

## Residential Code of Conduct

This Code of conduct sets out your obligations and forms part of the Occupation Contract that you have agreed to abide by whilst living in Halls of Residence.

### Keeping bedrooms and bathroom clean and tidy

**To keep the Accommodation, the Contents and (jointly with other Students) the Shared Areas in a clean and tidy condition and to leave them clean and tidy at the end of the Period of Residence.**

- Each Student is responsible for keeping their own room clean and tidy.
- Each Student is responsible for cleaning and tidying up after themselves when they use shared areas. This includes washing and putting away any equipment used, and cleaning up any spillages on the worktop, cooker or floor or in the fridge or oven. Students sharing a bathroom must leave it clean and tidy after use.
- Each student is responsible for ensuring that their room is safe and free of obstructions upon entering by them and/or any relevant staff member.
- If the Student does not keep the accommodation clean and tidy as required, then the University will:
  - (a) serve notice on the Student requiring them to rectify matters within one week. If on further inspection there is no improvement, the University may engage professional cleaners to carry out the Student's obligations and re-charge the proper costs of doing so (including an administration fee) to the Student or group of Students. Objections from any Student who considers they have been unfairly charged may be made to the Halls Office; and/or
  - (b) withdraw the provision of cleaning services, without refund of Rent, until the condition of the accommodation or Shared Areas improves to the reasonable satisfaction of the University.

Accommodation and Shared Areas must be left in a clean and tidy condition at the end of the Period of Residence. If the Accommodation and Shared Areas are not left clean and tidy, the proper and reasonable costs of cleaning the Accommodation (and a proportion of the cost of cleaning Shared Areas) will be charged to the Student(s) responsible for them.

At the end of the Period of Residence, the University will remove from the Accommodation any items which are not Contents and, unless the item is of obvious value, will dispose of these immediately. Other items will be kept by the University for a period of 14 days, after which the University may dispose of these items as it sees fit.

## Damages

### **Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of the Accommodation, the Shared Areas, the Building or the Contents.**

- All damage accidental or otherwise should be reported immediately to the Halls Office. Damage which is caused through negligence or recklessness is unlikely to be regarded as accidental.
- The University will charge the Student for the proper cost of making good the damage or loss for having to arrange replacement or repair. A list of charges for damage (which is non exhaustive) can be found [here](#)
- Where damage is reasonably considered by the University to be deliberate, reckless, or grossly negligent, the University may treat the matter as a disciplinary one in addition to charging for the costs of replacement or repair. In serious or persistent cases, the University may also terminate the Student's contract by following the University Fitness to Reside Policy which can be found at <https://www.bangor.ac.uk/accommodation/essential.php.en>
- Students must not fix, or make any arrangement for the installation of, any cable, aerial, satellite dish or other equipment (including telephone lines) to any part of the Building.

### **Where damage or loss occurs at the Residence and it is not possible for the University (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.**

If any Student reasonably considers that they should not be charged (for example, where they can prove that they were away at the time), they may make objections to the Halls Office in the first instance. If the objection is upheld, this may mean that the other Students in the building are charged for a greater share as a result.

- Students must ensure that any electrical equipment they bring is less than 12 months old or has recently passed the Portable Appliance Test. The University will carry out this test for Students **free of charge** at a PAT workshop, or on request.
- Students may only use low wattage equipment in the Accommodation. Examples of such equipment are radios, portable music systems, laptops, tablets, personal computers, printers, phone chargers, televisions and hair dryers. Students must not bring any additional heating appliance into the Accommodation.
- The University supplies cooking appliances in kitchens. Students may also use their own cooking appliances in kitchens, provided they were purchased in the UK and are suitable for use with UK mains electricity. Students may use their own rice cookers bought outside the UK, but only in the kitchens with approved adaptors.
- Students must not under any circumstances use cooking appliances such as portable hotplates, deep fat fryers or camp stoves in the Accommodation, as it is a serious fire risk.
- Students must not use 2-Way and 3-Way plug-in-the-wall adaptors. Students must not use extension leads in bathrooms or kitchens. UK supplied extension leads may be used in bedrooms but must be no more than 3 metres long and provide a maximum of 4 sockets. They must have surge protection and must not be loaded beyond their approved electrical rating. All extension leads over 12 months old must be PAT tested (the University will carry out this test for Students free of charge on request). Cables should be long enough for the

task; they must not be pulled taut or linked together. The cable must not present a trip hazard and must not be covered with clothing or anything else, which would cause the cable to overheat.

