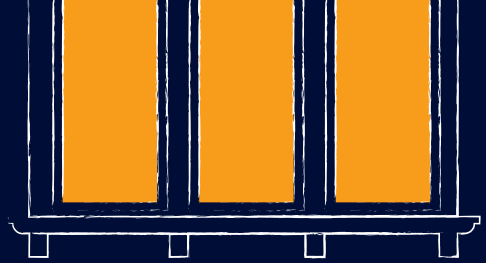


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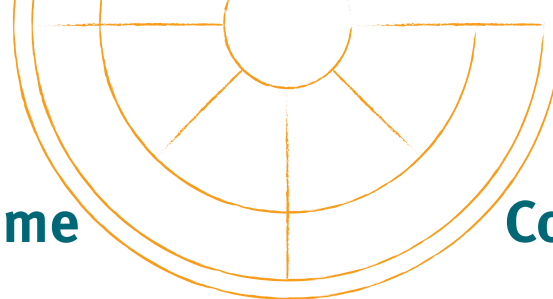
Living Guide

Halls Accommodation
2022–23

STUDENT ACCOMMODATION OFFICE



Welcome to your new home



Contents

We hope that you'll be happy with us and we'll be doing everything we can to make sure you have a place where you can study, sleep, relax and enjoy yourself.

Our halls of residence are looked after by a team of experienced and knowledgeable staff, who are here to help you settle in as quickly as possible.

We really want you to enjoy your stay here so please do make the most of the facilities and let us know if you experience any problems.

In return, we rely on you to make a positive contribution to the hall community by following hall rules, being courteous and considerate to your fellow residents and respecting our neighbours who live in the nearby area.

Inside your Dig-In box you will find a pocket-sized welcome leaflet along with this guide — please keep both to hand. The pocket leaflet also contains a campus map to help you find your way around during these first few weeks.

Whilst every effort has been made to ensure the contents of this guide are accurate, there may be changes in services offered – both in halls and on campus. These changes will be advertised online, or on local notices in your residences, so please check for the most up to date information.

Enjoy your stay!

Paul Noke

Head of Residential Services and Support Operations
Imperial College London

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Arrivals checklist

Below is a checklist of things we recommend you do as you settle into your new home.

- Locate the fire exit and assembly point for your hall
- Make a note of day and night contact details for help, advice and support
- Check everything in your room and complete the inventory form
- Review your contents insurance cover with Endsleigh [imperial.ac.uk/students/accommodation/current-residents/policies-and-guidelines/security-and-insurance/](https://www.imperial.ac.uk/students/accommodation/current-residents/policies-and-guidelines/security-and-insurance/)
- Register with a local doctor
- Find out where your local amenities are
- Plan the best route to campus from your hall
- Connect to the internet in your Hall
- Make a note of key hall events and Welcome Week activities
- Find out who your Hall Supervisor, Warden, Subwarden and Hall Seniors are

Your room

Keys and door entry cards

All halls operate different door and room entry systems. To maintain the security of the hall:

- Carry your keys and entry card with you at all times
- Do not leave your keys or ID card lying around, even within the communal areas of halls
- Do not lend your keys to anyone
- Lock your room at all times
- Do not leave your keys in bedroom, kitchen or cupboard door locks

Reporting lost, damaged or stolen keys

Lost/stolen cards or damage to keys must be reported to your Hall staff. If you need a replacement key, a non-refundable charge will apply; replacement costs will be on display in your hall.

If you fail to report any lost keys (or if you leave your bedroom door unlocked) you may invalidate the insurance policy. You are not permitted to change or install additional locks to your room, flat or kitchen cupboard.

Contents insurance

Your accommodation fees include basic contents insurance, provided by Endsleigh Insurance. You will need to confirm your free cover online.

To ensure your policy provides enough cover for your expensive items, you should review your policy and upgrade if necessary. Additional charges will apply for modifications to your policy; these charges are not included in your accommodation fees.

Details on accessing your Certificate of Insurance, information on key exclusions and excesses, and on how to make a claim are available online. See pg 4 for webpage.

Inventory form

Upon arrival you will receive an inventory form. You need to:

- Check your room carefully for any problems or missing items and note them on the form
- Sign and return the form to Hall staff within 48 hours of your arrival

Upon departure, we'll carry out an inspection and you may be charged for anything beyond fair wear and tear.

