

# CLIFTON HILL HOUSE HANDBOOK 2011/2012

*Lower Clifton Hill, Bristol, BS8 1BX*

*Tel: +44 (0)117 90 35190 Fax: +44 (0)117 90 35185*

*<http://www.bristol.ac.uk/cliftonhillhouse>*

*Warden: Dr Tom Richardson*

**All University of Bristol residences are managed in compliance with Universities UK Code of Practice, a copy is available in your Hall office and full details are available at <http://www.bristol.ac.uk/accommodation/uuk/>**

**Your rights and responsibilities as a tenant of the University are defined by the Student Residence Conditions which are found at <http://www.bristol.ac.uk/accommodation/ug/guide/residences/terms.html> and you should make sure that you have read them carefully. 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.**

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## FROM THE WARDEN

Welcome to Clifton Hill House! We hope that you will be very happy with us and enjoy all the activities and events of Hall life. The Hall has 228 students of whom 30 are 2<sup>nd</sup> and 3<sup>rd</sup> years, There is a resident staff of Warden, 2 Deputy Wardens, and 4 Senior Residents, known as the Senior Common Room (SCR). There is a non-resident staff of Student Support Administrator, Accommodation Manager and Catering Manager, together with reception, catering, cleaning and maintenance staff. There is an active Student Committee, known as the Junior Common Room (JCR) Committee consisting of second and third years, elected during Spring 2011, who have stayed on for another year in Hall and who are responsible for organising a wide range of entertainments in Hall. The JCR also helps to run the Three Horses Club Bar and the Performing Arts events.

We hope you will enjoy your time in Hall and will make it feel like your home during your first year at University. It is important in a community such as ours, if everyone is to live in harmony, that each individual observes the Hall rules and we hope that you will appreciate this sentiment. We would remind you that no smoking is permitted in any part of the Hall and it is an offence to smoke anywhere on the premises.

We have prepared this Handbook to ease your introduction to Hall life. Please read it carefully and keep it for future reference. Please note that it also forms part of your conditions of acceptance of accommodation. Set out below are term dates for the 2011/2012 session and details of your first few days at Clifton Hill House.

### Term dates are as follows and inclusive:

|               |                        |   |                         |
|---------------|------------------------|---|-------------------------|
| <b>AUTUMN</b> | Monday 3 October 2011  | - | Friday 16 December 2011 |
| <b>SPRING</b> | Friday 13 January 2012 | - | Friday 23 March 2012    |
| <b>SUMMER</b> | Monday 23 April 2012   | - | Friday 22 June 2012     |

You are expected in Hall on **Sunday 2 October 2011**. There will be an informal reception for **PARENTS**, one at **12.30 pm** and another at **2.30 pm**, given by the Warden. This will be an opportunity for parents to meet the Hall Staff and the Senior Residents.

There will be an introductory meeting, with the Warden's welcome, for new **STUDENTS** at **5pm on Sunday 2 October**, in the Junior Common Room (JCR) to meet the Hall staff, officers from the Students' Union, and the Student Committee. This will be followed by a tour of CHH and the first Hall Dinner at 6pm. Afterwards there will be a chance for you to meet your neighbours in the Three Horses Club Bar. During the first week you will have a registration programme with your Schools and Faculties, and the CHH JCR and Students' Union will have a full range of activities for the week ahead, to suit all tastes. This information can be found in the **CHH Freshers' Guide**.

## **THE BUILDINGS**

### **OLD CLIFTON**

The Hall originated in the Old Clifton house, now comprising female study bedrooms, bathrooms and kitchens. There are 15 single rooms and 4 shared rooms on 2 floors. The RECEPTION ROOM is the large room on the street side of Old Clifton. Opposite this room is the MUSIC ROOM where there is a baby grand piano, and the room is available for music practice. The adjoining DRAWING ROOM is available for quiet reading and study. These rooms are used for concerts and events throughout the year. The stairs from the FOYER lead to the GARDEN, and there is also a Senior Resident flat in the basement of the building.

### **CALLANDER**

Callander House was joined together with Old Clifton in the 1920s, and now accommodates 20 single study bedrooms with kitchens and bathrooms on 2 floors. The Deputy Warden and Senior Resident flats are situated in this part of the building, along with offices which are situated along the corridor leading to Fry Wing.

### **FRY WING**

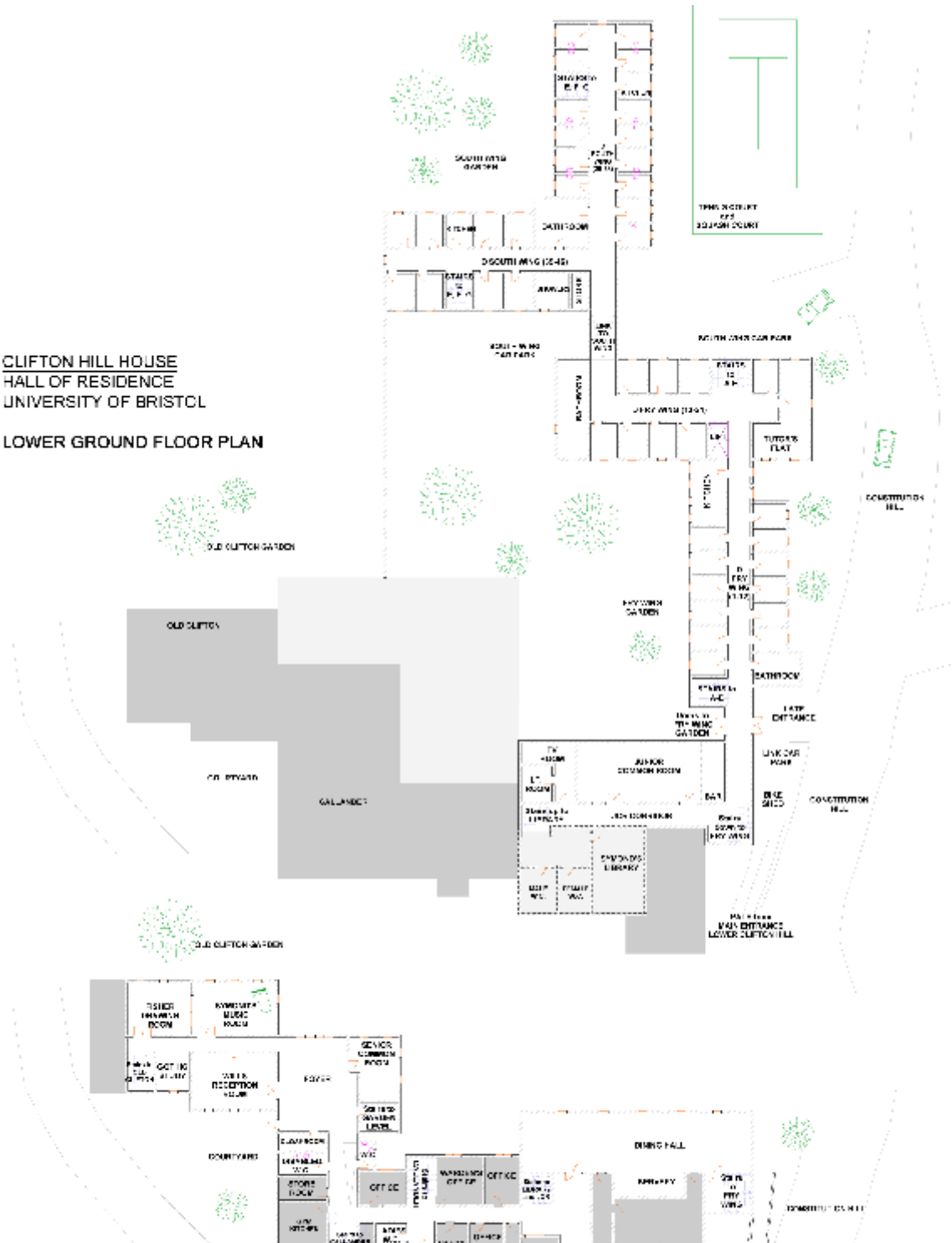
Fry Wing was added to the Hall in the early 1960s. The main entrance leads to the DINING ROOM. The LIBRARY and toilet facilities are on the mezzanine level. Stairs lead down to the COMPUTER ROOM, TV ROOM, JUNIOR COMMON ROOM and the THREE HORSES CLUB BAR. The Club Bar bears the crest of the Fry family – a well known Bristol Quaker family, who made their fortune in the chocolate industry, and who financed the building of Fry Wing. This building houses 5 Fry Wing floors with single study bedrooms, kitchen and bathrooms on “T” shaped corridors. There is an entrance to Fry Wing on D Floor level, known as the LATE DOOR and is accessible from the front of the building through a magnetic gated entrance to the right of the front door and down a pathway to the side of the building. There is a small car park in this area and RECYCLING BINS. There are 2 Senior Resident flats on B and D Floor.

