

# Local Rules

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## For University-allocated accommodation

Please read this information carefully before you move into your residence. This information applies to all students living in University-allocated undergraduate, postgraduate, pre-sessional and couple and family accommodation.

When you accept your offer of accommodation you agree to do two things:

1. To comply with the University of Bristol Residence Conditions [www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf](http://www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf).

If you breach the conditions of your tenancy, you may be served notice to leave your residence within 28 days. If you do not leave your residence within the given time frame the University may seek a possession order through the County Court.

2. To comply with the Local Rules for your residence. These rules have been put in place to ensure your safety, to promote a happy community within your residence and to help us live in harmony with our neighbours. The Local Rules are drawn up by The Deputy Registrar (Academic Services) and the Director of Residential and Hospitality Services in accordance with s. 3.1 of the Student Disciplinary Regulations [www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf](http://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf)

If you break any of the Local Rules you may be subject to disciplinary procedures administered by the Head of Student Residential Life or your Head of Residential Life or Deputy Head of Residential Life (s.3.2 (b) Student Disciplinary Regulations)

The way we operate the Local Rules is explained in our Disciplinary Procedures and Guidance for Penalties [www.bristol.ac.uk/accommodation/procedures/](http://www.bristol.ac.uk/accommodation/procedures/)

All University of Bristol owned residences are managed in compliance with Universities UK Code of Practice (<http://www.thesac.org.uk/>).

All partnership residences are managed in accordance with the ANUK/Unipol Code of Standards for Larger Residential Developments (<https://www.nationalcode.org/Handlers/Download.ashx?IDMF=6fa4e41d-0205-485d-9ef3-6c7cbaaf561d>)

## Local Rules

### Alcohol

The University is concerned about the detrimental effects of excessive alcohol consumption on the overall welfare of students. In particular, we seek to discourage the inappropriate use of alcohol, particularly during the day, and the excessive consumption of alcohol during social events. The University strongly encourages students to refrain from drinking in flats and rooms, especially during the first two weeks. Combining drugs and alcohol can also seriously threaten your health and well-being.

Excessive drinking which results in damage to University property, the need for additional cleaning or offensive or abusive behaviour will incur a penalty under the disciplinary procedures as well as charges for any costs incurred by the University.

### Bus Passes

The University bus pass is for use only by the student named on the card. No refunds will be given for bus passes under any circumstances. If you allow another person to use your bus pass you will be subject to disciplinary procedures and you will be charged for any fraudulent usage.

### Cars

You should not bring a car to Bristol unless you have a [residence parking permit](#). Bristol is a highly congested city and excessive car usage causes damage to the environment. Local transport is good and you have access to a bus pass. Also there are good alternatives available such as car clubs or cycling therefore it should not be necessary to bring a car. In addition:

- Students must not drive or park in such a manner as to cause a nuisance or disturbance to other residents or to our neighbours, for example by restricting access.
- Students resident in any of the following Halls of Residence: Wills, Durdham, Churchill, Badock, University Hall or Hiatt Baker are should avoid parking cars on the public or private roads surrounding the residences at the Stoke Bishop site as this causes congestion and is a nuisance to our neighbours.

### Communal living

Residents are expected to respect each other and promote the well-being of the community. The following behaviours are expressly forbidden:

- Any violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language whether expressed orally or in writing, including electronically.
- Theft including minor pilfering of e.g. food items
- Sexual, racial or any other form of harassment, including bullying of any student or member of staff of the University, or any visitor to the University.
- Lewd or sexually inappropriate behaviour.
- Excessive noise that causes a disturbance to other residents or occupants of neighbouring properties at any time of day or night. In addition any sound system, instrument or other originator of excessive noise will be removed to storage.
- Noise that prevents other students from studying particularly during revision and exam periods
- Any other behaviour that causes danger or distress.

## Damage to or misuse of the residence or its contents

Students must not deliberately or negligently damage, or allow his or her guest to damage the residence, its grounds or its contents including property belonging to staff, other students, guests or visitors.

Students must return all keys at the end of their tenancy

Students must maintain the accommodation including communal areas in a reasonably clean condition and this will include observing the provisions for recycling and defrosting the freezer as appropriate

Students who deliberately or negligently cause damage to the accommodation or its contents may be subject to disciplinary procedures. In addition any repairs, replacements or cleaning arising from student damage or neglect will be charged for. An example of charges is given below, please note that these may vary according to labour or costs involved (all charges are subject to depreciation). Charges may include administrative costs of 15% up to a maximum of £50.