Use the noticeboards provided in your bedroom, kitchens and communal areas to display posters, notes or other materials so as not to cause damage to walls.

Your room/flat may also be checked against the inventory periodically.

Your new home

Guests

Overnight guests are welcome in halls but policies vary from hall to hall. Before inviting any overnight guests, check with your Wardens or Resident Assistants for the policy for your hall. All guests need to be signed in and out and should be accompanied at all times. Do not leave them with your access card or keys. **You are responsible for your visitors' safety and conduct.** If you're in a twin room you'll also need to consult your roommate. You may not have more than one overnight visitor staying with you at any one time.

Be considerate of neighbours when hosting guests.

Noise

To ensure life in halls is pleasant and peaceful for all, noise must be kept at a reasonable level at all times and restrictions are particularly enforced at night and during exam times.

Avoid shouting in corridors or out of windows, slamming doors and having loud discussions in your room or in the kitchen. If you are disturbed by any loud noise and your requests for quiet are unsuccessful contact the Hall Supervisor or Duty Warden. Some halls have quiet areas as an alternative place to work and study.

Stay informed

Our main method of contacting you is via email to your College email address. Important information relating to hall services will be posted on noticeboards around your hall; please check the boards on a regular basis to keep yourself informed.

View our Privacy Policy on the Accommodation website for information on how we deal with your data.

Administrative queries and questions

The day-to-day running of the halls is the responsibility of your Hall Supervisor or Reception team. They're an excellent first point of contact if you have any questions. For issues that they can't solve your Village Senior Supervisor or Village Manager will be happy to help.

Additional support is provided by the Student Accommodation Office. Get in touch with them at accommodation@imperial.ac.uk



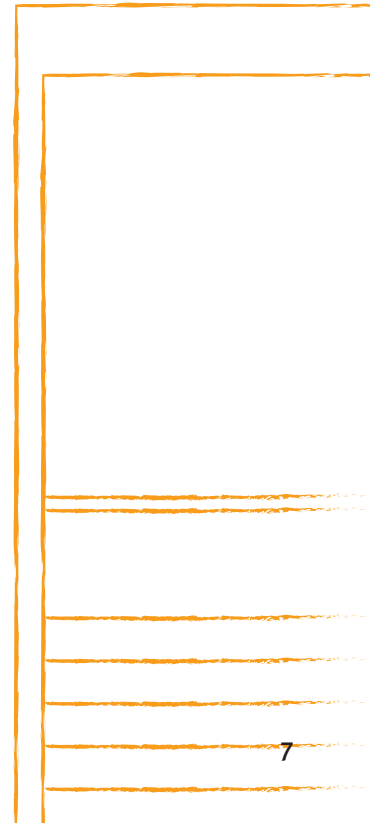
Get involved in hall life

The wardening team and hall seniors play an important role in welcoming you to your new home. They oversee a year-round programme of social and cultural activities which are planned by a Hall Committee.

Your Hall Committee organises activities throughout the year. These are great opportunities to make friends, take a break from studying and get to know the local area.

Hall Committee

As a resident, you can be an active member of the Halls Committee by attending meetings during term time or becoming an elected Committee member.



Cleaning

When does cleaning happen?

The cleaning timetable for your bedrooms and communal kitchens is displayed in your hall. It's also available online, alongside the location of cleaning equipment that you can use: imperial.ac.uk/students/accommodation/current-residents/services/cleaning

If you prevent access to your room on your scheduled cleaning day, cleaning staff will only attend again on your next scheduled cleaning day. You may only refuse access for cleaning once. The Hall Supervisor may occasionally visit your room to check cleaning standards. Any requests or complaints about the cleanliness of halls should be directed to the Hall Supervisor.

What gets cleaned?