### **SOUTH WING**

2 ramps on D and E Floors on Fry Wing adjoin South Wing on D floor. This building was built in the 1970s and there are 72 single study bedrooms with washbasins, on 4 floors. There are bathrooms and kitchens on each floor. SQUASH COURTS and TENNIS COURTS are located next to this building and the SOUTH WING CAR PARK is at the front of the building, under the adjoining ramps between South Wing and Fry Wing. The Deputy Warden’s flat is located in South Wing.

**CLIFTON HILL HOUSE  
HALL OF RESIDENCE  
UNIVERSITY OF BRISTOL**

**LOWER GROUND FLOOR PLAN**



**CLIFTON HILL HOUSE  
HALL OF RESIDENCE  
UNIVERSITY OF BRISTOL**

**GROUND FLOOR PLAN**



## THE SENIOR COMMON ROOM

|                 |                     |       |
|-----------------|---------------------|-------|
| Warden          | Dr Tom RICHARDSON   | 35179 |
| Deputy Warden   | Mr Declan HAMILTON  | 35166 |
| Deputy Warden   | Ms Catherine FILMER | 35169 |
| Senior Resident | Mr Steve BEST       | 35168 |
| Senior Resident | Mr Steve BULLOCK    | 35167 |
| Senior Resident | Dr Dane COMERFORD   | 34900 |
| Senior Resident | Miss Lizzi MILLS    | 35165 |

**DUTY MOBILE: 07876 445535**

**DUTY ROTA (for updated timetable)**

The Senior Common Room (SCR) is headed by the Warden and includes 2 Deputy Wardens, and 4 Senior Residents (SR). One of the SCR is on duty every evening and at the weekends. They are available if a student is locked out of their room, or if a problem arises in Hall. As a resident you are invited to make appointments to speak to the Warden or Senior Resident who is responsible for the area in which you live, about any difficulties that you might be experiencing in your life at University.

### **WARDEN: Dr Tom Richardson**

The Warden is ultimately responsible for all aspects of the CHH students' welfare in Hall and, along with his team of Senior Residents, can advise on academic or personal matters and has pastoral and disciplinary responsibilities within Hall.

Dr Richardson first graduated from the University of Bristol with a degree in Aeronautical Engineering. This was followed by a PhD in Flight Mechanics and Control, after which he was offered a lectureship in the subject at the University. His research interests lie in the field of aircraft control, in particular applied to Unmanned Air Vehicles (UAVs). He is married and lives close to the Hall. In his spare time he can often be found flying microlights over Cornwall.

E: [thomas.richardson@bristol.ac.uk](mailto:thomas.richardson@bristol.ac.uk)

T: +44(0)117 9035179 Internal: 35179

### **DEPUTY WARDEN: Mr Declan Hamilton**

The Deputy Warden's flat is situated on the first floor of Callander, by the first set of stairs.

The Deputy Warden takes responsibility for the Warden's duties in his absence and works closely with the Warden and the Senior Residents in maintaining the Senior Common Room team and liaises with the JCR in helping to organise events in Hall. Declan has particular responsibility for the student residents in **Old Clifton and Callander**.

Declan read History for his BA, and Classical Heritage for his MA at Bristol. He also spent a year in Bordeaux on the Erasmus exchange programme. On leaving Bristol he lived and worked in Cardiff for 3 years and London for 9. He returned in 2007 to join the University's Campaigns and Alumni Relations Department. Declan is particularly keen to support the musical and artistic aspect of hall life in which Clifton Hill House has a strong tradition.

E: [declan.hamilton@bristol.ac.uk](mailto:declan.hamilton@bristol.ac.uk)

T: +44(0)117 90335166 Internal: 35166

## ***DEPUTY WARDEN: Ms Catherine Filmer***

The Deputy Warden's flat can be found in South Wing block on level F floor, following the fire exit signs.

The Deputy Warden takes responsibility for the Warden's duties in his absence and works closely with the Warden and the Senior Residents in maintaining the Senior Common Room team and liaises with the JCR in helping to organise events in Hall. Catherine has particular responsibility for the students in ***South Wing***.

Catherine graduated from the University of Exeter in Fine Art and English Literature. She now works for Bristol City Council's Education Department.

E: [catherinefilmer@hotmail.com](mailto:catherinefilmer@hotmail.com)

T: +44 (0)117 903 5169 Internal: 35169

## ***SENIOR RESIDENT: Mr Steve Best***

The Senior Resident's flat can be found at the end of D Floor Corridor, Fry Wing, on the right hand side.

Steve is one of the Senior Residents who form part of the Senior Common Room and is on the duty rota one night a week. He has particular responsibility for the students in ***Fry Wing***.

Steven graduated from Durham with a degree in physics and is now entering the second year of a PhD in mechanical engineering at Bristol. He helps to run the CHH bar as part of the bar committee, and in his spare time he enjoys music and playing sports - in particular football and athletics.

E: [s.r.best@bristol.ac.uk](mailto:s.r.best@bristol.ac.uk)

T: +44(0)117 9035168 Internal: 35168

## ***SENIOR RESIDENT: Mr Steve Bullock***

The Senior Resident's flat can be found at the end of B Floor corridor, Fry Wing, on the right hand side.

Steve is one of the Senior Residents who form part of the Senior Common Room and is on the duty rota one night a week. He has particular responsibility for the students in ***Fry Wing***.

Steve has returned to CHH as he enters his second year of a PhD working on UAV (Unmanned Air Vehicle) flight dynamics and control. Since finishing his undergraduate degree in aeronautical engineering at Bristol he has spent his time teaching, including having had the amazing experience of setting up a new school.

E: [steve.bullock@bristol.ac.uk](mailto:steve.bullock@bristol.ac.uk)

T: +44(0)117 9035168 Internal: 35168

## **SENIOR RESIDENT: Dr Dane Comerford**

The Senior Resident's flat is situated at the bottom of the spiral staircase which leads to the garden, from the Foyer in Old Clifton.

Dane is one of the Senior Residents who form part of the Senior Common Room and is on the duty rota one night a week. He has particular responsibility for the students in **South Wing**.

Dane studied Natural Science at the University of Birmingham from 1998, after which, he caught a slow train from Liverpool Lime Street, via Siberia, to Shanghai. In 2003, he joined the School of Chemistry in the University of Bristol, collaborating with Moscow State University, to work on the chemical physics of diamond growth. During his PhD, he was awarded a fellowship to investigate the photophysics of ice at Kyoto University and he completed his doctorate in 2007. Dane is now Public Engagement Officer at the University of Bristol, working on large research communication projects, and was invited to comment on science communication activities in Osaka and Tokyo by the Japanese Government in 2010. He is fascinated by different cultures and world views and is open to chat about pretty much anything. If you are interested in getting involved in events like the annual Festival of Nature, please get in touch.