Clean 1 wall	£25
Replace a keycard	£20
Cut replacement key	£35
Repaint 1 wall	£100
Replace 1 mattress	£100
Clean 1 carpet	£50
Replace 1 carpet	£200
Clean 1 fridge, freezer, oven or hob	£30
Clean 1 kitchen, bedroom or bathroom	£55

Flyposting or displaying promotional material without permission from the Head of Residential Life or Deputy Head of Residential Life is prohibited. Students are also forbidden to promote non-University clubs (including the sale of tickets for a club whether or not at a profit) or engage in other commercial activities on residence grounds or premises. This does not apply to the sale of tickets by members of a JCR for a JCR-approved event at a club.

Students must not misuse the accommodation or grounds and must leave when requested by a member of University staff including Senior Residents.

## Drugs

Under the Misuse of Drugs Act, 1971, it is a criminal offence for the University knowingly to permit the use, production or supply of any controlled drugs in residences. It should be clear, therefore, that we do not condone the possession, use or supply of illicit drugs on any of its premises. The University makes available health information regarding drugs. If you have a problem or are concerned about drugs, you should seek advice from the Student Health Service or your GP.

Students are expressly forbidden to possess or use illegal drugs and this includes substances banned under The Psychoactive Substances Act. In addition to disciplinary procedures all illegal substances will be confiscated and destroyed. Students are also forbidden to possess or use other substances which may be misused in order to create an altered state of mind and this includes nitrous oxide. In addition to disciplinary procedures all substances falling into this category may be taken into storage. Please note that the University's [Access Policy](#) allows University or partnership staff to enter rooms without warning or consent where they suspect an illegal act is taking place.

Any postal deliveries of substances falling into the categories listed above will be intercepted and taken into storage or, in the case of illegal drugs, destroyed.

Any student (or guest) who uses drugs (incl NO<sub>2</sub>) or misuses alcohol, including anyone found to be acting in an inappropriate manner under the influence of alcohol, drugs and/or NO<sub>2</sub>, will be sanctioned in accordance with the Disciplinary Procedures, in addition to, in the case of classified drugs use, referral to the Police'.

## **Electrical equipment and portable appliance testing**

All University electrical equipment is subject to regular testing. The University does not accept liability for or test any electrical equipment you may bring.

- Any electrical appliances brought into the residence are British Standard must be approved and correctly wired.
- Electrical appliances must not be used in bathrooms and showers unless designed for that purpose.
- Mains extension leads must have a maximum load of no more than 13 amps and use is limited to one lead per socket. Cables should be positioned carefully and not present a trip hazard or other risk.
- All equipment must be suitable for use in the UK. The electricity supply in the UK is 220 – 240v.
- You must not modify or interfere with the University's electrical equipment. Any faults, potential hazards or safety concerns should be notified to a member of staff as soon as possible.
- Heaters and cooking equipment are not permitted in bedrooms and may be confiscated.
- Fridges, including mini fridges are not permitted in bedrooms unless for a medical reason, in which case a suitable fridge will be provided by the University

The risk assessments for residential accommodation, in particular those which relate to fire, cover all electrical equipment which we anticipate a residential student will use. The University reserves the right to inspect residents' electrical equipment and if in their view such equipment poses a risk then staff will take the equipment into safe keeping or request that you remove the equipment from the premises.

## **Fire safety**

Fire Safety is our priority and the University will treat any action that endangers residents with the utmost severity. All cases of misconduct that endangers safety will result in action under the Disciplinary Procedures, including:

- Malicious false fire alarms, in addition to disciplinary procedures this misconduct will normally result in the Police issuing a fixed penalty.
- Damage to fire alarm systems in addition to disciplinary procedures this misconduct will normally result in the Police issuing a fixed penalty.
- Covering or interfering with smoke or heat detectors.
- Reckless or careless behavior that results in a fire or fire alarm, e.g. leaving cooking unattended.
- Failing to evacuate a building promptly when required to do so or returning to the accommodation before being given permission by a member of staff or the Fire Service.
- Propping open fire doors or damaging them or their mechanism, blocking access or fire exits, covering fire safety signs, damage to or misuse of fire-fighting equipment, failure to evacuate a building and use of candles or naked flames.
- Endangering others or damaging fire-fighting equipment, in addition to disciplinary procedures this misconduct may be referred to the Police.
- Possession of fireworks, candles, tea lights, lanterns, incense or any similar item, these items may be removed and taken into storage by any member of staff and you may be subject to disciplinary procedures
- Bringing flammable materials including foam filled furniture, drapes, curtains into the residence, in addition to disciplinary procedures these items may be taken into storage by any member of staff.
- Placing clothes on or near to space heaters and hair tongs on the carpet or any other flammable surface these items may be taken into storage by any member of staff and you may be subject to disciplinary procedures

## **Guests**

Visitors aged under 16 cannot stay in any of our residences. All overnight guests over the age of 16 must be registered by completing guest form which can be found via your online residence guide. You are responsible for the behaviour of your guest for the duration of their stay and could be subject to disciplinary procedures if your guest breaks any of the local rules contained in this document.

