

Brooksby Accommodation General Rules Transcript

Slide One - General Rules of the Halls

You have signed an Accommodation Licence Agreement indicating that you have read and understood the Terms & Conditions of the licence and you agree to abide by them.

Slide Two – Accommodation Deposit & Inventory

Your Accommodation, Deposit & Inventory form

Your accommodation deposit includes £250.00 for potential damages to your room, kitchen and communal areas during the year and/or loss of keys.

On your arrival you will be given an arrivals inventory form. You are required to complete it and return it to the Accommodation Team within your first week.

Your Accommodation, Departure Inventory & Deposit Refund

At the end of the year, the Accommodation Support Staff will conduct a departure inventory on your room and communal areas. Any damages/charges you have accrued will then be deducted from your £250.00 deposit before the remaining balance is refunded to you.

Slide Three – Accommodation Deposit Question

What happens to your Accommodation Deposit at the end of the year?

The Accommodation team throw a big party to say goodbye to me

The £250 is refunded minus any charges for damages you might have caused or loss of keys

Correct

Your money will be returned to you minus any deductions for damages that you have caused and/or loss of keys.

That's not right

Your money will be returned to you minus any deductions for damages that you have caused and/or loss of keys.

Sadly, the Accommodation Team don't get to throw a big party!

Slide Four – What about Accommodation fees?

Fees are paid in 3 different ways -

- **Termly** - which falls on the first day of each new term.
- **Monthly** - which falls on the 12th of each month.
- **Fully** - before or on move in day.

Slide Five – Arrival Inventory Question

Who conducts the arrival inventory?

My parents or guardians

I do

Accommodation Support Team

Housekeeping

Correct

It should be you who conducts the Arrival Inventory. However, if you require help, please ask the Accommodation Support Team.

It is not the responsibility of the Accommodation Support Team, Housekeeping or your Parents/guardians to conduct the arrival inventory.

That's not right

It is not the responsibility of the Accommodation Support Team, Housekeeping or your Parents/guardians to conduct the arrival inventory.

It should be you who conducts the Arrival Inventory. However, if you require help, please ask the Accommodation Support Team.

Slide Six – Health and Wellbeing

Your health and wellbeing are very important

Your Welcome Pack provides a leaflet with how to register with a GP and a Dentist.

The next few slides will go through how you can stay healthy during your time in the halls of residence.

Slide Seven – Health and Wellbeing Information

What must I do in the Halls to contribute to Health and Wellbeing?

1. Wash up, clean up and leave the kitchen clean and tidy as my flatmates would leave it for me.
2. Remove rubbish from my bedroom and dispose of it in the outside bin store.

3. Keep my bedroom clean and tidy.
4. Put food waste in the bin and dispose of out-of-date food that is in the fridge.
5. Put into practice what I will learn in the Food Hygiene Course. The Accommodation Support Team will notify you when you need to complete this course.

Slide Eight – COSHH

COSHH The Control of Substances Hazardous to Health

Hazardous substances can be found at home and in most workplaces and are covered under COSHH UK regulations regarding handling and use of hazardous substances in the workplace.

This includes in accommodation, so it is important for you to know of and understand the potential health hazards of certain substances.

Slide Nine – COSHH Part 2

COSHH The Control of Substances Hazardous to Health

The health risks from hazardous substances are many and varied, for example, infections caused by bacteria and viruses, allergies, poisoning or toxic effects. Eyes can become damaged from foreign bodies such as dust, flying particles or chemicals.

Hazardous substances can cause both immediate and long-term health problems. For example, a cleaner splashing bleach on their skin could cause a burn or inflammation of the skin or use of aerosols could cause an asthma attack. However, a splash in the eye could cause permanent eyesight damage.

Slide Ten – COSHH Part 3

Hazardous substances often contain warning labels to indicate the risk of using the substance. Select the symbols below to find out more.

Irritant - Skin and eyes

Respiratory – Asthma and longer term issues

Flammable - Can catch fire easily

Toxic – Poisonous on skin, eyes or if ingested

Corrosive – Can burn skin

Gas Under Pressure – May explode if heated

Slide Eleven – COSHH Part 4

COSHH The Control of Substances Hazardous to Health

So long as cleaning substances are used sensibly and appropriate precautions are taken such as wearing gloves; generally, they should cause little or no adverse effects to the user.

Slide Twelve – Food Hygiene

- Food hygiene checks are conducted weekly - fridges are checked for out-of-date food which will be disposed of.
- No metal containers are to be used to store food in fridges.
- Leftover food must be covered and labelled with the date you put it in the fridge.
- Any leftovers must be eaten within 3 days.
- Defrost food in the fridge and label it with the date you took the food out of the freezer.

Food Hygiene Key Facts

Bacteria starts to grow and multiply on food after 10 - 20 minutes.

To keep it fresh, store correctly in the fridge and consume within the Use By date.

Slide Thirteen – Kitchen Inspections

Conducted weekly, the level of cleanliness is checked. Make sure there are **no dirty dishes**, and that **floors and counters are clean**.

If you fail your inspection, you will be asked to rectify it by 10:00pm that night.