E: [Dane.Comerford@bristol.ac.uk](mailto:Dane.Comerford@bristol.ac.uk)

T: +44 (0)117 9034900 Internal: 34900

## **SENIOR RESIDENT: Miss Lizzi Mills**

The Senior Resident's flat is situated at the bottom of the first flight of stairs in Callander.

Lizzi is one of the Senior Residents who form part of the Senior Common Room and is on the duty rota one night a week. She has particular responsibility for the students in **Old Clifton and Callander**.

Lizzi studied English at Cambridge and has spent the past three years working as an English teacher in a secondary school in Essex. She is delighted to have found her way back into student life, taking up an MA in English Literature, and is excited about getting to know Bristol. She loves singing, theatre, art and India.

E:

T: +44 (0)117 9035165 Internal: 35165

## HALL STAFF

### **STUDENT SUPPORT ADMINISTRATOR: Ms Fiona Chapman**

The SSA is responsible for the day to day administration and welfare of the student residents in Hall. She works closely with the Warden, Senior Residents and staff at all levels to ensure the smooth running of the Hall. She liaises with students and departments and support services at the University and is able to provide support and advice on administrative and welfare matters concerning students.

E: [F.Chapman@bristol.ac.uk](mailto:F.Chapman@bristol.ac.uk),  
T: +44 (0)117 9035179 Internal: 35179

### **ACCOMMODATION MANAGER: Mrs Jo Robinson**

The Accommodation Manager is responsible for the supervision of cleaning and maintenance of the accommodation in Hall and the general maintenance of the furniture and fabric of the building and grounds. She works closely with staff at all levels to ensure the smooth running of the Hall and assists with the provision of residential functions and conferences. She has responsibility for fire drills and safety inspections and audits. She is also the point of contact for students with accommodation issues.

E: [Jo.Robinson@bristol.ac.uk](mailto:Jo.Robinson@bristol.ac.uk),  
T: +44 (0)117 903 5180 Internal: 35180

### **CATERING MANAGER: Ms Annabel Hurst**

The Catering Manager is responsible for the catering in the Hall, including catering staff and equipment. She works closely with staff at all levels to ensure the smooth running of the Hall and assists with the catering aspects of functions and conferences. She assists the JCR and SCR in the preparation and delivery of student focussed catered events. She is also the point of contact for students with special dietary requirements.

E: [Annabel.Hurst@bristol.ac.uk](mailto:Annabel.Hurst@bristol.ac.uk)  
T: +44 (0)117 9035181 Internal: 35181

### **RECEPTIONISTS: Ms Lisa Stait, Mrs Nicky Hobbs, Mr Dirk Larsen**

The Receptionists assist in the distribution of replacement keys, post, bed hire and squash court and tennis court hire. They can also assist with general enquiries and information.

T: +44 (0)117 903 5190 Internal: 35190

## THE STUDENT COMMITTEE

### The JCR (Junior Common Room)

If you've read this far in the handbook you'll probably do well at University, because you obviously like reading or doing research. But seriously now, we are the Junior Common Room (JCR) Committee, a student-elected body who represent YOU in hall. Our main aim is to make sure you enjoy your first year at Bristol in Clifton Hill House, without doubt the best student accommodation in Bristol, as you will soon realise, or as you already know that's why you picked it. We'll begin by introducing ourselves . . .

| Name                    | Position            | Email                | Room   | Internal |
|-------------------------|---------------------|----------------------|--------|----------|
| Isabel de Souza         | President           | Id0958@bristol.ac.uk | OC.15  | 34925    |
| Drishti Ramdewar        | Vice-President      | dr0594@bristol.ac.uk | CAL.53 | 34934    |
| Jasmine Chan            | Secretary           | jc0840@bristol.ac.uk | CAL.60 | 34942    |
| Linta Mathew            | Treasurer           | lm0615@bristol.ac.uk | OC.04  | 34908    |
| Samitha Soysa           | International Rep   | ss0126@bristol.co.uk | D.33   | 35128    |
| Tristan Beales Ferguson | Performing Arts Rep | tb0326@bristol.co.uk | C.17   | 35013    |
| Seema Kawar             | Sports Secretary    | sk9997@bristol.co.uk | CAL.59 | 34941    |
| George Howlett          | Music Rep           | gh9603@bristol.co.uk |        |          |
| Millie Jones            | Bar Manager         | cj0646@bristol.co.uk |        |          |

Wow, a table of names! We know the names don't mean much at the moment but don't worry you will soon get to know us all. We want to make Clifton Hill House a fun place for you to live, work and play.

So, how do we plan to help you have fun? Well, you pay a JCR subscription fee (included in your first term's hall fees), which we use to finance many, many wonderful events (called ents). We start with Freshers' Week, your first week at university, where you'll - most likely - spend the "best years of your life"! Freshers' week is a fantastic opportunity to meet people, make new friends and broaden your social horizons and there are LOADS of events organized by us (the JCR) and The Students' Union. There will be nights out clubbing, school disco, toga nights, film nights, and lots more.

But don't worry the fun doesn't stop at the end of Freshers' Week, as we have lots more events planned during the year, including the Snowball (the biggest and best Christmas Ball in all of Bristol, so do NOT miss it!), Formal Dinners and the Garden Party. The money also goes towards sports equipment and the TV licence. We have hall plays and musicals organised in-house, which are always great fun to be involved in or to watch. If you're not quite up to university standard with your sport you may be interested in joining one of Clifton Hill House's intramural teams. In previous years we've had rugby, football, basketball (last year holding the trophy!), badminton, netball and hockey teams. The choices are limitless and if you can get enough people together, you can make up other sports teams too. For the barflies among you, there are pub quizzes, pool tournaments and mic nights to entertain in the well established and on-site Three Horses Club bar.

We are always here to help you out, and can offer support for a whole variety of needs. We're a friendly bunch who will always be up for a chat (some may talk too much!). So please say Hello. A year ago we were Freshers so we know how you are feeling. We will be looking to recruit 2 new members to the JCR in the first week of term, so have a think about joining us and getting involved from the outset.

If you have any questions before you arrive feel free to email one of us. We are looking forward to meeting you in October. It's going to be a fantastic year! See you soon!

## A - Z

### ABSENCE

It is very important that your residence knows when you are away in case there is a fire. Please notify Reception in the "Signing Out" book if you are away from Hall overnight or longer.

### ACCESS

University staff and contractors will normally try to give 24 hours notice that access is required to a flat or bedroom, however in the case of an emergency immediate access may be necessary. The University's guidance for accessing accommodation is available at <http://www.bris.ac.uk/accommodation/usefuldocs/access.pdf>. Where a repair has been requested notice that access is required will be deemed to have been given. All University staff and contractors will carry identification and residents should always ask to see it.

When Reception and the main entrance are closed, access to the building is through a key fob system, which operates the side gate and the late door in Fry Wing.

### ACCIDENTS and EMERGENCIES

In an emergency telephone:

|                              |  |
|------------------------------|--|
| UNIVERSITY SECURITY SERVICES | 87848 or 112233                                  |
| FIRE, POLICE, AMBULANCE      | 999  |
| FIRST AIDERS                 | 35180 Mrs Jo Robinson<br>35190 Ms Tracey Whiting |
| FIRST AID BOXES located at   | Reception<br>Kitchen<br>Senior Residents' Flats  |

**ALL ACCIDENTS, EMERGENCIES, DANGEROUS INCIDENTS OR SERIOUS ILLNESSES MUST BE REPORTED TO THE WARDEN, DUTY SENIOR RESIDENT, RECEPTION OR SECURITY, IMMEDIATELY.**

### BAR

The *Three Horses Club* is within the Junior Common Room. The room also contains a pool table, table football and sofas and TV screen. The bar is also in use for many events organised by the JCR throughout the year and recruits bar staff from within the Hall. To comply with the terms of the licence you are not permitted to take drinks out of the Bar and you are responsible for any guests you bring to the Bar.