## **Health and safety**

The University of Bristol takes its health and safety responsibilities very seriously. To this end it applies and enforces all current legal requirements together with other appropriate safety measures where reasonably applicable. In particular residents must:

- Take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions. Any activities that may endanger your safety or that of others may result in a penalty under the disciplinary procedures and this will include acts of trespass.
- Not interfere with or misuse equipment provided for safety purposes.
- Before arrival at the University or during the course of the tenancy, make known to the Accommodation Office or their Residential Student Support Centre any circumstances or conditions that may affect your health and safety (such as illness, disabilities, allergies or similar conditions). This will enable the student and the University to discuss and agree appropriate health and safety procedures.
- Observe basic standards of cleanliness and hygiene, failure may lead to the suspension of normal cleaning services, removal of goods or materials to storage and/or the imposition of charges for additional cleaning in addition to action under the Disciplinary Procedures.
- Students are not permitted to have their own heaters or cooking equipment such as toasters or kettles in their bedrooms. These items may be taken into storage by residence staff and you may be subject to disciplinary procedures.

## **ID cards**

Students must show their student ID card to any member of staff, including senior residents, on request.

## **Meals and Meal cards (catered halls only)**

Meal cards are for use only by the student named on the card. If you allow your meal card to be used by someone else you may be subject to disciplinary procedures and you will be charged for any meals consumed as a result of misuse. Students will not be refunded for any meals that they have missed under any circumstances.

## **Smoking and e-cigarettes**

All residences are non-smoking, students must not smoke in any bedrooms or communal areas inside the residence buildings, this includes all corridors, kitchens, bathrooms, WCs, common rooms, bars, games rooms or any other common space.

The University has a *Smoke Free Policy* ([www.bristol.ac.uk/safety/media/po/smoking-policy-po.pdf](http://www.bristol.ac.uk/safety/media/po/smoking-policy-po.pdf)) that all students must observe. This includes not smoking outside buildings where that might cause a nuisance, this will generally be interpreted as within 5 metres of a door or window.

The smoking of e-cigarettes is also forbidden in all areas.

In addition to disciplinary procedures any smoking materials may be taken into storage by residence staff.

## **Students with Disabilities or Health Needs**

Students with disabilities or health needs including temporary conditions occurring because of an accident or sudden illness are responsible for keeping the University fully informed of their requirements or changes of circumstance and this includes students who experience a disability or health need for the first time. You should contact either the Accommodation Office or you Residential Student Support Centre to let us know. Where a personal evacuation plan or personal care plan has been put in place it is the student's responsibility to store the written copy on the inside of their wardrobe door.

## **Items taken into storage or safekeeping**

Any items that are taken into storage by staff members will be stored safely and can be collected by the student on receipt of a written undertaking to remove them from the residence immediately.

## **Guide To using the Dining Rooms**

All critical stages of the residential food service operation have been reviewed to ensure a safe environment is provided for our students during their stay at the University of Bristol.

If we work together we can ensure a safe environment and more than ever, we need to support each other, behave appropriately, with consideration and have respect for the people around us.

Please follow these simple guidelines when using your catered facilities:

- Wash your hands with hot soapy and water often – do this for at least 20 seconds.
- Always wash your hands when you return to your accommodation.
- Please dress appropriately in the dining room including footwear.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Remain with your living circle where possible or at a distance of 2m
- Please queue responsibly taking notice of the floor markings and signage
- Wait to be called forward before entering the servery and wear a face covering
- Sanitise your hands on entry to the dining rooms and exit
- Don't forget your meal card, reusable cutlery and cup
- Allow a member of staff to serve your food
- Use the one way system when entering and exiting the dining room
- If you are using the 'takeaway option' please exit as soon as you have picked up your food
- Have consideration and respect for the people around you and our staff

Unable to make a meal

- If you have a late lecture or a club commitment a packed meal can be pre-ordered. Please place the order no later than the morning before you need it.