- International travel adaptors used within the residences must have a 13amp fuse, shrouded pins and also be European in origin, preferably showing the CE Kitemark. The suitable international adaptors are available from the Halls Office in Ffriddoedd Village and St Mary's Village.
- Students agree that the University may check Students' electrical equipment as part of room inspections. If the University reasonably believes any equipment to be unsafe, the Student must provide such evidence as the University reasonably requires that the item is safe for use in student accommodation or allow the University to inspect it. The University may remove unsafe or untested electrical equipment but will give the Student a receipt for it, it can be collected at the end of the Period of Residence.

### Inspection – expectations and further details

#### **To allow the University at reasonable times to enter the Accommodation for the purpose of inspection, cleaning, maintenance, repair or for conducting viewings.**

- The University will normally inspect rooms once in each semester. The University will give Students reasonable advance warning by email of when room inspections are due to take place. Students should note that it is unlikely to be practicable to give notice when maintenance or repair is required.
- By making a maintenance request the student agrees to the University entering the Accommodation to undertake the maintenance or repair. It is for this reason that Students should report required maintenance and damage themselves and not ask another Student or their parent to make the request. Students are expected to ensure that their room is in a reasonably tidy condition with no trailing cables and clear floor space for contractors and University staff to work in a safe environment.
- Students are also required to permit access for the University's authorised contractors.
- The University has an obligation to run the water for a period of at least 5 minutes in any unoccupied room at least every 7 days to maintain water hygiene. Students must register planned absences of 7 days or more, as directed in the online information booklet. This is likely at the Christmas and Easter semester breaks but may also be relevant if a student leaves Bangor for an extended work placement or returns home due to illness. Unplanned absences of more than 7 days must be notified to the University as soon as practicable, online via 'my room absence request'.

### Compliance with Fire safety & H&S policies

#### **Not to do anything that may be a fire risk or in any other way put the health and safety of others or the University's property at risk.**

- Every Student must complete the on-line induction prior to arrival or as soon as requested to do so. The University will treat failure to complete the module as a serious breach of these conditions.

- The Student must co-operate with the University's fire drills, which are normally held at least once each semester.
- Fire precaution notices are posted throughout the building, and Students should familiarise themselves with evacuation procedures.
- Risk of fire is a very serious issue in shared accommodation, where many people are living in close proximity. Causing a fire risk is a disciplinary or criminal offence as well as a breach of your Occupation Contract.
- Fires are usually caused by accidents or negligence, rather than because of a deliberate or reckless act. Examples of the most likely causes of fire include the use of:
  - candles, oil lamps, incense, paraffin, lighter fluid or any other combustible liquid – Students must not burn anything with a naked flame in the building.
  - fireworks – Students must not use or store fireworks in the building or on campus.
  - smoking/vaping – Students may not smoke anywhere on University premises or within 5 metres of any University building. This includes the Accommodation. The use of e-cigarettes is also not allowed within University buildings.
  - posters – Students must not display these anywhere other than on the notice boards – they can catch fire if near a source of heat and burning paper can spread fire rapidly.
  - chip pans/deep fat fryers/hot plates - these must never be used.
  - unattended cooking.
  - unattended charging of electrical equipment (including e-cigarettes, laptops, mobile phones etc.)
  - deep frying in oil.
  - use of clothes steamers.

Students must not:

- obstruct fire doors or fire escape routes.
- wedge or prop doors open.
- tamper with or otherwise interfere with firefighting or fire detection equipment.
- activate any fire alarm without good cause.
- Student must inform the Halls Office prior to arrival of any additional furniture that they wish to bring with them to their accommodation. All additional furniture will need to be assessed for compliance with fire regulations as well as its suitability to fit the space within the room. Student will be required to remove any furniture that has not been declared or that fails to meet these requirements.
- The University will treat any breach by a Student of health and safety obligations as a serious breach of these conditions. The University will treat the matter as a disciplinary offence, and may take steps in serious cases to end the Student's tenancy by following the University Fitness to Reside Policy which can be found at <https://www.bangor.ac.uk/accommodation/essential.php.en> Where the University has reasonable cause to believe that the Student has committed a criminal offence, the University will refer the matter to the authorities.
- The Student will be liable for the University's reasonably incurred costs of checking, re-setting and testing fire safety equipment after activation without good cause. If it is not known who was responsible for activation, charges will be treated as collective damage charges.
- Health and safety is largely a matter of common sense and consideration for others. In addition to fire precautions, the following is a non-exhaustive list of things which would be likely to put the health and safety of others, or the University's property at risk:

