



# **COMMUNITY AND RESIDENCE HANDBOOK**

**2010 - 2011**



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## Welcome Letter

Dear Student,

Welcome to Ruskin. We are pleased that you have chosen to study and learn with us. We are proud of our ability to provide on-site residential accommodation. We recognise that residence plays an important part in student life and that it can significantly enhance academic performance. We hope you will accept the opportunity offered by life in the residential community and be prepared to contribute towards it.

Please read the rest of this document before you start here. It has been drawn up to assist you in understanding the details of residential life at Ruskin and outlines the facilities which are available to you. It is also intended to serve as an indication of our expectations of you as an integral part of the residential community. As a result it contains some 'shoulds' and 'musts'. These rules have been developed throughout long experience of running a residential college and are there to help everyone in the community.

With the resources at our disposal we do all that we can to ensure that furnishings are of an acceptable standard and that the College generally is kept in good decorative order. The College is your space. Please respect and care for it so that you and others can be as comfortable as possible here.

We hope you enjoy your experience at Ruskin.

**Chris Wilkes**  
General Secretary

## 1 STUDY BEDROOMS

- 1.0 The College operates a strict **NO SMOKING** policy in all College buildings. Failure to comply with this policy will result in disciplinary action. Any student found smoking in their room will be charged the cost to cover deep cleaning of the room. Smoking in public buildings is also illegal and a serious fire hazard.
- 1.1 It is important that you should note that the offer of a residential place at Ruskin means that you are asked to commit yourself to residential status throughout the duration of the academic year.
- 1.2 Students who wish to change from residential to non-residential status during the academic year must write to the General Secretary. This will then be considered on merit, by the General Secretary, after consultation with the appropriate tutor, but will only be agreed to in exceptional circumstances.
- 1.3 All study bedrooms, along with family accommodation, are allocated on the basis of **full-time** students only. Should students for whatever reason change their status from full-time to part-time, any licence agreement is automatically terminated.

**Although residential students will be guaranteed a room during term-time throughout the academic year, there is no guarantee that it will be the same room throughout that time. There may be a requirement to move room and/or site if the College deems it necessary to ask you to do so.**

- 1.4 If a student leaves residence before the end of term, a refund for that term will not be available and full residence and catering fees will be payable by the student (see Tuition Fee Policy). It is important that subsequent changes of address are notified in writing to the Academic Registrar, or relevant Academic Group Administrator of your academic group (Helen Williams for Humanities and Social Science, Liz Mathews for Law and Trade Union Studies or Maureen Wright for Social Work and Youth and Community Work). This is an essential requirement for communication purposes. (Also see 1.29 **Addresses**.)
- 1.5 **STUDENTS ON PLACEMENT**  
Separate consideration will be given to those students who are likely to be on *bona fide* practice placement. As far as it is practically possible, students so affected should notify the Wardens and the Academic Registrar as to the location and duration of such placement prior to the commencement of each term.
- 1.6 Each student is responsible for keeping his or her own room in order. The allocation of rooms is the responsibility of the Warden and Assistant Warden and no changes can be made without prior consent (see below). It is necessary for the College to know at any given time the name of the regular occupant within each room, both for up-to-date rooms list purposes and fire regulations. For this reason name cards are placed on doors and these should not be removed.

## **1.7 ROOM MOVEMENTS**

Prior approval for moving rooms must be made with the Warden or Assistant Warden. An administrative charge of £10 is applicable in respect of each room move.

- 1.8** The College reserves the right of reasonable daily access to rooms during working hours and, additionally, in the event of emergency situations as perceived by the College. If access is denied without good reason, the College reserves the right to charge to the student any costs incurred to the student in effecting entry and this may result in disciplinary action being taken.

## **1.9 ROOM KEYS**

Room keys are issued to students on arrival at the commencement of each term and are subject to a £15 key deposit. Keys will NOT be issued without this payment. They must be returned by 10am on the last day of each term, at which time the deposit will be refunded. The College reserves the right to charge for 'lost' keys and changing the locks (the current charge is £15 per key) (see also 1.24 **Vacating Rooms** and 4.0 **Security**).

- 1.10** Keys are collected from the Warden or Assistant Warden at the relevant site on the first day of each term at the times stated in your Joining Instructions letter. These hours will be strictly adhered to. Any keys not collected during specified times will not be issued until the following day unless prior arrangements have been made with the Warden or Assistant Warden at the site concerned. Late arrivals are therefore responsible for making their own overnight arrangements. (Also see 1.26 **Storage**.)

- 1.11** Keys will not be issued to anyone other than the designated room occupant.

- 1.12** Student rooms include basic items of furniture and equipment. On arrival, each student will be required to check and agree the inventory displayed in his/her own room. Additional items of furniture should not be introduced. The occupant is responsible for any damage caused by him/her or by guests to College property in his/her room and under no circumstances are items to be removed from rooms without prior approval. If property is damaged, items removed, or the room is left in an unreasonable state, the College will charge for the cost of repair/replacement/rectification at current market rates plus a 10% levy to cover administrative costs. The onus for checking that the inventory is correct rests with the room occupant. Any initial discrepancies should be immediately brought to the attention of the Warden or Assistant Warden at the site concerned. Failure to do so will, in all likelihood, lead to a charge being made to the individual student in respect of missing items.

