?** 8.30am – 7.00pm Monday - Thursday  
8.30am – 5.00pm Friday

### **Ambleside Security**

☎ 015394 30274 or 07809 190 531

**Where?** The Barn

**When?** 5pm - 7am, Monday - Friday and  
throughout the weekend