### BEDDING

Please bring all your own bedding and linen, i.e. pillows and pillowcases, duvet and cover, sheets and towels. A limited number of bedding sets are available if you are an overseas student. Each set comprises a duvet, duvet cover, a white sheet, one pillow and one pillowcase. Please complete a **Bedding Pack** form and return to the Student Support Administrator if you wish to purchase a set. The charge is £25, which can be paid for on arrival.

## **BEDROOMS**

Your bedroom will be supplied with a bed, mattress, desk, task lighting, chair, curtains/blind, drawers/shelving, wardrobe and waste receptacle. We do not supply bed linen, duvets or pillows.

**For reasons of safety, residents are not permitted to have their own heaters or cooking equipment such as toasters or kettles in their bedrooms. Any such items may be taken into storage by residence staff. Please do not light candles in your bedrooms as they are an extreme fire hazard.**

## **CHAPLAINCY**

The Multi-Faith Chaplaincy is based at 1 Priory Road, Clifton, BS8 1TX, T: 0117 954 6600, Internal 46600). Chaplains of all denominations are available to students.

## **CLEANING**

Residents are expected to maintain their accommodation including communal areas in a clean and habitable condition. Failure to observe basic standards of cleanliness and hygiene may lead to the suspension of normal cleaning services, removal of goods or material and/or the imposition of charges for additional cleaning.

Subject to the above, the cleaning provided in Clifton Hill House as a minimum is

| Area                      | Frequency                             | Service   |
|---------------------------|---------------------------------------|---|
| Halls and Stairways       | Monday to Friday                      | Sweep and polish                                |
| Kitchens                  | Monday to Friday                      | Wipe surfaces, empty refuse bins, sweep and mop |
| Bathrooms>Showers>Toilets | Monday to Friday                      | Wipe surfaces, empty bins, sweep and mop        |
| Bedrooms                  | Regular health and safety inspections |   |

## **COMMUNICATIONS**

From time to time members of staff in the Hall will need to communicate with residents. This may be done in a number of ways, either via your designated university email address, by telephone or with a note/letter in your mail box. We also display posters regarding events and the board by the Reception desk has important information on a daily basis.

If you need to contact a specific member of staff during the day, please contact Reception initially to see if they are in Hall. Senior Residents can be contacted in the evenings on the duty mobile telephone. After 11.30 pm Security can be contacted for lock-outs or emergencies.

|              |              |                      |
|--------------|--------------|----------------------|
| RECEPTION:   | 0117 9035190 | Internal: 35190      |
| DUTY MOBILE: | 07876 445535 | Reception phone: #20 |
| SECURITY:    | 0117 112233  | Internal: 87848      |

## COMPLAINTS

Very occasionally students are unhappy with their accommodation or the services they are receiving. You should always try to resolve any complaint you have informally first by talking to your Senior Resident or Warden. If they cannot help, you should put your complaint to the Head of Accommodation Services, Students Union or your Personal Tutor.

If your complaint is not resolved to your satisfaction you should contact the Director of Residential and Hospitality Services and if he is unable to help you can make a formal complaint to the University Secretary at [student-complaints@bris.ac.uk](mailto:student-complaints@bris.ac.uk).

Further details of the formal complaints' procedure are available at:  
<http://www.bris.ac.uk/secretary/studentrulesregs/complaints.html>

Ultimately you may take the case to the Office of the Independent Adjudicator for Higher Education, which provides an independent scheme for the review of student complaints. The OIA will consider cases only when the University's own internal complaints and appeal procedures have been exhausted. It will not intervene on matters which turn purely on academic assessment.

Further information about this scheme is available at <http://www.oiahe.org.uk>

## DAMAGE DEPOSITS

Your first accommodation payment includes £200 as a damage deposit. Deductions may be made for any cleaning, repairs or replacements needed to University property, which go beyond normal wear and tear and which arise out of damage or negligence by yourself or your guests. Deductions may include administrative costs of up to £25.00. Where damage occurs in a communal area such as a kitchen it may be charged to all the occupants of a flat, corridor or block. You can appeal against any charges to the Residences Facilities Manager for your residence.

Where the costs of repair or replacement exceed £200 you will be invoiced separately. An example of charges is given below, please note that these may vary according to labour or costs involved.

|                                      |      |
|--------------------------------------|------|
| Clean 1 wall                         | £15  |
| Repaint 1 wall                       | £70  |
| Replace 1 mattress                   | £80  |
| Clean 1 carpet                       | £40  |
| Replace 1 carpet                     | £200 |
| Replace 1 key                        | £20  |
| Clean 1 fridge, freezer, oven or hob | £20  |
| Clean 1 kitchen, bedroom or bathroom | £35  |

## ELECTORAL REGISTRATION

All students resident in University owned Halls or Houses, apart from those living at Langford, will be included in the block registration of voters in the October of each year. Students who move into or out of University owned accommodation after October in any year are responsible for ensuring their own registration. Students living in Langford accommodation are responsible for their own registration.

## **ELECTRICAL EQUIPMENT**

All University electrical equipment is PAT tested (Portable Appliance Testing) on an annual basis

- Any electrical appliances you bring must be British Standard approved and correctly wired
- Electrical appliances must not be used in bathrooms and showers unless designed for that purpose
- Adaptors should have a trailing lead and must not be overloaded
- Cables should be positioned carefully and not present a trip hazard or other risk
- International students should ensure that their equipment is suitable for use in the U.K. The electricity supply in the UK is 220 – 240 v, this is different in many other countries. If you are bringing electrical items with you check the labelling it should say input: 100 or 220 to 240 v, otherwise you will need a special adaptor. It is dangerous to try to plug in an electrical item that cannot work on 220 – 240 v. Also in the UK plugs have three square shaped pins and you will need a plug adaptor.
- You must not modify or interfere with electrical equipment. Any faults, possible 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 removed to storage

The University does not accept any liability for appliances brought in by students. Any such appliances may be inspected for safety by University staff and may be removed to storage if considered dangerous.

## **ENERGY**

The University's Sustainability Policy and Strategy may be found at:

<http://www.bristol.ac.uk/environment/policy/>

For information on how you can get involved see:

<http://www.bristol.ac.uk/environment/students>

The University is committed to reducing our carbon impact and encourages residents to reduce energy and water use and participate in the various carbon reduction initiatives.

All residents are asked to use energy responsibly. In particular to ensure that:

- All gas or electrical items are turned off when rooms are empty unless required for security. <http://www.bristol.ac.uk/environment/energy/saveenergy/>
- All laptops or PCs are set to hibernate or standby. To set your computer go to the start menu, select control panel, select power options (often found in Performance and Maintenance) then select standby or hibernate.

## **FIRE**

Students must familiarise themselves with the fire and safety regulations and procedures.

Please read the “**Action in Case of Fire**” notice on the back of your door and make sure you have familiarised yourself with fire exit routes from your room and from communal parts of the Hall.

In the event of the fire alarm sounding you must leave the building at once and assemble in the **Fry Wing Garden**. Do not wait to pick up personal belongings. You are not expected to fight fires, only use extinguishers to aid your escape in an emergency.

The Hall is equipped with fire and smoke alarms, and with fire fighting equipment. This equipment must not be tampered with.

All study bedrooms are equipped with smoke detectors and some are linked to the automatic fire alarm. These are very sensitive and are easily set off. False alarms cause disruption and annoyance to all other residents. False alarms also put lives at risk. If the fire and rescue service is dealing with a false alarm, they can't go to help those in need at a real emergency, such as a fire or road traffic collision. Please do all you can to limit false alarms. The most common cause of false fire alarms is cooking setting off corridor alarms because the kitchen door has been propped open. Malicious false alarms will result in a fixed penalty of £80 under the disciplinary regulations. If the offence is repeated the student will be in breach of his or her tenancy and will be served notice to leave the residence.