- 1.13** On no account are items such as bottles or cartons to be placed on external window ledges, since they may pose a serious hazard for passers-by.

- 1.14** No pets of any description are allowed in rooms at any time. No animals whatsoever are allowed within any College premises, the only exception being assistance dogs with disabled owners.

- 1.15** Pinboards are provided within rooms for posters.; Under no circumstances are posters/stickers to be fixed to walls or doors. The College reserves the right to remove any items which are attached anywhere other than on pinboards; the cost of removal/decoration will be chargeable to the student. Tampering with the contents of pinboards (eg. the defacing of posters) or the display of comments/material of a racist, sexist or abusive nature will be regarded as a disciplinary issue. Students displaying

materials on public noticeboards are required to sign their name at the bottom of the notice(s). The College reserves the right to remove any material which is not 'owned' in this way.

- 1.16 Rooms must not be decorated without the prior permission of the Wardens.
- 1.17 Names of current study bedroom occupants are affixed to doorplates and are **not** to be removed. This is a requirement under Health and Safety provisions.
- 1.18 Subletting of rooms, houses or flatlets to either College or non-College members is not permitted under any circumstances.
- 1.19 Ground floor windows are fitted with window locks for the safety of all residents and you are required to keep these secure. Any damage to a window lock must be reported to the Warden or Assistant Warden immediately. (Also see 4 **Security**.)

#### 1.20 **OVERNIGHT GUESTS**

All overnight guests are to be signed into the Visitors Book (located in reception) by the host student. This information is a mandatory requirement of fire regulations. Breach of this regulation will be regarded as a serious matter by the College authorities and is likely to result in disciplinary action against the student concerned. Host students should be aware that they will be held responsible for the conduct of their guests whilst on site and that a guest may be instructed to leave if their behaviour falls below an acceptable standard. The **maximum** period allowed under this arrangement is three days in a term. Students who would like guests to stay with them during the vacation periods must have this agreed in advance by the Warden or Assistant Warden. Abuse of this concession will lead to disciplinary action against the host student. Periods exceeding three days must be paid for at the commercial rate, as will vacant rooms allocated to guests for any length of time.

#### 1.21 **CHILDREN ON SITE**

Any child or young person under the age of 18 years who is brought onto site **must be properly supervised at all times** by a parent or carer with parental rights or acting with the express permission of the person or body holding parental rights. This applies also to any child or young person who lives with their parents on College premises.

**Children are not permitted to use or gain access to areas that may contain potential hazards. These areas include the computer room, College kitchens and maintenance workshops.**

Failure to comply with this regulation will result in disciplinary action in the event of problems occurring. The College reserves the right to report any concern about a child's safety or wellbeing to the appropriate authorities. This would be discussed with the parent or carer in advance, where reasonably practicable without prejudicing the safety of the child in question.

#### 1.22 **CLEANING**

Rooms are cleaned regularly. Please respect the cleaners' responsibilities and cooperate in making the College/Hall a pleasant place to live for all residents. Cleaners will normally expect to access all rooms on a daily basis. This is part of our Health and Safety practice.

### **1.23 LAUNDRY**

Pillows and duvets are provided by the College. Students should note that they must provide their own bed linen, i.e. sheets, pillowcases and duvet covers, and are responsible for laundering their own linen (see 3.2 **Launderettes**). Any linen brought into the College must be of fire retardant quality. In exceptional circumstances the College can make linen available, for which a charge of £20 will be payable in advance. Laundry facilities will be available throughout the week. If students are found to be using mattresses without sheets or suitable covering, the Warden and Assistant Warden reserve the right to remove mattresses without further notification until suitable arrangements are made with regard to linen.

### **1.24 VACATING ROOMS**

Outside of term time the College premises are used for short courses, conferences and other events. This is necessary both to advance the purposes for which the College exists and to supplement its income to maintain the viability of the College. You will have been asked in your Joining Instructions if you would like to stay in your room on a residence-only basis during the Christmas and Easter vacation period. If you have chosen not to be resident you must vacate your room by 10am on the Saturday after the last day of each term. Accommodation cannot be guaranteed for any student but will be allocated according to need (e.g. disabled access) and thereafter on a first come, first served basis. Over the summer vacations between the years of a course or courses, i.e. where you will be a registered full time student at Ruskin both before and after the break, you may be offered the opportunity to rent a room in College, for which you will be expected to pay in advance. This is a privilege, not a right, and cannot be guaranteed, although every effort will be made to help those such as care leavers who may not have an alternative address. Students who owe money to the College will not be able to be resident during the summer vacation. Once your course of study has been completed, you will no longer have a right to reside on College and will be required to vacate your room by 10am on the Saturday after the last day of each term. The College is unable to meet this need or to find alternative vacation accommodation on behalf of individual students. The responsibility rests with the student directly and the matter is not negotiable. It is therefore important that you make alternative arrangements at an early stage.

**1.25** Rooms must be cleared and vacated no later than 10am on the Saturday after the last day of each term. If not vacated by the designated time the £15 key deposit will be automatically forfeited. Disciplinary action against the student concerned may also result and a nightly charge will be applied.

