

Access to Accommodation Policy

1. Introduction

University of Bristol (the “**University**”) recognises that a hall of residence, student house/ flat or staff accommodation (“**Accommodation**”) is home to the people who live there and that their privacy must be respected by everyone, including University staff (“**Staff**”) and contractors employed or authorised to carry out work on the University’s behalf (“**Contractor**”).

The University also has obligations in this regard under current legislation.

In light of the above, the University has implemented this access to accommodation policy (“**Policy**”) to clarify the procedure for Staff and Contractors wishing to enter Accommodation. The University reserves the right to amend the Policy at any time.

2. Application of the Policy

The Policy will apply to Staff and Contractors wishing to enter Accommodation.

Nothing in the Policy limits the powers of the police to enter Accommodation under existing legislation. The University appreciates the need for the police to enter Accommodation for various reasons, including but not limited to searching for illegal substances, preventing a breach of the peace or carrying out an arrest.

3. Staff Accommodation

3.1 Tenancy Conditions

A tenant who is Staff (“**Staff Tenant**”) is required to enter a tenancy agreement with the University before occupying the premises in question (“**Staff Agreement**”). The Staff Agreement states that the University is permitted to enter the premises let under the Staff Agreement (“**Staff Accommodation**”) for the following purposes:

17(a): to inspect the condition of the Staff Accommodation;

17(b): to carry out repairs or alterations to the Staff Accommodation or to any adjoining property of the University; and

17(c): for any purpose connected with the interest of the University in the Staff Accommodation or their management, disposal, charge or demise.

3.2 Reasons for University entry into Staff Accommodation

The University will require entry to Staff Accommodation for the following purposes (this list is not exhaustive):

- (a) carrying out repairs in response to a request on a fault report form;
- (b) undertaking planned maintenance;
- (c) carrying out emergency repairs;
- (d) assessing the Staff Accommodation for planned improvements;
- (e) carrying out risk assessments; and
- (f) complying with health and safety legislation.

3.3 Notice Procedure

The Staff Tenant must be given written notice of the date and time of proposed entry by the staff accommodation executive assistant (“**Notice**”). The Notice must be emailed or handed to the Staff Tenant or left at the Staff Accommodation at least 24 hours and no more than one week before the date and time of the proposed entry (the “**Notice Period**”).

The Notice must state that if the Staff Tenant is not present at the Staff Accommodation at the time of the proposed entry, the University is entitled to enter the Staff Accommodation in any event.

The Staff Tenant is entitled to contact the University at any time to request an alternative date and/ or time. If an alternative date and/ or time is agreed, there is no requirement for a further Notice to be served or a further Notice Period to be given.

In cases of emergency, no Notice will be given, but if possible in all of the circumstances, the Staff and/ or Contractor should ask for consent for entry from the Staff Tenant. If the Staff Tenant cannot be located then consent must be obtained from the staff accommodation executive assistant. The nature of the emergency must be reported to the staff executive assistant at the earliest opportunity in all cases.

3.4 Entry Procedure

The Staff and/ or Contractors must knock or ring the doorbell and give the Staff Tenant a reasonable length of time to answer. If there is no answer within a reasonable time, the Staff and/ or the Contractor is entitled to enter the Staff Accommodation but must announce their presence loudly upon doing so.

3.5 Entry Procedure in an Emergency

In cases of emergency, Staff and/ or Contractors shall be entitled to enter the Staff Accommodation as reasonably required by the circumstances giving rise to the emergency.

3.6 Other Requirements

The Staff and/ or Contractors must:

- (a) carry appropriate identification at all times;
- (b) treat the Staff Tenant and the Staff Accommodation with respect and consideration at all times;
- (c) leave a signed and dated card at the Staff Accommodation detailing the purpose of the entry and what (if any) works have been carried out to the Staff Accommodation;
- (d) not use any of the facilities located within the Staff Accommodation unless use of the facilities is crucial to the purpose of the entry;
- (e) lock all doors on departure from the Staff Accommodation;
- (f) leave the Staff Accommodation in a clean and tidy condition and free from all rubbish and debris; and
- (g) leave all furniture and chattels at the Staff Accommodation in the same location and condition as at the beginning of the entry.

4. Student Accommodation

4.1 Tenancy Conditions

A tenant who is a student at the University (“**Student Tenant**”) is required to enter a tenancy agreement with the University before occupying the premises in question (“**Student Agreement**”). The Student Agreement states that the University is permitted to enter the premises let under the Student Agreement (“**Student Accommodation**”) at reasonable times of the day on reasonable prior notice (except in an emergency, where no prior notice is required).