Under no circumstances must you attempt to cover or interfere with the smoke or heat detector, this endangers all the residents in the building. Any student who covers or interferes with or allows a smoke or heat detector to be covered or interfered with will be fined £100 under the disciplinary regulations. If the offence is repeated the student will be in breach of his or her tenancy and will be served notice to leave the residence.

The highest fire risks arise from cooking being left unattended. Where a fire or fire alarm results from students' reckless or careless behavior fines may be imposed under the disciplinary regulations.

If the alarm goes off, you must evacuate the building immediately and make sure that either Reception, the Accommodation Manager or the Warden or Duty Senior Resident is informed, so that they can deal with the matter and deactivate the alarm. Never assume it is a false alarm.

Fire exit doors/routes must be kept free from obstruction at all times. Do not obstruct corridors and stairs. These must be clear so that in the event of a fire rapid exit from buildings is possible. This is one reason why bikes are not to be brought into buildings. Anything found to be obstructing a fire exit may be removed to storage without notice.

You must not bring any highly inflammable or dangerous substance into your room or flat (including foam-filled furniture). Ensure that all rubbish (especially packing material) is disposed of promptly and properly. Do not bring any additional furniture without the permission of the Hall Accommodation Manager or hang drapes on walls/ceilings as you may be contravening fire regulations. Any items which pose a risk may be removed to storage without notice.

Fire alarms are tested on a weekly basis every Friday at 10am. It is not necessary to evacuate during fire alarm testing.

## FRIDGES

You are not allowed to bring fridges into your bedrooms, unless you require a fridge to store medication, in which case please discuss with the Accommodation Manager.

## GARDENS AND GROUNDS

The gardens and grounds are maintained by the University Grounds Services. In the case of ice or snow access will be cleared by the residence porters or grounds services, as appropriate. As there are exotic and rare plants and trees which could be damaged, as well as the risk of breaking window panes we do not allow ball games of any kind. The gardens are intended for quiet pursuits: walking, talking, studying, etc. To give consideration to local residents and fellow students we don't allow noisy parties.

## GUESTS AND VISITORS

You must not have overnight guests in the Hall except by permission of the Warden. It is very important that we know who is in the Hall in case there is a fire. If you have a visitor staying with you, you have to complete a blue form at Reception which has to be signed by the Warden or Deputy Warden. In the case of single sex floors the host resident should consult other residents regarding their visitor. Also, residents should consult with their fellow resident if they are sharing a room. You are responsible for your guest throughout their stay and under 16s should be accompanied at all times.

There are a small number of folding beds which are available for visitors. These can be booked from Reception at a charge of £4 per night, and for a maximum of 3 nights, together with a deposit of £10.

## HALL IDENTITY CARD

On your arrival at Hall you will be issued with a Hall Identity card which you will need at meal times and Hall social events and if requested to be shown to Senior Residents or Security. There is a replacement fee of £10 and any lost cards should be reported to Reception.

## HELP + SUPPORT

**The Warden, Deputy Wardens and Senior Residents** are responsible for the pastoral care of all the students in Hall. The Senior Residents and Deputy Wardens are responsible for students within the vicinity of their accommodation flats, and will introduce themselves on your arrival. There is also a duty rota during the evenings when a member of the team will be available through the mobile telephone for lock outs or other concerns you may have. Please do not hesitate to contact the Warden by email on [Thomas.Richardson@bristol.ac.uk](mailto:Thomas.Richardson@bristol.ac.uk) in confidence about any matter causing you concern. **The Duty Mobile number is: 07876 445535**

The **Student Support Administrator** is available Monday to Fridays and to deal with day to day administrative and welfare concerns and if you need general assistance with University contacts. Contact: T: 0117 9035179, Internal: 35179.

The **University Student Services** provide information regarding counselling services, careers advice and Student Health. The website link is: <http://www.bristol.ac.uk/studentservices/>

**Nightline** is run by students for students, and offers a confidential listening service for students wishing to discuss any kind of problem, as well as having information on pretty much any topic, from local bus times to sources of help on welfare and health matters and more. It operates its anonymous telephone and email services during term-time, from 8pm to 8 am every night and is staffed by trained volunteers. The Nightline website is: <http://www.bristol.ac.uk/nightline/>

Visit the University **Student Funding Office**, for help with all money problems: <http://www.bristol.ac.uk/studentfunding/> or telephone: **0117 3317972 Internal: 17972**)

Visit the University **Accommodation Office**, for help with all housing related problems, at: <http://www.bris.ac.uk/accommodation/>

## **INSURANCE**

The University does not accept responsibility for residents' personal possessions. Your first payment includes a fee for block Halls insurance, it is essential that you check that the cover provided is adequate to your needs by visiting

<http://www.bristol.ac.uk/secretary/insurance/informationforstudents/>

Please note that the insurance fee of £15.75 that you pay in your first instalment, does NOT cover bicycles as standard student insurance and you are strongly advised to take out additional insurance cover.

## **KEYS/LOCKOUTS**

If you lose or forget your room key you can ask Reception for a spare key – for which you will be asked to sign. When Reception is closed the Duty Senior Resident will issue spare keys or let you into your room. After 11.30 pm please contact the Security Staff. Spare keys are to be returned to Reception as soon as possible. If keys are not returned or are permanently lost a charge is made and deducted from your deposit at the end of the session. There is a £20 charge for replacement of each key or fob.

## **KITCHENS AND PANTRIES**

Your bedroom key will only open the Kitchen door on your floor and there is a kitchen on each floor for students' use, which is equipped with a mini oven and hot plate, microwave ovens, fridges and kettles. Please bring cookware suitable for both ovens and washing up cloths for your own use and clean both ovens after use. Please be very careful when using microwaves and ovens not to accidentally activate the fire alarm system which may result in the Fire Service arriving at the Hall unnecessarily.

You may bring your own mugs, plates and cutlery and cooking implements for mini ovens, microwave and hot plates so that you can prepare your own meals at lunchtimes and weekends in the corridor kitchens, but remember not to put cutlery or metallic rimmed crockery in the microwaves, and please be considerate of other users and remember to wash up and put away all items used. It is your responsibility to keep kitchens clean and tidy. It is advisable that the wrapping on your food left in fridges or cupboards is clearly labelled with your name. Please use only your own cutlery and crockery. Any damages or losses from the kitchen attributable to an individual will be deducted from their damage deposit.

Please report any faulty kitchen equipment to the Accommodation Manager.

## **LATE NIGHT DOOR**

The Late Night Door is in Fry Wing link entrance via the garden gate to the right of the main entrance, and is the only access to the building after the Hall front door is closed. It is opened by your fob. Please use the Late Door quietly so as not to wake or disturb your fellow students. **For your safety the Late Door should NEVER be wedged or forced open and do not open the door to strangers.**

## **LAUNDRY**

A laundry service is not provided. We do have a laundry room, situated in the basement of Fry Wing. There are 4 coin operated automatic machines (£1.80 per wash) and 4 large tumble dryers (50p for 15 minutes). Please be careful not to overload the machines. Use of incorrect or foreign coins will affect the machines and may result in them failing to operate and be out of use for some time. If the machines are faulty, please contact Reception. You can sometimes get change for the machines from Reception.

## **LITTER**

Residents are responsible for ensuring that the grounds are kept free of litter.

## **MAIL**

Incoming student mail is sorted by Reception staff and placed in alphabetically marked mail boxes for personal collection by students. These mail boxes (pigeon holes) are located by the Dining Room doors in the front hall. Your mail will not normally be sent to your home address during Christmas or Easter vacations, unless specifically requested. During summer vacation your mail is normally redirected to your parents' home address unless another address has been given. During the summer vacation mail for overseas students is kept for the students to collect at the beginning of the following academic year.