### **1.26 STORAGE**

There is limited storage available for suitcases, trunks and other items by arrangement. See the Warden or Assistant Warden about this, but note that it cannot be guaranteed.

**1.27** Access to storage areas at the start and end of each term will only be at specified times set down by the Warden or Assistant Warden. These times will be prominently posted on centrally located notice boards, and/or the Warden's Office. Students requiring access outside of published times must make prior arrangements with the Warden or Assistant Warden.

**1.28** In all instances, storage of property is strictly at the owner's risk. It is regretted that the College is unable to offer a facility for the storage of personal possessions beyond the end of any academic year. It is the responsibility of individual students to ensure that all such items are removed from site at that time; the College will accept no

responsibility for any items which remain and reserves the right to dispose of them as appropriate, should they remain unclaimed within three months. Storage facilities cannot be offered to former students who are no longer members of the College.

## **1.29 ADDRESSES and NEXT OF KIN**

It is important that College records should be accurate at all times.

### **a) Addresses**

Any change of address or of emergency contact details should be reported promptly and vacation addresses notified at the end of each term to your Academic Group Administrator (Helen Williams, Liz Mathews or Maureen Wright).

### **b) Next of kin**

Next of kin should be reported to your Academic Group Administrator (Helen Williams, Liz Mathews or Maureen Wright).

## **2 CATERING**

**2.1** The 'catering' element of the Residence and Catering fee entitles Walton Street residents students to 15 meals per week during term-time. This comprises each weekday: continental breakfast, lunch and an evening meal. No meals are provided at weekends. A brunch meal will be served on the two Bank Holidays in May (times to be notified). No evening meals will be provided on those two days. Meals are not transferable to any other person and refunds are not available for missed meals. Students will not be permitted to live at Walton Street on a 'residence only' basis. Students who live at Ruskin Hall will be on a 'residence only' basis. Ruskin Hall residents will be able to purchase lunch/dinner tickets from Walton Street Reception, if required (see 2.6 Casual Meals).

### **2.2 MENUS**

Menus are changed weekly and are displayed both in foyer areas and outside the dining rooms at Walton Street. Current meal times are:

Monday – Friday	Breakfast	8.15am – 8.45am
	Lunch	12.45pm – 1.45pm
	Dinner	6.00pm – 6.45pm

Please try to arrive promptly for meal times. The dining-rooms close 15 minutes after the end of lunch and dinner.

### **2.3 SPECIAL DIETARY REQUIREMENTS**

Special dietary requirements arising from belief systems and medical need are catered for. Individuals should make their needs known to the chefs at each site as soon as possible after arrival. (Please see also 2.11).

### **2.4 COLLEGE MEMBERSHIP CARDS**

Cards are issued to students once they have registered at the start of term. They are marked according to status (e.g. residential catered, residence-only, non-residential). For a student who has paid residence and catering fees, a card will be issued and marked 'RES CAT' and is only valid if authorised by the Academic Registry. The card

must be produced on demand when collecting meals at either site. The College reserves the right to refuse or charge for meals in any instances where the card cannot be produced. Replacements for lost cards are chargeable at £5 each.

## **2.5 PACKED LUNCHES**

If a packed lunch is required it is **essential** that this request is made directly to the lunchtime chef **on the previous day**.

## **2.6 CASUAL MEALS**

Non-residential students can buy tickets for meals at Walton Street from Walton Street Reception. The cost of the meals will be:

Breakfast:	£2.80
Lunch:	£3.50
Supper:	£5.70

**2.7** Footwear must be worn at all times in the dining-room.

**2.8** Students are not allowed within the servery or kitchen areas of the dining-room.

**2.9** The dining-room should be vacated promptly after designated meal times in order to allow cleaning to take place.

## **2.10 DIETARY REQUIREMENTS**

Those students with particular dietary requirements arising from a medical condition or belief system or/and students on placement who cannot make meal times will be allowed to apply to opt out of meals. A student with a particular dietary requirement preventing her/him from eating in College must in the first instance discuss the matter with chef, to find out whether the particular need can be met by special arrangement. Only after the above procedure has been followed may application for exemption, supported by the necessary evidence, be made to the General Secretary, whose decision is final. Where the need arises from a medical condition, the student concerned will be required to provide full written evidence from a medical practitioner prior to the commencement of any term or as soon as practicable after the condition develops. Refunds for opting out of meals cannot be retrospective and can only apply from the beginning of the term following approval, except where an unforeseen medical condition develops during term.

**2.11** Should all choices on the menu for a particular meal be genuinely not to an individual student's taste, this fact should be communicated to the chef as early as possible on the day for which the menu is planned. It may then be possible to provide an alternative meal (e.g. an omelette or salad). A vegetarian option is provided at all meals.

## **2.12 FOOD REPRESENTATIVES**

Walton Street resident students are requested to elect a Food Representatives from amongst their number, to liaise as and when necessary with the chef to discuss issues of menu content and other concerns.