4.2 Reasons for University entry into Student Accommodation

The University will require entry to Student Accommodation for the following purposes (this list is not exhaustive):

- (a) carrying out repairs in response to a request on a fault report form;
- (b) undertaking planned maintenance;
- (c) carrying out emergency repairs;
- (d) assessing the Student Accommodation for planned improvements;
- (e) carrying out risk assessments;
- (f) complying with health and safety legislation;
- (g) conducting open day visits;
- (h) undertaking routine housekeeping tasks;
- (i) contacting Student Tenants urgently; and
- (j) investigating complaints.

4.3 Notice Procedure

The Student Tenant must be given written notice of the date and time of proposed entry by the accommodation manager (“**Student Notice**”). The Student Notice must be handed to the Student Tenant or left at the Student Accommodation or emailed to the Student Tenant at the start of the Notice Period.

The Student Notice must state that if the Student Tenant is not present at the Student Accommodation at the time of the proposed entry, the University is entitled to enter the Student Accommodation in any event.

Where a Student Tenant has requested repairs to the Student Accommodation, notice that the accommodation will be entered to effect the repair will be deemed to have been given and no Student Notice need be given but for the avoidance of doubt, the procedure set out in clause 4.4 of the Policy (Entry Procedure) shall still be followed.

In cases of emergency (including fire drills), no Student Notice will be given. If possible in all of the circumstances, the Staff and/ or Contractor should ask for consent for entry from the Student Tenant. If the Student Tenant cannot be located then consent must be obtained from either the accommodation manager or a member of residential Staff.

In cases where security Staff have reasonable grounds to believe that an illegal practice is occurring in Student Accommodation, no Student Notice is required for entry (subject to clause 4.5 of the Policy below).

4.4 Entry Procedure

Before attempting to enter the Student Accommodation for purposes other than repairs, the Staff and/ or Contractors must report to a member of the residential Staff (halls) or a senior resident (student houses/ flats). Where this is not possible, this requirement will be deemed to be satisfied by the Student Notice.

The Staff and/ or Contractors must knock or ring the doorbell and give the Student Tenant a reasonable length of time to answer. If there is no answer within a reasonable time, the Staff and/ or the Contractor is entitled to enter the Student Accommodation but must announce their presence loudly upon doing so.

4.5 Entry Procedure in an Emergency

In cases of emergency, Staff and/ or Contractors shall be entitled to enter the Student Accommodation as reasonably required by the circumstances giving rise to the emergency.

If possible in all of the circumstances, the Staff and/ or Contractor should ask for consent for entry from the Student Tenant. If the Student Tenant cannot be

located then consent must be obtained from either the accommodation manager or a member of residential Staff (halls)

In cases where the emergency occurs before 9am or after 5pm Monday-Friday in halls, the Student Tenant is required to give consent to entry to the Student Accommodation. If the Student Tenant cannot be located or refuses to give consent, then any of the senior resident on duty, the warden, the deputy warden or, if these staff are not available, the security/ maintenance shift supervisor is entitled to give consent to such entry.

If security Staff have reasonable grounds to believe that an illegal practice is occurring in Student Accommodation, they will be entitled to enter the Student Accommodation immediately upon acquiring consent from the senior resident on duty, the warden, the deputy warden or, if these staff are not available, the security/ maintenance shift supervisor

The nature of the emergency must be reported to the appropriate member(s) of residential staff at the earliest reasonable opportunity in all cases. Residences are responsible for ensuring that a contact list is maintained and made available.

4.6 Other Requirements

The Staff and/ or Contractors must:

- (a) carry appropriate identification at all times;
- (b) assist residence staff in ensuring that any special requirements for access connected with disability or health needs are observed.
- (c) treat the Student Tenant and the Student Accommodation with respect and consideration at all times;
- (d) leave a signed and dated card at the Student Accommodation detailing the purpose of the entry and what (if any) works have been carried out to the Student Accommodation;
- (e) not use any of the facilities located within the Student Accommodation unless use of the facilities is crucial to the purpose of the entry;
- (f) lock all doors on departure from the Student Accommodation;
- (g) leave the Student Accommodation in a clean and tidy condition and free from all rubbish and debris; and
- (h) leave all furniture and chattels at the Student Accommodation in the same location and condition as at the beginning of the entry.

