

Local Rules for Undergraduate Accommodation

Manor Hall, Richmond Terrace, St Michael's Park, St Michael's Hill and Woodland Road

Please read this information carefully before you move into your residence.

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

- To comply with the University of Bristol Residence Conditions 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.
- 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

If you fail to comply with the Local Rules you may be subject to disciplinary procedures administered by the Head of Student Residential Life or your Warden (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/

All University of Bristol owned residences are managed in compliance with Universities UK Code of Practice (www.bristol.ac.uk/accommodation/includes/uuk-code.html).

All partnership residences are managed in accordance with the ANUK/Unipol Code of Standards for Larger Residential Developments (www.nationalcode.org/Upload/File/NationalCode_Edu.pdf)

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. In addition to disciplinary procedures any fraudulent usage will be charged for.

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.

- Students must not bring cars onto University property without a parking permit, apart from on arrivals or departure days. Details of how to apply for a permit will be given in your offer documents.
- 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 advised not to park cars on the public or private roads surrounding the residences at the Stoke Bishop site.

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 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

In addition to disciplinary procedures any repairs, replacements or cleaning arising from student damage or neglect will be charged for. This includes damage caused by affixing anything to the walls.

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 are subject to an administrative fee 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 Warden 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.

Students must return all keys at the end of their tenancy.

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.

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 who uses drugs (incl NO₂) or misuses alcohol, including anyone found to be acting in an inappropriate manner under the influence of alcohol, drugs and/or NO₂, 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, for example 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 involving a naked flame, in addition to disciplinary procedures these items may also be taken into storage by any member of staff.
- 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 placed on the carpet or any other flammable surface, in addition to disciplinary procedures these items may be taken into storage by any member of staff.
- Failing to notify the residence of any absences (using the online form) or guests. Any children (under 16 years of age) brought on to University premises should be accompanied and supervised by a responsible person at all times.

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.
- Inform their Senior Resident, Deputy Warden, Warden or other appropriate persons of any situations that could represent a threat to the Health and Safety of residents or other users of the building.
- Co-operate with the University to enable it to comply with any relevant statutory provisions.
- Not interfere with or misuse equipment provided for safety purposes.
- Before arrival at the University or during the course of your tenancy, make known to the Accommodation Office or their Student Support Administrator any circumstances or conditions that may affect their own health and safety (such as 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. In addition to disciplinary procedures these items may be taken into storage by residence staff.

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. In addition to disciplinary procedures students 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.

Meals are provided only during term time as follows:

Monday to Friday: Breakfast and evening meal

Saturday and Sunday: Breakfast and Brunch

Excluding Bank Holidays

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.

Smoking shelters are provided at Manor Hall and Churchill Hall

The University has a *Smoke Free Policy* (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 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. 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.

Rules specific to your Residence

The hall's quiet hours are 23:00 to 08:00. No noise should be audible outside your room or kitchen 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 using the communal facilities in your corridor/annexe/flat or going out or returning after 23:00, take care not to disturb other residents. The hall is located in a residential area. When going out or returning to the hall, especially late at night, be a good neighbour and keep the level of noise down.

The hall's corridors, annexes and flats are not suitable for parties or other large social gatherings and are not permitted. 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. Barbeques are not permitted except with the prior permission of the Warden. Ball games, frisbee, and skateboarding are not permitted anywhere in the buildings, gardens or grounds and if found in use may be taken into storage by hall staff.

Penalties for Breaking the Local Rules

The Head of Student Residential Life or your Warden 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/.

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)

- 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 £100;
- 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, 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.

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.

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.