## **2.13 STUDENT KITCHEN PROVISION**

Walton Street is not fully equipped with full self-catering facilities. Kitchens at Walton Street in residential blocks are intended for weekend or other occasional use, and are equipped with microwave ovens. Students are expected to provide their own items of

kitchen equipment, e.g. saucepans. The College accepts no responsibility for food cooked by students. Deep-fat frying is a fire hazard and strictly forbidden at both sites. Students living at Ruskin Hall will have full self-catering facilities. Students at Ruskin Hall will need to provide their own crockery and cutlery. The College will provide pans.

**2.14** All meals served within the dining room should be eaten in situ. Under no circumstances, other than in cases of genuine illness, are meals to be taken from the dining-room.

### **2.15 CUTLERY AND CROCKERY**

Items **must not** be removed from the dining rooms. Students are expected to provide sufficient crockery/cutlery for their own requirements in the residential blocks.

## **3 GENERAL FACILITIES**

### **3.1 IRONS**

and ironing boards are available at each site. The Warden or Assistant Warden can advise on where these are located.

### **3.2 LAUNDRY FACILITIES**

are available at each site, providing washing and drying facilities. The use of laundry facilities at Walton Street will incur a modest cost.

### **3.3 PAYPHONES**

are located in each residential block and in public areas of the various College buildings. Incoming/outgoing calls for students will not be channelled through the main College switchboard, other than in genuine cases of emergency.

### **3.4 RECYCLING**

will be undertaken by Oxford City Council by sorting the waste deposited in normal waste bins in bedrooms around the College. In addition, recycling bins may be provided. Please help us to follow a policy of reuse, repair, recycle and look out for more information about this.

### **3.5 MAIL**

Incoming student mail will be placed in individual pigeon holes at least once daily, Monday to Friday. It is regretted that outgoing personal student mail cannot be handled by the College unless pre-stamped. Postage stamps are not available for purchase from the College.

### **3.6 CAR PARKING**

Resident students are not allowed to bring cars, motorcycles or any other motorised vehicles to either College site. There are disabled parking spaces along the side of the Walton Street building on Worcester Place and a disabled bay at Ruskin Hall for those who display the evidence of entitlement to use them. During building works at the Ruskin hall site, parking will be extremely limited. If a non-residential student has an exceptional case for needing to bring vehicles to College, they should write to the General Secretary ([cwilkes@ruskin.ac.uk](mailto:cwilkes@ruskin.ac.uk)) in advance of term starting.

**3.7** The parking bays which exist under the dining-room block at Walton Street are **strictly for official College visitors, and approved staff bookings only (including at weekends). Disciplinary action will be taken against any student found to be using these without permission.**

### **3.8 BICYCLES**

Bicycle sheds exist at both the Walton Street and Ruskin Hall sites. A key can be obtained from the Warden or Assistant Warden on payment of a refundable £15 deposit. College members leaving their bicycles in these areas are strongly advised to take additional precautions (e.g. bicycle locks) to secure their possessions, and not to rely solely on the door locks. Cycle storage is strictly at the owner's risk and the College cannot accept responsibility for loss or damage, however sustained. Under no circumstances may bicycles be left in rooms, corridors or hallways, on walkways or lawns at College sites, since this contravenes fire regulations and may present a trip hazard.

### **3.9 NON-RESIDENTIAL STUDENTS**

A limited number of lockers for non-residential students are available at Walton Street. Keys are available from the Warden or Assistant Warden on payment of a £5 deposit, refundable on the return of the key. Non-residential students are entitled to use the dining room facilities at Walton Street by purchasing meal tickets as above (see 2.6). Common Room facilities are for the use of all students.

### **3.10 BOOKINGS FOR LECTURE ROOMS, SEMINAR ROOMS AND HALLS**

Requests for room usage for any purpose during the day in term-time, and for evening and weekend bookings, should be made to the Short Course Office at Ruskin Hall in the first instance. Bookings are accepted only at the discretion of the College and must be approved by the Principal and by the Premises and Health and Safety Manager who may require additional security measures be put in place and paid for. Your attention is drawn to the College Code of Practice on Freedom of Speech and Use of College Premises which is fully detailed separately in the College's *Learning and Support Handbook*.

### **3.11 RECREATIONAL FACILITIES**

Some games and other leisure facilities are located in the Student Common Room at Walton Street. Further facilities can be requested through the student amenities fund, on initial application to the Ruskin Student Union.

**3.12** Ball games must not be played near the buildings as windows can easily get broken and cause a Health and Safety hazard.

**3.13** The College has entered into a partnership arrangement with Oxford City Football Club to make sporting and gym facilities available to both male and female students on a regular basis. The Sports Officer of the Ruskin Student Union has more information. The College also has an arrangement with the University of Oxford for the use of squash courts at its Iffley Road centre. These are bookable in advance directly with the Enquiry Office at Iffley Road (Tel: 01865 240476). Additionally, the College has made some arrangements for the use of sports facilities by Ruskin students at Oxford Brookes University in Headington. This is conditional upon registration at Brookes as a Community Member, on payment of a reduced tariff. Thereafter, moderate charges are levied on a 'pay-per-play' basis. The number of Community Memberships available at this preferential rate is limited; students intending to take up this facility should therefore make enquiries at the Oxford Brookes Sports Office, tel. 01865 484373 at the earliest opportunity, but not before 4<sup>th</sup> October 2010.