Any packages, parcels or mail marked private, will be kept in Reception and can be collected from Reception, on production of your Student Card or Hall Identity Card. Notification of packages and private mail will be placed on clipboards on display in reception for you to check daily.

## **MANAGEMENT**

All University of Bristol residences are managed in compliance with Universities UK Code of Practice, a copy is available in the Student Support Administrator's office and full details are available at <http://www.bristol.ac.uk/accommodation/uuk/>. The Hall management structure consists of:

**Warden:** Dr Tom Richardson – responsible for all aspects of the CHH students' welfare in Hall, and along with his team of Deputy Wardens and Senior Residents, can advise on academic or personal matters and has pastoral and disciplinary responsibilities within Hall. The Warden's team form, what is known as, the Senior Common Room, who are on duty one night a week and at certain times over the weekends.

**Deputy Wardens:** Mr Declan Hamilton and Ms Catherine Filmer – take responsibility for the Warden's duties in his absence and work closely with the Warden and Senior Residents when offering advice on academic or personal matters and, under the direction of the Warden, disciplinary responsibilities within Hall.

### **Senior Residents:**

**Mr Steve Best** – particular responsibility for students in **Fry Wing**

**Mr Steve Bullock** – particular responsibility for students in **Fry Wing**

**Dr Dane Comerford** – particular responsibility for students in **South Wing**

**Miss Lizzi Mills** – particular responsibility for students in **Old Clifton and Callander**

For further information and all contact details for the above, please go to:

**SENIOR COMMON ROOM**

**Student Support Administrator:** Ms Fiona Chapman is responsible for the day-to-day administration and welfare of the students in Hall and works closely with the Senior Common Room team and staff in Hall, to ensure the smooth running of the Hall.

**Accommodation Manager:** Mrs Jo Robinson is responsible for the supervision of cleaning and maintenance of the accommodation, including staff and cleaning equipment, and for the furniture and fabric of the building. She works closely with all members of staff to ensure the smooth running of the Hall. She is also the point of contact for any accommodation issue.

**Catering Manager:** Ms Annabel Hurst is responsible for the catering in the Hall, including catering staff and equipment. She works closely with staff at all levels to ensure the smooth running of the Hall and assists the JCR and SCR in the preparation and delivery of student focussed catered events. She is also the point of contact for students with special dietary requirements.

For further information and all contact details for the above, please go to:

**HALL STAFF**

## **MEALS & MEAL TIMES**

Meals are provided for residents only. If you wish to have a guest, please purchase a meal ticket from Reception. Any student who lends his or her meal card or misuses it in any way will be charged for the meals taken and may face disciplinary action. Meals are intended to be eaten in the Dining Room. Students should not remove food from the Dining Room.

### **Formal Meal – not attending**

Students NOT attending Formal meals can collect a packed meal between 17:30-18:00 (5.30-6pm) on the day, which needs to be ordered by 09:00 (9am) the previous day. Order sheet available in the Dining Room. If you are unable to collect packed meals in the allocated time due to academic commitments, please contact the catering staff (T: Internal: 35184).

### **Packed Meals**

If you are unable to be in Hall during a meal time due to academic commitments, you are entitled to a supplementary packed meal. This needs to be ordered by 10:00 (10am) the previous day and to be collected from the servery in the Dining Room at breakfast time. If you are unable to collect packed meals in the allocated time due to academic commitments, please contact the catering staff (T: Internal: 35184).

### **Late Meals**

If you are unable to be in Hall during evening meal time due to academic commitments, you can order a meal that can be collected up to 19:30 (7.30pm) the same evening. This needs to be ordered on the signing up sheet in the Dining Room, before 13:00 that day. If you are unable to sign up by the allotted time, please contact the catering staff (T: Internal: 35184).

## **Monday to Friday**

|           |                          |
|-----------|--------------------------|
| Breakfast | 08:00 – 09:00 (8-9am)    |
| Dinner    | 17:30 – 19:00 (5.30-7pm) |

## **Saturday**

|        |                            |
|--------|----------------------------|
| Brunch | 11:00 – 13:00 (11am – 1pm) |
|--------|----------------------------|

## **Sunday**

|           |  |
|-----------|--|
| Breakfast | 09:30 – 10:00 (9.30-10am) Continental Breakfast only |
| Lunch     | 12:30 – 13:30 (12.30-1.30pm)                         |

## **Bank Holidays**

|           |  |
|-----------|--|
| Breakfast | 09:30 – 10:00 (9.30-10am) Continental Breakfast only |
| Lunch     | 12:30 – 13:30 (12.30-1.30pm)                         |

## **MEDICAL CARE**

All residents are advised to register with the University's Students Health Service. Registration events will take place throughout Freshers' week or go to:  
<http://www.bristol.ac.uk/students-health/>

## **MUSIC PRACTICE**

The Symonds Music Room, where there is a baby grand piano, is a designated area for music practice. Music practice is between 08:00 and 21:00 (8am-9pm).

On occasions the Room will be used for functions and will not be available for music practice. Please check on the noticeboard at Reception for other practice rooms availability.

## **NOISE**

Because of the length of the corridors and lack of insulation, noise resounds easily so please do not shout across passageways, or slam doors or windows, especially at night. The noise from jumping on floors or stairs, and shouting reverberates and can cause a disturbance to neighbouring residents.

From 11.00 pm onwards there must be general quiet. Senior Residents and Security staff will report students they consider to be making anti-social noise. Repeated occurrences can result in confiscation of hi-fi equipment or musical instruments, following disciplinary action. If returning to Hall late after a night out, please ensure you keep noise to a minimum and to avoid disturbance to other student residents there should be no large gatherings in the kitchens late at night.

## **PARTIES**

No large parties in bedrooms, corridors or kitchens. If you want to hire a room in Hall for a party or gathering, please ask the Warden in the first instance.

## PETS

For health and safety reasons, students should not keep pets in their rooms.

## REPAIRS

Décor and furnishings will be maintained in good order in accordance with the relevant regulations, with regular checks taken on defects. If a repair is needed you should report it to Reception and/or the Accommodation Manager.

Repairs are managed and carried out by the University's Building Services who also ensure that the University complies with the Statutory Requirements of Legislation affecting the safe and efficient use of the residences. You can find out more about them at:

<http://www.bristol.ac.uk/safe/Bursar/BuildingServices/sla/sla.pdf> .

Building Services aims to respond to repair requests to a timetable:

| Type of Work   | Target Response Time  |
|--|---|
| Emergency, for example loss of water supply, major flood                   | Response within one hour, rectification as soon as possible but within 24 hours |
| Critical, for example loss of heating, cooking facilities                  | Response and repair commenced within 24   |
| Urgent, minor leak, blocked drain  | Response and repair commenced within 5 working days                             |
| Routine for example repair to non essential furniture or kitchen equipment | A specific date will be agreed usually within 5 weeks                           |

## RUBBISH AND RECYCLING

The University provides recycling and composting facilities for all students at their halls of residence and also at every University building. You can recycle:

- Papers
- Cardboard
- Glass
- Tins and cans
- Plastics
- Food waste
- Clothes, shoes, bric-a-brac etc

For more information, locations of your nearest recycling facilities or to download a poster visit; <http://www.bristol.ac.uk/environment/waste/recycling/accommodation.html>

A blue recycling bin is provided in your study bedroom and the recycling collection point in Hall is outside the Fry Wing late door and outside the front entrance, to the right. You are responsible for emptying your recycling bins. There are also food waste containers in brown boxes for your food waste from your kitchens. Significant energy and financial savings can be made if you turn off lights, computer monitors, TVs and Hi-fi equipment when not in use.

## **SECURITY**

Security in the residences is managed by the University's Security Services in accordance with a Service Level Agreement, further details may be found at:

<http://www.bristol.ac.uk/securityservices/safe/documents/hallssla2.pdf>

There are University Security patrolmen on duty throughout the night.