In kitchens, cleaning staff will:

- empty bins
- clean all clear surfaces and sinks
- clean the cookers, grills, kettles, toasters and microwaves
- sweep and mop the floor
- wipe clean the front of fridges/ freezers, cupboard doors and drawers

In communal areas, cleaning staff will:

- clean toilets, baths, washbasins and showers
- replenish toilet consumables
- sweep or vacuum and mop all corridors, stairs and floors

Your cleaning responsibilities

The hall's cleaning service does not absolve you of the responsibility for the cleanliness of your bedroom, shower room, corridor and kitchen. You must ensure all areas easily accessible and non-hazardous for cleaning staff to carry out their job. This includes:

- removing belongings from the floor
- keeping all surfaces clear of clutter
- washing up your dishes and cooking implements and putting them away in your cupboard
- keeping the cooker top, oven, grill pan, toaster and microwave free of cooking debris
- using food waste bins, if provided
- sorting your bedroom waste, Monday to Saturday, into the appropriate kitchen bins — do not overfill the bin; spare bin bags are provided
- not putting food waste in the kitchen sink, your wash basin, toilet or ensuite as this can cause blockages



Look after your belongings

Don't leave any items unattended in corridors or communal areas. Keep items secure in your bedroom or lockable kitchen cupboards.



Kitchens

Sharing a kitchen can occasionally be challenging – from coordinating cooking times to keeping on top of any mess. To ensure harmonious living, you are responsible for keeping the kitchens clean from washing up and tidying away crockery, cutlery and pans to placing rubbish or recycling in the bins provided. Keep kitchen doors closed to prevent the hallway fire detectors from activating.

We recommend that you label your food to avoid confusion and where possible, store it in your cupboard or in bags or containers. Don't take any food that doesn't belong to you!

Tripped fuses

Kitchens can have very sensitive electrical fuses which, whilst protecting life, can trip causing a loss of power. Report this immediately to hall staff, or the Duty Warden, who will arrange for someone to reset the fuse. This is especially important if a fridge/freezer is affected; never re-freeze food that you suspect has defrosted.

The most frequent cause of a tripped fuse is using an unsound or incompatible electrical appliance.

Help to reduce the risk by avoiding using your own electrical appliances in the kitchens.

Drinking water

The halls have a good supply of drinking water, although in some halls the cold taps in the kitchens are the only designated sources of drinking (potable) water.

You should avoid drinking water drawn from taps that are labelled as 'non drinking water'.

Kitchen appliances

Instructions on how to use the kitchen appliances provided are available from Hall staff but here are a few helpful tips:

Fridges and freezers

- Do not adjust the temperature settings – fast freeze options can burn out the motor if left on too long
- Do not overload – if the door does not close, the appliance will not work properly and food will be ruined
- Keep appliances clean and defrosted – a build-up of ice may prevent the freezer door shutting properly
- Keep the inside of the fridge and freezers clean at all times - remove old food regularly

Microwaves

- Never put metallic items in the microwave
- Immediately clean food splatter
- Do not cover the ventilation slots

Kettles

- Ensure the plug and cables are not wet before using
- Do not overfill the kettle as this can cause water to boil over
- Only use kettles for boiling water

Toasters

- Don't remove bread with sharp objects

Cookers and hobs

- If you use the grill, do not close the door as your food is likely to catch fire
- If you use the oven, always put items on a baking tray and never directly on the shelf
- Turn the extractor fan on to improve ventilation
- Never leave the cooker unattended

Laundry Rooms

24-hour laundry facilities are available at each hall.

The laundry rooms are equipped with washers, dryers, irons and ironing boards. In some halls additional irons and ironing boards may be available from your Hall Supervisor for use in kitchens. To avoid the risk of accidental fire these must not be used in bedrooms.

Reporting problems

Most of our launderette facilities are operated by Circuit who regularly visit to check and maintain the machines.

In the event of a problem please report faults directly using their online form at circuit.co.uk/contact-us/general-enquiries. Alternatively call their service helpline on 01422 820040.

When reporting a problem, remember to quote:

- the hall name and location (include the site reference number if you know it)
- the faulty machine number, basic details of the fault and room number

You should also report the fault to the hall staff so that they can track the fault for you.

Students at Parsons House and Xenia should follow local fault reporting procedures.

Laundry room etiquette

- Read the instructions posted on the laundry room wall before using the machines.
- Bring your own washing supplies.
- Don't overload the machines.
- Make sure the machine doors are closed properly before starting it.
- Clean the tumble dryer filter before use
- Remove your laundry as soon as possible after you've finished so that others may use the machines.
- Clothes that are left unattended are done so at your own risk.



Do your laundry with your phone!

Visit circuit.co.uk/mobile-app to get started



Get connected

Internet, telephones, televisions and post.

Internet

The preferred method of connection is 'wired' through the network data port as this will provide a faster and more reliable connection.

WiFi is generally available throughout all communal areas in Halls and we aim to provide good coverage, however building design often makes this difficult and signal strengths may vary.