### **3.14 TELEVISION SETS**

A television set is located in the Student Common Rooms at Walton Street. Students are particularly asked to note that the College TV licence does not cover mains-

operated sets located in study bedrooms. Such licences are the responsibility of individual students. Please turn off the television and the lights if you are leaving the Common Room empty behind you at any time of day or evening.

**3.15** Ruskin College students are entitled to apply for membership of the Oxford Union Society, which has a range of recreational and intellectual facilities. Details will be available from the Ruskin Students' Union (RSU) during Induction Week.

### **3.16 OXFORD UNIVERSITY FRESHERS' FAIR**

Oxford University Students' Union (OUSU) organises a 'fair' in October each year for all new students. There are stalls for all those clubs and societies within the University which you are able to join, and this is an excellent opportunity to find out about the activities and amenities available to you. The RSU will provide you with more information on this.

**3.17** Ruskin students are also encouraged to establish their own activity groups. Recent examples have included students interested in music, film, Scrabble, poetry and gardening. A member of staff will be available to help organise activities or outings if desired. A film is shown in the College on one evening a week in term-time at Walton Street.

## **4 SECURITY**

### **4.1 RUSKIN COLLEGE, WALTON STREET**

The front door is normally locked at 5 pm, after which time entry and exit should be made by the Worcester Place side entrance. A programmable door keypad allows access and you will be given the access number on arrival. Any change of number will be communicated to College members. The administrative corridors are kept locked after the close of each working day.

### **4.2 RUSKIN HALL**

Entry to residential blocks at Ruskin Hall is subject to access by keypad, the number of which will be made known to residents and, again, may be changed from time to time at the College's discretion. External and internal fire doors must never, under any circumstances, be wedged open as this constitutes a fire hazard. It is a disciplinary offence to do this.

### **4.3 PERSONAL POSSESSIONS INSURANCE**

Whilst the College has a composite insurance policy, this does not extend to personal possessions. It is the responsibility of individual students to secure their property as far as is reasonably practicable, e.g. by ensuring that study bedroom doors and windows are kept locked when unattended. The College cannot accept liability for thefts/loss or damage to personal property. Students are therefore strongly recommended to take out personal possessions insurance at the start of the academic year. Details are available from the Warden or Assistant Warden if you do not already have your own cover.

**4.4** Theft is often of an 'opportunistic' nature. For this reason, along with personal security considerations, it is not felt appropriate to display details of room listings in public areas. You should be especially vigilant at the beginning of each term when sneak thieves could take advantage of the numerous comings and goings. Never allow anyone you do not know to follow you into College or into a residential block. This is known as 'tailgating'. Let them go ahead of you instead. If they know the number,

they are a *bona fide* visitor. If not, politely refuse to let them in or perhaps go away for a while and return a few minutes later.

**4.5** It is emphasised that the general security of the College is a matter of collective responsibility. All College members are entitled to make a polite approach to those who appear to be strangers and enquire as to the reason for their presence within the College, particularly outside daytime hours. Do not feel embarrassed about this; any honest person will applaud your good sense! Should anyone be seen to be acting suspiciously, then the security staff/Wardens or any other available staff member should be contacted immediately so that appropriate action can be taken. You will never be accused of wasting staff time – better to be safe than sorry.

#### **4.6 INCIDENTS**

Incidents should be recorded in the Accident/Incident Book which is kept within the main reception office at Walton Street and in Smith House at Ruskin Hall. Examples of items which should be logged are cases of petty theft, intruders, or individuals perceived to be acting suspiciously. Dates and times should be recorded, together with as full a description as possible.

### **5 HEALTH AND SAFETY**

#### **5.1 FIRE REGULATIONS**

Residents are particularly urged to acquaint themselves with the arrangements in the event of fire and to learn the position of fire extinguishers and emergency exits. Notices detailing location of assembly points are displayed in all study bedrooms, kitchens and public areas, and are not to be removed. Fire practices will be conducted from time to time. The co-operation of all College members is expected in evacuating buildings. Failure to respond to the fire alarm is regarded as a serious disciplinary matter and appropriate action will be taken against those who do not respond.

#### **5.2 FIRE EXTINGUISHERS**

These are regularly checked and are not to be removed from their mountings unless for use in fire emergency situations. Extinguishers should never be used as door stops and those fire doors which are not magnetically controlled must not be wedged open. Such infringements are subject to the College's disciplinary code as they constitute a serious fire hazard.

#### **5.3 ELECTRICAL SAFETY**

The regulations of the Fire Authority strictly forbid the use in multi-occupied premises of supplementary forms of heating by portable equipment (e.g. electric fires) or of cooking equipment (e.g. kettles and toasters) in study bedrooms. For this reason, and on economic grounds, the introduction by residents of any form of supplementary heating or cooking equipment into study bedrooms is strictly forbidden. Any such appliances may be removed by the College without further notification.