## **STORAGE**

Clifton Hill House provides storage for student possessions, subject to the student agreeing to the following provisions and on completion of a detailed storage content form:

- Possessions are not insured by the University, students are responsible for arranging own insurance.
- The University is not liable for any loss or damage to possessions howsoever caused.
- The University has no duty of care in respect of stored possessions
- Students must not store any flammable, dangerous or perishable items
- University staff can inspect stored possessions at any time and this may include forcing open suitcases or boxes if necessary.
- Any possessions not collected within six months, after leaving Hall, may be disposed of or sold without further notice. Students may be charged for any disposal costs and any proceeds after costs from a sale of goods will be donated to charity.
- Possessions may be stored in or moved to any storage space considered appropriate by the University at any time.

## **STUDENTS WITH DISABILITIES OR SPECIAL NEEDS**

There are a variety of adapted rooms available within the residences to meet the needs of most students. If you have a special requirement because of your health or disability please let please let the Student Support Administrator and the Accommodation Manager know and we will try to meet your needs. If you are disabled please ensure that you are aware of any special arrangements that are made for your evacuation in case of fire by discussing them with the Warden and the Senior Resident responsible for your area of the Hall.

## **TRANSFERS**

Students wishing to transfer between residences should complete and return a transfer form which they will find on the accommodation office website. No transfers will take place during the first two weeks of term. The accommodation office will contact students if a suitable room becomes available. Priority for transfers will be given to anyone who needs to transfer because of a health problem or a disability. A re-letting fee of up to £100 may be charged to cover the costs of administration, room cleaning etc.

Students wishing to transfer rooms within their own residence should contact their Student Support Administrator. No transfers will take place during the first two weeks of term. The Student Support Administrator will contact the student if a suitable room becomes available. Priority for transfers will be given to anyone who needs to move because of a health problem or a disability. A re-letting fee of up to £20 may be charged to cover the costs of administration, room cleaning etc.

## TRANSPORT

Bristol is a very congested city. The University Precinct is contained within the Kingsdown Residents Parking Scheme, therefore the majority of on-street parking in and around the Precinct is subject to local residents' residential permits, meters and/or time limits. There is also no student parking in the University Precinct car parks apart from disabled parking.

**Car Parking:** If you do have to have a car you must have a University residence car parking permit to use in the residences car parks only - permits are available from the Student Support Administrator. You will need to complete a [car parking permit](#) form. The cost of a parking permit is £150 for the session 2011-12. On completion of the form you will receive a parking permit sticker and magnetic fob. The permit will show the number of the parking bay and this permit should be displayed on your car windscreen at all times. Security gates secure entry and departure to the South Wing car park. If you are unable to park in your allocated space, please report the car registration details to Reception, the Senior Resident on duty or Security.

The forecourt in front of the main entrance is for the use of staff and access for delivery vehicles only. Please respect these restrictions as staff need access at all times to maintain the smooth running of the Hall.

**Bike Storage:** Bicycles may be brought and stored in our bicycle shed. Please complete a [Bike Shed](#) registration form and send to the Student Support Administrator at Clifton Hill House. You will be issued with a key to access the bicycle shed when you arrive at Hall. Please keep this key safe and for your own use. Bicycles cannot be stored anywhere other than in the bicycle shed and are not to be chained to the railings or brought in to the building. Insurance cover for bicycles is an optional extra under the mandatory insurance scheme you pay for with your first fee payment. It is not included in your standard insurance cover so we strongly recommend that you take out additional cover.

The University offers free bicycle safety checks at the University's Cycle Surgery. The surgery takes place on the Precinct during term time: <http://www.bristol.ac.uk/cycle-surgery>

**Free Bus:** The University provides a free bus service between Stoke Bishop and the Precinct on weekdays and Stoke Bishop to Bristol Temple Meads Station (via the Precinct) at weekends. Students in allocated accommodation can also use their bus pass on the Wessex Red 'U' services free of charge - see <http://www.bristol.ac.uk/university-bus>

## TELEPHONES

Each study bedroom has a telephone installed with its own extension number (the number is displayed on the notice board in your room). Internal calls within the University are available free of charge for both incoming and outgoing calls. External outgoing calls can be paid for using a Trust phonecard. Please ask at Reception for further information on these cards.

## TENNIS COURT & SQUASH COURTS

These are situated at the back of South Wing block and are for the use of CHH students. Please book the courts through Reception and you will be asked to leave your room key or Hall identity card in exchange for the keys to the courts. No other ball games are allowed. Your room key will be returned to you when you have finished use of the courts. Racquets and balls are also available from Reception, which are supplied by the JCR.

## **UNIVERSITY ACCOMMODATION RULES AND REGULATIONS**

As well as being a tenant of the University you are also a member of your Hall or House community. Every member has a responsibility to their community in return for the benefits they receive. You will be expected to abide by the University's Rules and Regulations for Students which you can find at <http://www.bris.ac.uk/secretary/studentrulesregs/> as well as the Residences Code of Conduct. The main requirements are outlined below:

### **BUS PASSES**

Bus passes are for use by the student named on the card exclusively. Any student who lends his or her bus smartcard or misuses it in any other way will face disciplinary action and may have their card revoked.

### **COMMUNAL LIVING**

Residents are expected to respect each other and as far as is reasonable promote the well being of the community. Disciplinary Action will be taken in the case of:

- Any violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language whether expressed orally or in writing, including electronically.
- 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.
- Excessive noise that causes a disturbance to other residents at any time of day or night.
- Any other behaviour that causes danger or distress.
- Failure to maintain the accommodation including any communal areas in a reasonably clean condition.

### **DAMAGE TO OR MISUSE OF THE RESIDENCE OR ITS CONTENTS**

Any student who wilfully damages, or allows his or her guest to damage the residence, its grounds or its contents may be subject to disciplinary action in addition to the requirement to pay for the cost of repairs or replacement as detailed in this Handbook.

Flyposting or displaying promotional material without permission 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.

### **DRUGS AND ALCOHOL**

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. In the case of drug misuse, we will take appropriate disciplinary action, which may include referral to the Police. 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.

Whilst alcohol is not illegal and its consumption, subject to the Licensing Act, 2003, is permitted in residences, 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 serious risk to health occasioned by the combination of drugs and alcohol is also emphasised. The University does not condone the misuse of alcohol and students who are found to be acting in an inappropriate manner under the influence of alcohol may be subject to disciplinary action. The University will take every precaution to prevent the sale of alcohol to under 18 year olds on its premises.

Any student who uses drugs or misuses alcohol will incur a disciplinary penalty which may include being required to attend a University approved drug and/or alcohol awareness course. The cost of the course will be charged to the student (£50 in 2011/12),

## **FIRE SAFETY**

You should note that propping open fire doors, blocking access or fire exits, damage to or misuse of fire alarms, fire-fighting equipment or detectors including the covering of smoke or heat detectors will be viewed as a serious disciplinary offence. Possible penalties will include fines or referral to the Pro Vice Chancellor for formal disciplinary proceedings. In addition students who endanger other students or damage fire-fighting equipment will be referred to the Police and may face eviction.

## **HEALTH AND SAFETY**

It is the intention of the University to maintain and to improve the health and safety of all its members. 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 the 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.
- Seek medical advice from a General Practitioner if he/she suspects any medical condition that may be study/course related.
- 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.
- On arrival at the University, make known to the Warden or Senior Resident in your Hall any circumstances or conditions that may affect their 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.

Any breaches of these Health and Safety requirements may result in disciplinary action. In particular any interference with fire safety equipment or setting of false fire alarms will be treated as a serious disciplinary offence and reported to the police.