## Rules specific to your Residence

Residence	Rules
Badock Hall	<p><b>Pantries:</b> Students may bring a sandwich toaster for personal use in the pantry (not in bedrooms or elsewhere); these must be stored in the student's bedroom after use and not be left in the pantry. No other cooking items - including for example grills, hot plates, deep fat fryers - may be brought into Hall. This is for Health and Safety reasons and due to power supply constraints.</p> <p><b>Noise:</b> Consideration must be given to those wishing to sleep or study and to the Hall's neighbours. Your radio, stereo, PC or social chatter should not be audible outside your room at any time between 23:00hrs and 08:00hrs (we recommend you used headphones between these times) and care should be taken outside these times not to disturb other residents. Please respond at once and politely if asked to reduce the volume. There are residential neighbours living near all parts of the Hall. We work hard to maintain a good relationship with these neighbours and respond quickly to any complaints received about noise levels. If repeated complaints persist the students concerned may be subject to a change of accommodation.</p>
Churchill Hall	<p><b>Smoking Areas:</b> We have four designated smoking areas at Churchill Hall. Residents are permitted to smoke in these areas only.</p> <p><b>The bar:</b> Churchill Hall offers a bar for residents. To ensure that we can maintain this facility we must adhere strictly to the terms of our alcohol licence. Failure to do so will result in the licence being revoked and the bar being closed. The area of the hall covered by the licence is within the four walls of the ground floor of the main building. Do not take alcohol purchased from the bar outside of the main building.</p> <p><b>Barbeques:</b> Disposable barbeques are permitted only on the pathway between the Hexagon and I &amp; J Block, they must be raised using the bricks provided and must not obstruct people moving around the site. Residents are responsible for clearing all rubbish away following a barbeque; this includes disposing of the barbeque itself.</p>
Clifton Hill House	<p>The gardens are intended for quiet pursuits: walking, talking, studying, etc. To give consideration to local residents and fellow students, noisy parties are not allowed.</p>
Durdham Hall	<p><b>Corridors:</b> Any rubbish discarded in a corridor will be removed to the bin and the Flat charged £10 per bag.</p> <p><b>Smoking areas:</b> smoking is only permitted on the Badger Bar Terrace.</p> <p><b>Windows:</b> are to be kept on their restrictors at all times.</p> <p><b>Noise:</b> noise should not be audible outside your room or kitchen between 23:00 - 08:00. Please use headphone between these times. Noise that disturbs others outside of these hours is also not acceptable.</p>
Goldney Hall	<p><b>Security:</b> Keep door codes secret, and make sure that non-residents do not watch you key in the code numbers. Close your windows and lock your room and flat door when you go out (even if you are just visiting someone in another flat). Report any security concerns immediately to University Security on ext. 11223.</p> <p><b>Gardens and grounds:</b> Students do not have exclusive use of the gardens and should not enter areas, in particular the lawns in front of the Orangery, when they are being used for other events. Respect for the gardens and grounds is expected at all times and care must be taken not to damage any. As such no ball games are permitted on the lawn but tennis, basketball/netball and football are permitted on the tennis courts. Smoking is not allowed anywhere in the gardens, other than in the designated smoking areas in front of the Orangery.</p>

Hiatt Baker Hall	<p><b>Noise:</b> Please be aware that you all have different schedules and that you are required to be quiet between 23:00 and 08:00. No noise should be audible outside your room or kitchen between these times. When returning home outside of these hours it is essential that you take care not to disturb fellow students (especially by talking loudly or banging doors) or local residents. Be a good neighbour and respond immediately if politely asked to reduce noise levels. Loud noise, particularly loud music, is not acceptable at any time. Please use headphones to ensure that noise levels are kept to an acceptable level.</p> <p><b>Parties:</b> Parties or large social gatherings are not permitted – especially in the Snooker Room or Dining Hall. The Snooker Room is strictly a beverage free area.</p> <p><b>Gardens and grounds:</b> You are welcome to enjoy the gardens and grounds but these must be treated with care and respect. Please remove litter and keep noise levels down.</p> <p>There are areas around the Stoke Bishop Halls that are strictly out of bounds and clearly marked as private. Please be respectful and do not walk through private gardens.</p> <p><b>Hiatt Baker Hall Bar:</b> To ensure that we maintain this facility we must adhere strictly to the terms of our alcohol license. Failure to do so will result in our licence being revoked and the bar being closed. Please do not take alcohol purchased from the bar outside of the main building.</p>
Hillside Woodside	<p><b>Gardens and noise:</b> The gardens are available for enjoying in a quiet and responsible manner so as not to disturb our neighbours – please note their proximity and respect their privacy. Also for this reason, loud music is not permitted anywhere at Hillside/Woodside and so you will need to purchase a pair of headphones if you wish to play loud music in your room. If you are asked to keep the noise down by a neighbour please do so immediately.</p> <p><b>Safety:</b> It is strictly forbidden to use the bridge in the garden, or any of the balconies that are outside of certain room windows.</p>
Manor Hall	<p><b>Noise:</b> The hall's quiet hours are 23:00 to 08:00. No noise should be audible outside your bedroom, kit kitchen or other accommodation areas between these times. Loud noise, particularly loud music, is not acceptable at any time. Please use headphones in order to ensure noise levels are kept down. When leaving or returning to hall after 23:00, take care not to disturb other residents or the hall's neighbours. The hall is located in a residential area.</p> <p><b>Parties:</b> The hall's accommodation areas are not suitable for parties or other large social gatherings and these are not permitted.</p> <p><b>Gardens and grounds:</b> You are welcome to enjoy the gardens and grounds but these must be treated with care and respect. Please remove all litter and keep noise levels down.</p>
New Bridewell	<p>The courtyard is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.</p>
Northwell House	<p>The use of loud speakers is banned in Northwell House. Please do not remove any of the items from the common room areas or other shared.</p>
Orchard Heights	<p>The courtyard is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.</p>