#### **5.4 PORTABLE APPLIANCE TESTING**

Under the provision of the Electricity at Work Regulations, all items of College equipment are regularly tested by an approved electrical contractor. However, should students introduce their own items of portable equipment then the responsibility for compliance with the provisions of that test lies with the individual student, not the College. **Any student wishing to bring permitted electrical equipment to site must contact the Warden or Assistant Warden who will arrange for such**

**equipment to be tested by a competent person. A small charge per appliance will be applied. Any item failing the test will not be permitted on site.**

## **5.5 ELECTRICAL EQUIPMENT**

Electricity is potentially lethal. It is your responsibility to ensure that all your personal electrical appliances are in safe, working condition. The College accepts no responsibility for itself, its employees or others for any injury or loss of property which results from the use of your faulty appliances or from your misuse of electrical installations or wiring. You must not tamper with the electricity supply or electrical equipment provided by the College, including changing the rating of a fuse. Please do not transfer plugs from College equipment to your own appliances or you will be charged for the replacement of the plug. You are reminded that leads should not be left where someone might trip over them, nor should they be laid under the floor covering.

**Should you have any problem with the electrical supply or equipment, please advise the Warden or Assistant Warden immediately.**

## **5.6 DRUGS POLICY**

Controlled drugs, of whatever category, are strictly forbidden anywhere on Ruskin's premises. Information is available on the Counsellor's pages of the Intranet to direct you towards appropriate drug and alcohol support agencies should you find yourself at risk of slipping into misuse. The College has an arrangement with Thames Valley Police for on-site testing and will not hesitate to use it if allegations of drug use are received, as well as on a regular spot check basis. On the few occasions when drugs have been present at Ruskin, students have always known about it long before staff. Please be prepared to tell a member of staff if you have suspicions of this kind. If you try and protect a fellow student, you prevent them from getting help and they may also end up tempting others into developing an addiction problem. Help us to stamp out any problems at the earliest possible stage - it's best for everyone at Ruskin.

## **5.7 SMOKING POLICY**

The College Smoking Policy is kept under continuous review by the Health and Safety Committee who have due regard to the Health and Safety Commission Code of Practice. **ALL** buildings at Walton Street, Ruskin Hall and Stoke House have been designated 'No Smoking' areas, as has the courtyard at Walton Street. It is a disciplinary offence to breach this rule and constitutes a serious fire and health hazard.

## **5.8 SMOKE DETECTORS**

Students should be aware that the integrated heat and smoke detection equipment in bedrooms and elsewhere is very sensitive and smoking or making toast in unventilated study bedroom areas (neither of which is allowed) is extremely likely to trigger the fire alarm, causing considerable disruption and annoyance to other residents. Joss sticks and candles have the same effect, and again, are not allowed on health and safety grounds. Should the fire alarms sound, **do not** attempt to turn off the smoke detector. The heat and smoke alarm systems cannot be turned off in the way domestic appliances often can. To attempt to do so will only compound the problem, resulting in an engineer's call out-charge which will be passed on to any individual who tampers with the installation. Under no circumstances are smoke detectors to be covered or interfered with. If on room inspection coverings are found to have been placed on detection equipment, this will be treated as a serious disciplinary issue.

## **5.9 ROOF AREAS**

Other than the two patio areas above the Library and Student Common Room (both at Walton Street), **all** roof areas including walkways and balustrades are strictly **out of bounds** to student members. The College cannot accept any liability whatsoever if this regulation is contravened. Such contravention is subject to disciplinary procedures. It is also forbidden to put rubbish or other objects on balustrades and gutters. This has, in the past, caused serious leaks into the building and damage to books and other belongings.

## **5.10 HEALTH CARE**

A completed self-certification form notifying us of any medical/physical problems which might impede studies or constitute a hazard to others should be submitted to the Academic Registry as soon as possible after arrival. Resident students should register with local doctors as indicated below:

**Jericho Health Centre, Walton Street (01865) 558861 - for students based at the Walton Street site**

**The Surgery, 12 Old High Street, Headington (01865) 741211- for students based at Ruskin Hall**

It is advisable to bring your medical card with you. Once registered, should you move residence to the other site it is essential that you transfer your medical registration to the practice which is local to your new site (see above).

## **5.11 HEALTH AND SAFETY POLICY**

The College's Health and Safety Policy is included as Appendix I of this Handbook.

## **5.12 ACCIDENTS**

If you are involved in an accident in the College it must be logged in the Accident/Incident Book, which is kept within the main reception office at Walton Street and in Smith House at Ruskin Hall, as soon as is practical after the accident. If the accident is of a serious nature, it should be reported to the Warden, Assistant Warden or Resident Tutor immediately.

## **6 LIVING IN A COMMUNITY**

**6.1** Ruskin celebrates its diverse student body, coming from very different backgrounds and different life experiences. Problems can occasionally arise in the residential community but most of these can be overcome by reasoned discussion. The College has regulations which are designed to set a standard of conduct and to help everyone in living in the community. The College also aims to make the community as accessible as possible and is redeveloping the entire College estate with this in mind.

### **6.2 NOISE**

Members of the College are expected to avoid undue noise or other forms of behaviour likely to hamper others wishing to study, to interfere with sleep at night or in general to disturb the work of the College or the harmony of the community. This is particularly important in view of the value attached to the residential context of study at Ruskin. If complaints about noise do not result in appropriate steps to lessen its impact, disciplinary action may be taken. As the residential areas in College are a study environment, music must be listened to through headphones or an earpiece at all times of day and evening.