## **SMOKING**

All residences are non smoking and students must not smoke in any bedrooms or communal areas inside the residence buildings. This includes all corridors, kitchens, bathrooms, WCs, common rooms, bars, music rooms, library, TV room. Anyone found smoking or allowing a guest or visitor to smoke anywhere in the residence will be subject to disciplinary action and/or prosecution under the Smoke-free legislation introduced in July 2007. The University has a Smoke Free Policy: <http://www.bristol.ac.uk/safety/policy/cop/smokingpolicy.pdf>, which all students must observe and this includes not smoking outside buildings where that might cause a nuisance.

## **DISCIPLINARY ACTION**

The Warden is authorised by the University Council to impose a penalty for any breach of the Residences' Code of Conduct. Any student in breach of the Code or guilty of any other misconduct as defined by the University's Rules and Regulations may incur one or more of the following penalties:

- 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;
- 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 Terms of Residence 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 enforced in the same way as any other financial obligations of students to the University. Financial penalties imposed by Wardens may be collected by withholding all or part of a student's deposit. Any student who does not wish to be dealt with by the Warden may ask to be referred to the University Disciplinary Committee

## **APPEALS**

There is no internal appeal against the serving of a notice to leave the residence. The student has the right to defend an application for possession in the County Court.

A student on whom a disciplinary penalty is imposed under section 3.3 of these Regulations 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.

## A Brief History of Clifton Hill House

Clifton Hill House was built between 1746 and 1750 as a most imposing semi-rural mansion of Palladian inspiration for Paul Fisher, a highly successful linen draper, a very wealthy merchant and ship-owner who participated in the slave trade of the time. However, he was described by his contemporaries as a benevolent man and a great benefactor for the poor of the community. He was most prominent in the foundation of the Bristol Infirmary in 1735.

At the height of his wealth, Paul Fisher employed Isaac Ware, the Palladian architect and designer of national renown and protégé of Lord Burlington. Ware was clerk of works to George II and most of his works were for private clients. His most famous surviving building is Wrotham Park, the plans of which appear in Soldi's portrait of Ware and his daughter. (A copy of this eighteenth-century painting now hangs in the Fisher Drawing Room at Clifton Hill House). Fisher chose Clifton for the building of his mansion, following the growing idea of the time, that the suburbs were preferable to, and more salubrious than, the bustling city. The design of Clifton Hill House appears in Isaac Ware's book *A Complete Body of Architecture* of 1756. There are some remarkable rococo ceiling carvings by the local craftsman Joseph Thomas, in the reception rooms and the main staircase. (The first stone cantilevered staircase in Bristol).



**Dr J. A. Symonds**  
1807 - 1871

In 1851, Clifton Hill House was bought by Dr John Addington Symonds, a well-known Bristol physician who was famous not only for his medical proficiency but also for his gift at entertaining the literary and artistic élite of his time. As his son quoted: "He was open at all pores to culture, to art, to archaeology, to science, to literature."<sup>1</sup> The house was filled with many distinguished and talented people like Lord Lansdowne, Jowett, Percival (Clifton College first Headmaster) and Jenny Lind, the celebrated Victorian singer, known as the *Swedish Nightingale*. She sang

several times at the Victoria Rooms, and in 1862 stayed at Clifton Hill House. She sang in what is now the Symonds Music Room. The pitch of her exceptional voice was such that it broke one fine crystal glass: "How very far away, seems the great drawing-room at Clifton Hill House, with Jenny Lind singing on so high a note that one of the fine Venetian glasses on my grandfather's mantelpiece fell shattered to small atoms!"<sup>2</sup> Others who stayed at the house were John Masefield, the Poet Laureate, and "Dame Clara Butt, the Bristol-born contralto, who gave a concert in 1920 to launch a fund for the equipment of the newly-acquired Manor House."<sup>3</sup>



**J.A.Symonds**  
1840-1893

When Dr Symonds died in 1871, the house passed to his son, John Addington Symonds, the poet, historian, literary and art critic. In her biography of Symonds, Phyllis Grosskurth wrote that Symonds is best known for his seven-volume 'Renaissance in Italy', but "his literary productivity was impressive: frequent reviews in the leading periodicals, 'Studies of Dante' and the 'Greek Poets', travel books, volumes of poetry and collections of essays."<sup>4</sup> Though his work is little read today, he was a leading participant in the literary culture of his time, an early enthusiast of Whitman and a friend of Robert Louis Stevenson, Henry James and Edward Lear." We know that *The Owl and the Pussy Cat* was written for Symonds's eldest daughter, Janet.

In 1877 the Symonds family, partly due to John's poor health, decided to emigrate to Davos in Switzerland. They returned briefly to Clifton in 1880 to empty the house, and unfortunately, to burn or bury many of the family possessions. Margaret Symonds, (Mrs Vaughan) wrote:

*"When the papers were done with, my Mother had her way with the busts of all those unlovely emperors and philosophers such as our grandfathers duly bought on their "grand tours" and stuck up in their halls or bookshelves to depress both themselves and their children with for ever after. My Mother had a large trench dug in the garden, and the busts were all wheeled down in wheelbarrows and put in the trench, and then the earth was shovelled in, and then my Mother got in herself and danced upon the earth. She was indeed an heroic young lady, for all that happened fifty years ago; and people didn't destroy their family trophies at that period, and certainly they did not dance on them."<sup>5</sup>*

It is worth noting that Symonds had been instrumental in the founding of Bristol University College and how pleased the family was when the house was finally sold to the University in 1909 for £5,500, and became the first hall of residence for women in the South West of England. In 1994, a large and little used ladies cloakroom was transformed to house all the remaining possessions of the Symonds family that were scattered in the House. A permanent exhibition with family photographs and memorabilia can now be seen in the Library at Clifton Hill House.



Four students at Clifton Hill House in 1911

In 1998 an International Symposium on John Addington Symonds - "The Private and the Public Face of Victorian Culture" - was held at Clifton Hill House. It brought together leading academics in the fields of 19<sup>th</sup> century art, literature and cultural history. In 2000, Macmillan Press Ltd published the Symposium papers edited by Dr John Pemble under the title: *John Addington Symonds. Culture and the Demon Desire*.



Clifton Hill House students in the musical "The Boyfriend"

The main garden at Clifton Hill House is of a traditional *patte d'oie* design. The layout that has not changed greatly since the eighteenth century, boasts several rare tulip trees. The oldest was planted for Paul Fisher over 250 years ago.

Callander House is an eighteenth-century adjacent house that was bought for £4,000 by the University in 1911, also from the Symonds family. It was extended in the 1920s, mainly thanks to the generosity of the Wills family. A new dining room was created on the site of the Stables and is now known as the Wills Reception Room.

In 1909, Clifton Hill House was opened as a "Women's Hostel", accommodating 15 young ladies. It is now a popular mixed hall of residence, housing a lively community of some 230 students from the University of Bristol. It is also well known for hosting conferences, civil ceremonies and special events in the restored rooms.

From 1988 to 2010, the previous Warden, Mrs Annie Burnside, implemented a major programme of restoration to eradicate the institutional feel of the buildings and to restore the Georgian House and other areas in keeping with its Palladian architecture.

In November 2004, Clifton Hill House was the winner of the London Georgian Group Architectural Awards in the category "Restoration of a Georgian Country House". This prestigious national award is held annually to assess the best restoration works across the United Kingdom, and attracted 87 entrants that year.

**Annie Burnside**  
Warden  
1988-2010

<sup>1</sup> John Addington Symonds, *Autobiography*

<sup>2</sup> Margaret Symonds (Mrs Vaughan), *Out of the Past*, (London, John Murray, 1925) p18

<sup>3</sup> E.E. Butcher *Clifton Hill House. The first phase 1909-1959*, (Bristol, Arrowsmith Ltd.)

<sup>4</sup> Phyllis Grosskurth, *The Memoirs of John Addington Symonds*, (Hutchinson, 1984) p13

<sup>5</sup> *Out of the Past*, op. cit, p187