Anything after this will be removed/disposed of such as dirty dishes for your health and safety.

If the kitchen is highlighted as a concern and no changes are made, a communal charge will be made of £5 per student for the deep clean required to get it back up to standard, you will be notified of this prior.

Slide Fourteen – Living Together Part 1

Living Together

For many of you it is the first time you will be away from home. It is important that when you live with others you conduct yourself respectfully by behaving in an appropriate manner.

It is about finding a balance

Slide Fifteen – Living Together Part 2

If you are worried, here are some tips to ensure you are a good flat mate.

1. If you have cooked your dinner, it is expected that you wash your dirty pots and clean up after yourself after you have eaten. For a clean & healthy living environment you would expect this of your flatmates also.
2. Negotiate with your flatmates how you will label your fridge food and which drawer you have in the freezer. This prevents possible future disagreements where you might find you've used someone's milk or eaten their cereal.
3. Do not take other residents' food, pots, or gadgets without first asking first.

Slide Sixteen – Living Together Part 3

Living Together

You are also expected to save energy as and where possible by turning things off such as the lights. (Select the switch below to turn off the lights now!)

Slide Seventeen – Locking the bedroom door

It is important to keep your bedroom door locked.

To keep yourself and your belongings safe and prevent potential theft. It will also stop strangers wandering in.

Remember to keep your student ID and keys on you at all times, as entry from either cleaners, maintenance, or support team will mean it is locked behind us.

Slide Eighteen – Items not permitted in the halls

There are some items that you are not permitted to have in your hall room.

Select the four items which you think you're not allowed:

Wireless router

Catapults

Laptop

Sharp Weapons

Fireworks

TV

Correct

That's right. You're not permitted wireless routers, fireworks, catapults, or sharp weapons in the halls of residence. Here are a few others that you're also not permitted to have:

Imitation or real firearms

Incense sticks

BB Guns

Candles

E-Scooters

LED lighting

Plug-in air fresheners and diffusers

Alcohol

That's not right

You're not permitted wireless routers, fireworks, catapults, or sharp weapons in halls of residence. Here are a few others that you're also not permitted to have:

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Incense sticks

BB Guns

Candles

E-Scooters

LED lighting

Plug-in air fresheners and diffusers

Alcohol

Slide Nineteen – Pets

What about pets? I hear you ask.

You are not permitted to have pets or animals in the Halls of Residence; the only exception being support animals.

Any support animals will need to be approved by the Head of Accommodation, along with information from a medical professional working with you.

Slide Twenty– Car parking and on site driving

You have signed an Accommodation Licence Agreement indicating that you have read and understood the Terms & Conditions of the licence and you agree to abide by them. This included Parking Regulations.

Students can only park in the main student car park. If you are dropping or picking items up from your room, you are able to park closer for 15 minutes, but you need to make accommodation staff aware of this to avoid towing.

Slide Twenty one – Car Question

If you wish to bring your car to college and park it within the grounds of the Halls, what should you do?

Not bother, park outside the halls

Contact the Accommodation Team to get a parking permit

Just park in the Halls, it doesn't matter if I don't have a permit

Sell your car, buy a bike. Everyone cycles now.

Correct

If you have a car and would like to park it in the Halls of Residence you must get a parking permit from either the Accommodation Team or Student Services at the college and display it in your car.

That's not right

If you have a car and would like to park it in the Halls of Residence you must get a parking permit from either the Accommodation Team or Student Services at the college and display it in your car.

Slide Twenty Two – Car Question 2

What do you think the maximum speed is at which you should drive on the college grounds?

50 miles per hour

10 miles per hour

5 miles per hour

20 miles per hour

Correct

The maximum speed you should drive on the college grounds is 5mph.

This is for the safety of yourself and others around you, so ensure you are responsible.

That's not right

The maximum speed you should drive on the College grounds is 5mph.

This is for the safety of yourself and others around you so ensure you are responsible.

Slide Twenty Three – Car Question 3

When you drive your vehicle on the college roads, which of the following are required?

Select as many as you think are correct:

Wear a seat belt

Adhere to normal road traffic legislation

Have valid insurance

Have a valid MOT certificate

Correct

When you drive your vehicle on the college roads, you are required to: wear a seat belt, adhere to normal road traffic legislation, have valid insurance and MOT certificate.

That's not right

When you drive your vehicle on the college roads, you are required to: wear a seat belt, adhere to normal road traffic legislation, have valid insurance and MOT certificate.

Slide Twenty Four– Disciplinary Information

Why might you face disciplinary procedures?

Obviously being such a well behaved student, it will be highly unlikely that you will face disciplinary procedures.

However, you need to be aware of some of the occasions that could result in this.

Select the arrow to see some examples.

If you are drunk and disorderly.

If you are in possession, holding, consuming or have any association with any form of illegal substance, paraphernalia or alcohol.

If you make unnecessary noise that disturbs other residents at any time of the day or night.

If you bully or harass fellow students.

If you tamper with Fire Safety Equipment. Including covering smoke detectors, misuse of fire doors and deliberate release of the emergency release buttons on entry/exit doors and gates.

Slide Twenty Five – Results

Congratulations, you passed.

You did not pass, try again.