### **6.3 CODE OF CONDUCT**

The College is committed to improving and protecting the general welfare and education of its members irrespective of their social background and social identity. Members are expected to behave in accordance with this commitment and not to behave in a manner likely to give offence. Any breach of the Code of Conduct is liable to be dealt with under disciplinary procedures.

### **6.4 FACILITIES FOR DISABLED STUDENTS**

The primary aim of the College with respect to students with specific learning difficulties, mobility or sensory disabilities or mental health problems (hereafter: disabilities) is to provide a welcoming and supportive environment within which students' educational and social potential can be nurtured and developed. Ruskin has a tradition of offering high quality education to mature students, many of whom have suffered from social or economic disadvantage. It is entirely consistent with this tradition that the College should seek to develop its capabilities to engage more fully with the particular needs of all students who attend the College.

### **6.5 PHYSICAL ACCOMMODATION AND ACCESS**

Our objective is to improve access to facilities for disabled students and to plan future improvements. A major programme of work has been undertaken to make our buildings more accessible and they continue to be improved as part of the College's Capital Project.

#### Old Headington campus

##### *Stoke House*

The ground floor is accessible via the ramped main entrance. This allows access to the accessible toilet facility, the common room, dining room and ground floor classrooms. The bedrooms in this building are not accessible for wheelchair users but there are bedrooms within other blocks on the site that can be used by learners whose classes take place in Stoke House.

##### *Webb Building*

Has a ground floor accessible bedroom with its own bathroom. The kitchen is shared with the rest of the building. There is also level access into the seminar room in this block.

##### *Biko Block*

Has a self-contained accessible flat on the ground floor that includes two bedrooms with their own shared kitchen and bathroom.

##### *Smith House*

Is partially accessible on the ground floor only.

#### Walton Street

Accessibility to this site has been improved by providing a combination of ramps and stair lifts to the ground floor levels, which has allowed for access to some of the principal areas of the building. This includes the reception window, the library, Raphael Samuel Hall (via the street end), the Elvin Room, Seminar B, Brodetsky and the Student Common Room. The main entrance has a stair lift installed but, due to local authority restrictions relating to a busy roadway, this has to be operated by a member of staff. There is an accessible toilet facility at ground floor level. Other adaptations

that have taken place include tactile paving slabs to the concourse, induction loop system to Raphael Samuel Hall and improved lighting levels.

There are no College-owned parking facilities for any students at Walton Street, but there are limited on-street accessible parking bays in Worcester Place, to the side of the College, for use only by disabled drivers.

There are still areas at Walton Street that cannot be accessed by wheelchair. These include the dining-room, first floor administration departments, first and second floor tutorial offices, and a few teaching areas. In the light of these restrictions, classes, appointments with tutors and administrative staff, and lunch facilities can all be made available in accessible, ground floor areas. Alternatives are also available such as, for example, being funded to take a light lunch off-site, or being given physical assistance to access the dining-room. In the longer term, the College is planning to move out of the Walton Street site, by the beginning of 2012/13.

## **7 DOMESTIC STAFF**

### **7.1 WARDEN AND ASSISTANT WARDENS**

The Warden and Assistant Wardens, who are responsible for overall day-to-day supervision of domestic matters, are generally on hand to ensure that, as far as is practically possible, residential life within the College proceeds smoothly. However, these staff do have 'off duty' private time which we ask you to respect.

Outside regular hours, in the event of a genuine emergency, contact numbers are clearly displayed on public noticeboards throughout the Ruskin sites and on dining-room and Wardens' office doors. Where the emergency is such as clearly to require police (e.g. for a crime in process of being committed), fire or ambulance, 999 should be dialled in the normal way.

Each site has a Resident Tutor or Assistant Warden who can be contacted to help in an emergency.

## **8 GENERAL COMPLAINT PROCEDURES**

– PLEASE REFER ALSO TO THE *LEARNING and SUPPORT HANDBOOK* –

**8.1** Hopefully your stay at Ruskin will prove enjoyable but problems can occasionally arise. Should you have cause for complaint concerning a residence or catering matter, the procedures outlined below are designed to cope with most eventualities.

### **8.2 MAINTENANCE DEFECTS**

These should be reported at an early stage. A book is lodged in the dining room at Walton Street and in Smith House at Ruskin Hall for logging details of problems. Should the defect require urgent attention (e.g. where health and safety is concerned) then the matter should be reported immediately to the Warden or Assistant Warden at the appropriate site.

### **8.3 CATERING PROVISION**

It is also possible to pass on comments, both good and less good, about the catering to the 'Food Representative' who will meet with the relevant chef from time to time to discuss matters of common concern.

- 8.4** In the first instance, please feel able to discuss your dissatisfaction with the chef responsible for food provision at the mealtime concerned. Most difficulties can be resolved quickly and easily by doing this. If, having done so, you are still dissatisfied, then the concern should be submitted in writing to the Warden, who will explore fully the nature and grounds for the complaint. Ultimately, the Warden may refer the matter to the General Secretary, whose decision is final.