We also have 'in-room' WiFi units in Beit, Eastside, Southside and Kemp Porter Halls. On these units, ports 2 and 3 are available for student use with Port 1 reserved for phones. The LED light on the front of the unit has been disabled.

In Beit, Eastside and Southside Halls there is a single 'in-room' unit installed in twin rooms. Both occupants will have access to WiFi. However, if you both wish for wired connection, one will have access to the

ports on the unit itself, the other will need to use the network data ports on the wall.

Currently, only devices that can connect using WPA2 Enterprise (username & password authentication) are able to connect using WiFi. Unfortunately, some smart devices (TV, Alexa, Xbox, PS4\PS5 etc.) do not support this and therefore will not be able to connect using WiFi. However, in most cases, if the device has an ethernet port then it can be registered for use on the wired network.

It is not permitted to connect active network devices such as network switches, hubs, wireless access points and routers to the College network.

For more guidance on accessing the internet in halls visit imperial.ac.uk/students/accommodation/current-residents/services/internet-and-phone/

Telephones

Every bedroom in College-managed halls has a telephone handset connected to the College network.

	Cost	Set-up required
Make internal calls (to other College extensions)	free	no
Receive internal calls	free	no
Receive external calls	free	no
Make external calls	varies	yes - see below

Receiving calls

Your phone number to receive external calls is **+44 (0)207 85 + your personal five digit extension**, which is displayed on the screen of your handset in your room. In Kemp Porter Buildings, it will be **+44 (0)203 91 + your personal five digit extension**.

To receive an internal call, give out your five-digit extension starting with a 2.

You must keep your Cisco telephone handset plugged in at all times — failure to do so will prevent the phone handset from receiving essential updates and a charge may be levied. If you do not wish to be disturbed by your phone, turn the ring volume down.

Xenia does not provide telephone services in bedrooms.

Making external calls

If you wish to make external calls you will require a phone card. We recommend the Post Office's phone card. These are chargeable calls and are not covered in your rent. postoffice.co.uk/international-phonecards

Reporting faults

Before reporting a fault, we recommend rebooting your phone to resolve the issue. This can be done by unplugging the patch lead out the back of the phone, waiting 30 seconds and plugging it back in. It will take a few minutes for your phone to reboot fully.

To report a telephone fault, call 45500 and choose option 1 from any College telephone. If you're using an external line dial 020 7594 5500. Broken sockets or data faults need to be reported to ICT on extension 49000 from a College telephone or 020 7594 9000 if calling from an external line.

Television

If you have a television in your bedroom, or watch television through a computer, you are required by law to have a valid TV licence. This is **not included** in your accommodation fees. TVs provided by the College in common rooms and kitchens have been licenced.

You can buy a licence online and pay for it weekly, monthly, quarterly or yearly.

Failure to have a licence can result in you being fined and/or taken to court by the TV Licensing Authority.

TVlicensing.co.uk/studentinfo

Post

Procedures for post vary across halls, so check with your hall team about what happens to mail and parcels when they arrive. When giving your address use the format below to make mail distribution easier and faster:

[Name], [room number], [building name], [correct postcode]

Please note: mail that arrives after your departure from your hall cannot be forwarded or stored.



Maintenance and reporting faults

Things go wrong from time to time. Make sure you know what to do to make it right.

Reporting faults

Whether in your room or communal area you should report any faults, maintenance or pest issues straight away. You can do this in person to your hall supervisor or reception team. Alternatively, students in living in Imperial owned halls can report a fault online at imperial.ac.uk/students/accommodation/current-residents/services/report/

In an emergency, call your hall office (during office hours), reception team or the Duty Warden (outside office hours). **A defect is considered urgent when it represents a danger to health or security e.g. flood, failed emergency lighting or power loss.** It may take longer for a minor fault to be repaired and only emergency repairs are dealt with outside office hours. For any urgent works, a minimum of 24 hours' notice should be given unless the circumstances require an immediate response.

After you have reported a fault

In reporting a fault, you are automatically giving your consent for authorised personnel to enter your room to investigate and carry out any necessary works.

Before their visit:

- ensure that your bedroom surfaces and floor are free of obstacles and clutter
- secure valuable items and money in a lockable drawer if available

When a contractor enters your room they should leave a 'Maintenance Calling Card,' which will detail the operatives name, time of attendance, defect description and an explanation of whether the defect has been resolved or if a return visit is required.