- barbeques unless used in University-designated areas.
  - faulty electrical equipment or overloading the electrical installation.
  - persistent noise nuisance or parties.
  - harassment
  - threats or verbal abuse.
  - pets (unless it is a trained assistance animal)
  - smoking/vaping within the buildings or within 5 metres of a University building. This includes e cigarettes.
  - storing large sporting equipment in bedrooms or corridors – i.e. kayaks, surf boards, bikes etc.
- Students may not bring any weapon or replica weapon (or item capable of being used as such) into any University property, even if the Student has a licence for it. If a Student has such an item the University will request the Student to hand it over for safe keeping. Unless the item has been taken by the police the University will give the Student a receipt to enable its return at the end of the Period of Residence. The University may report possession of weapons or replica weapons or other items capable of being used as such to the police and may hand over to them any item which has been surrendered by a Student (in which case the University will not be liable to return it to the Student at the end of the Period of Residence). The University will treat failure to comply with this condition as a serious breach of a student's contract.
  - Students must not charge any lithium-based batteries i.e. e-bikes/e-scooter/electric cars batteries in/from halls of residence, as this is a clear breach of health and safety conditions. The University will treat failure to comply with this condition as a serious breach of a Student's contract.
  - Students may not bring illegal drugs or illegal psychoactive substances onto campus. The University will always report possession, use, supply and dealing of illegal drugs or psychoactive substances to the police and will usually treat recreational drug-related behaviour as a serious breach of the student's contract. The University will treat substance abuse and use of psychoactive substances as illegal drug use.
  - Students must lock the door to their Accommodation whenever it is left unattended and, where the Accommodation is on the ground floor, the windows too.
  - Students must comply with the reasonable instructions issued by the University's staff.

### Anti-Social Behaviour

- Students must have due consideration for other residents and must not make any noise which is audible from outside their room or from outside the shared kitchen or bathroom, and for this reason Students are not allowed to have parties in their Building or its grounds. The University will treat noise made between the hours of 11.00pm and 7.00am as serious noise nuisance. Serious or persistent noise nuisance will lead to disciplinary action, and in some cases termination of the Student's tenancy by following the University Fitness to Reside Policy which can be found at <https://www.bangor.ac.uk/accommodation/essential.php.en>
- There is a zero-tolerance policy towards noise during the period of examinations.
- Harassment is a criminal offence, and the University may refer cases of harassment to the police. Harassment will be regarded as a serious breach of these conditions.

- Students must not distribute flyers or leaflets on behalf of any external organisation, commercial or otherwise, in any part of the residential campus. Students should also take care not to allow anyone else to enter the building who may be intending to distribute leaflets. Anyone with a valid reason for entering the building will already have the means of access. Students should never allow 'tail gating' for any reason. If a Student believes someone has gained unauthorised access to a University building, they should notify the Halls Office or the University's 24-hour security service as soon as possible.

### Guests

- The University appreciates that some Students will want to bring friends back to their accommodation who may wish to stay overnight. It is the University's aim to create and maintain a harmonious living environment for all residents and having the co-operation of all residents will help to achieve this. Therefore, we may allow occasionally a family member or friend to share the Student's room for a maximum of two consecutive nights in any 7 day period. Residents MUST notify their fellow residents/flatmates if they plan on having an overnight guest and if a fellow resident objects their feelings should be taken into consideration. Residents should be particularly sensitive in female only or male only corridors when considering inviting guests of the opposite sex to remain overnight. Residents should register their guest's details by going to [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom) and completing the 'Register your guest' request.
- Students must not rent out their Accommodation to anyone else or allow anyone else to stay in it when they are not there.
- Students are responsible for their guests' behaviour, and this includes being liable for any damage they cause. Guests may be required to leave the Accommodation at any time if the Student's guests are conducting themselves in an improper manner or causing a disturbance to other residents. Students must ensure that their guest is made aware of fire evacuation procedure.