### **8.5 NOISE AND BEHAVIOUR**

Complaints relating to unreasonable noise levels or unruly or unacceptable behaviour should be reported to an appropriate member of staff at the site concerned, e.g. the Resident Tutor or Assistant Warden, who will take action as appropriate. In certain instances, the College's Disciplinary Procedures may be invoked.

### **8.6 GENERAL ISSUES**

Problems of a more general nature should be communicated to the Warden or Assistant Warden at the site concerned. If the matter cannot be resolved at that level then it should be brought to the attention of the General Secretary.

## **9 QUALITY ASSURANCE AND ENHANCEMENT**

The residence and catering service at Ruskin College has as its principal aim the provision of the best quality service within its resources for students, staff and visitors. We aim to continue to meet the needs of students, staff and other College users through continuing to develop and improve the services we offer.

The College also aims to provide the best quality services to conferences and other visiting groups that they will want to return to Ruskin College and share our learning environment.

Towards the end of your stay at Ruskin, a questionnaire will be made available to you. Part of it is aimed at the residence and catering service and it has been designed with the above in mind. Please assist us by taking a few moments to fill it in. We welcome both positive comments and constructive criticism.

Your own comments, along with others submitted, will be carefully read and considered by staff. The comments help us to know how we are doing and continuously to work to improve our services.

**Thank you for reading this Handbook.  
Enjoy your time at Ruskin!**

RUSKIN COLLEGE, OXFORD

## **HEALTH & SAFETY POLICY STATEMENT**

### **The Health & Safety at Work etc. Act 1974**

The Governing Executive of the College recognises its statutory obligations laid down in the Health & Safety at Work etc. Act 1974 and the Fire Safety Order 2005 and that the efficient management of an occupational health and safety system is an integral part of the business of the College. The Governing Executive views the management of health and safety as a prime responsibility of managers at all levels and has appointed the Principal to be the most senior person responsible for all matters relating to Health and Safety and Fire Safety. In this regard the Principal will be assisted by the Premises and Health and Safety Manager and the Chair of the College Health and Safety Committee, currently the General Secretary.

### **Commitment**

We are committed to the implementation and maintenance of high standards of Health, Safety and Welfare for ourselves, our employees, students, the public and other persons who may be affected either directly or indirectly by our policies or activities. We do so, not only as a result of statutory obligation, but because we recognise the moral and social responsibility inherent in our role as an employer and an educational provider whose actions may affect a wide range of people.

### **Objectives**

It is our intention to ensure that we, our employees, students and others who may be affected by any work carried out by or on our behalf are afforded the highest level of protection commensurate with the operations being carried out. Our aim is to achieve a high level of performance and to enforce compliance with legal requirements and approved codes of practice as a minimum standard, while also seeking continual improvement in performance.

### **Participation**

We recognise that, to be successful, this Policy must be followed by everyone within the organisation and we will set and publish objectives and actively encourage employees and students to participate and co-operate in the formulation and implementation of Policy, consulting with them both formally and informally.

### **Training, Information and Supervision**

We recognise that sufficient and timely information, training, instruction and supervision are key elements in implementing and maintaining our Policy. It is our intention to ensure that staff and students understand the Policy, its implementation and maintenance and that they are competent to carry out their duties and responsibilities in a safe and efficient manner. To achieve this aim, information and training, appropriate to the needs of each individual, will be provided at induction to the College and thereafter as required to maintain competence and standards.

### **Resources**

It is our aim to ensure that sufficient human and financial resources are available to plan, implement, maintain and review this Policy and that all persons having duties under it are empowered to discharge those responsibilities efficiently.

### **Safe Equipment**

We will only employ equipment that has been selected for the particular task and it will be subject to examination, testing and use as specified and designed for by the manufacturer and in accordance with statutory requirements that may be applicable.

### **Safe Practices**

We will devise and employ safe systems of work and develop safe working practices throughout all aspects of our operations. The systems and practices will be developed using guidance obtained from the Health and Safety Executive and other authoritative sources and will be adopted as College practice.

### **Safe Place to Work and Welfare Facilities**

We will provide each person with a safe place within which to work and adequate welfare facilities commensurate with their needs. Each place of work will be provided with adequate means of escape in case of fire, adequate and appropriate firefighting equipment, adequate First Aid provision and a means of summoning the emergency services.

### **Policy Review and Audit**

The Policy will be reviewed on a continuous basis and regularly revised and updated to reflect changes in respect of responsibilities, duties or scope of the undertaking as well as changes or additions to statutory responsibilities. Audits, to verify compliance with the Policy, will be carried out on a continuous basis with an additional audit by both internal and external experts.

### **Interference with Health and Safety Provision**

The Governors view any interference with health and safety provision or the wilful neglect of Policy or procedures connected with the provision of health and safety by any person as a serious breach which will be dealt with in accordance through the disciplinary procedure or code of practice applicable to that individual. This includes the intentional misleading or incitement of others to interfere with equipment or bypass procedures which are provided for the purposes of securing matters relating to health and safety and fire safety.

### **Fire Safety**

If the fire alarm siren sounds do not panic but:

- Calmly stop what you are doing
- Turn off any electrical equipment (unless you know by prior warning that this is a fire drill); and
- Leave the office as quickly as possible whilst closing doors and windows en route.