Riverside	<p>Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.</p> <p>Please do not leave any items on your window sills which could then fall to the ground. This causes a serious risk to those sitting or standing on the pavement below. If injury is caused by an object, inadvertent or not, it could lead to a disciplinary penalty. To ensure there is no risk please leave sills clear.</p>
The Courtrooms	<p>The courtyard in The Courtrooms is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.</p>
The Hawthorns	<p>The use of loud speakers is banned in The Hawthorns. Please do not remove any of the items from the common room areas or other shared.</p>
Unite House	<p>The courtyard is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.</p>
University Hall	<p>Parking on the grass is strictly prohibited.</p>
Wills Hall	<p><b>Grounds and gardens:</b> Students do not have exclusive use of Wills' garden and grounds and you should not enter an area where an event is taking place; if asked to leave a part of the grounds or the Wills main building or Conference Centre you should do so immediately.</p> <p>There are areas around the Stoke Bishop Halls that are strictly out of bounds and clearly marked as private. Please be respectful and do not walk through private gardens.</p> <p>It is forbidden enter any of the cellars, which are unsafe.</p>
Winkworth House	<p>The use of loud speakers is banned at Winkworth. Please do not remove any of the items from the common room areas or other shared facilities.</p>

## Penalties for Breaking the Local Rules

The Head of Student Residential Life or your Head of Residential Life or Deputy Head of Residential Life is authorised to impose a penalty (s.3.2 (b) Student Disciplinary Regulations).

The Disciplinary Procedures explain how any allegations of misconduct will be investigated and the Guidance for Penalties gives further details of the range of penalties likely to be imposed [www.bristol.ac.uk/accommodation/procedures/](http://www.bristol.ac.uk/accommodation/procedures/).

Penalties will fall into the following categories (s.3.3 Student Disciplinary Regulations [www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf](http://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf))

- A written reprimand;
- A caution, which means that no penalty is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months (or some other specified period), he or she will then be dealt with for both offences:
- A fine not exceeding £300;
- The requirement to pay a reasonable sum by way of compensation for identified and quantified loss;
- The requirement to give and comply with a written undertaking as to future behaviour;
- The requirement to perform unpaid services for the University community to a maximum of 20 hours;
- Exclusion, either permanently or for a specified period, from the use of a specified University service or facility (including specified residential facilities) to which the misconduct relates;
- A requirement to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University;
- In the case of serious misconduct referral to the Disciplinary Committee, which in addition to the penalties listed above may exclude, suspend or expel the student;
- In the case of a breach or misconduct which is also a criminal offence, referral to the police.

Where the breach or misconduct is also a breach of the University of Bristol Residence Conditions, [www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf](http://www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf), the student(s) may be referred to the Director of Residential and Hospitality Services who may take steps to evict the student(s).

Financial penalties will be invoiced and collected and, if necessary, that collection will be enforced in the same way as any other financial obligations of students to the University.

If a student is unable to afford to pay a fine they should contact their Head or Deputy Head of Residential Life. They should not use the appeals process.

## Appeals

A student on whom a penalty is imposed may appeal against the finding of guilt or the imposition of the penalty. Appeals must be submitted in writing to the University Secretary within seven working days of notification of the penalty. Upon receipt of the appeal, the Secretary will arrange for it to be considered by a University Officer or a member of the academic staff who is also a member of Senate or a senior administrative officer not previously associated with the case. The person considering the appeal may reject the appeal and confirm the original penalty, uphold the appeal, or refer the case to a Council Committee established under the procedures set out in the Regulations.