Defect day

A team of maintenance contractors will visit each hall once a week to deal with non-urgent defects. The schedule for your hall defect day can be found on the reporting page listed above.

Prioritising fault reports

We prioritise faults on the basis of need so, for example, fixing faulty kitchen appliances would not be considered a top priority if you have access to alternative facilities. The Hall staff will install temporary appliances (such as a fridge or a freezer) in the event of failure.

If your main light fails but you have an alternative source of light, such as a study lamp in your room, this will be dealt with on the contractors' weekly visit to your hall. However, in an emergency, we may have to enter your room without giving you notice.

Ongoing maintenance

There is a continuous programme of planned maintenance within halls and staff are required to visit bedrooms, kitchens and communal areas to carry out routine works such as shower descaling or smoke alarm testing. We will provide 7 days notice for any works required in bedrooms. We will try and keep disruption to a minimum but please be patient during these times.

Students living at Parsons House, Putney Boathouse, Silwood Park, Woodward Buildings and Kemp Porter Buildings should refer to local notices or Hall Staff for information about maintenance arrangements at these locations.



Heating and Hot water

Heating

The heating in halls is controlled by central timers and thermostats. It is set to maintain a constant temperature of around 20°C during cooler months and turn off at midnight. You can report any consistent under or over heating to your Hall Supervisor.

If you're living at Parsons House, Silwood Park or Xenia, you should refer to local notices or Hall Staff for information about heating arrangements.

Use of space heaters

Space heaters are banned in bedrooms except in limited circumstances where the building systems cannot provide temperatures within acceptable variations of the ranges stated. In this case, your hall team will provide a suitable heater for your use. These must be switched off when you leave the room for any period of time.

Hot water

The supply of hot water in all College managed buildings is maintained at 50°C

Sustainability

We're committed to reducing our impact on the environment and saving energy.

There are a number of sustainable initiatives that we have in place in our halls.

Throughout the year, we expect and encourage you to follow the three R's: **reduce** the amount of waste you generate, **reuse** items whenever you can and **recycle** as much waste as possible.

Traid bins are available on campus for recycling unwanted clothes and shoes, whilst at the end of the year you can donate unwanted items to charity via the College's end-of-year re-use scheme.

We also support the Sustainable Halls campaign - an interhall competition where the hall which engages the most with the campaign wins the opportunity to make a £250 donation to the charity of their choice. On top of that, many halls have their own bespoke activities - speak to your hall committee to find out how you can be more involved.

Full details of all our sustainable initiatives can be found on the website: imperial.ac.uk/students/accommodation/current-residents/sustainability/

Recycling in halls

The College is committed to reducing waste and harnessing the benefits of its waste resources. By reusing or recycling we are:

- Contributing to the conservation of natural resources
- Saving energy
- Helping to protect the environment
- Reducing the amount of waste going to be incinerated or landfilled

Recyclable material

Hard plastics
(not bags or films)
Plastic bottles
(lids removed)
Rigid plastic containers
Drinks cans
Food tins
Aluminium foil
Aerosol cans
(empty only - lids removed)
Transparent plastic milk containers
Margarine tubs
Yoghurt pots
Tetra Pak cartons
(eg fruit juice & milk cartons)

Glass bottles
Glass jars

Paper
Card/cardboard (flattened)
Office paper
Newspapers
Magazines
Junk mail and envelopes
(including window envelopes)
Phone directories
(inc Yellow Pages)
Catalogues

Green bin
all recyclables except food

Black bin
is for non-recyclables

Red bin*
is for glass

Blue bin*
is for paper and card
**if available*

General waste

Broken glass
(wrap appropriately to ensure no one handling the waste is cut)
Window glass
Cookware glass eg Pyrex
Paper cups
Vending machine cups
All plastic films and bags
(recycle plastic bags at your supermarket)
Plastic cutlery
Polystyrene
Crisp packets
Food contaminated items
Waxed paper cups
Tissues / serviettes
Kitchen roll
Paper towels
Jiffy bags

Food without packaging should be discarded in the food waste bins - not the black general waste.

Recycling tips

- Rinse items before putting into bins - this will help reduce smells
- Cardboard coated in food (eg. pizza boxes) cannot be recycled and must go in general waste
- Electrical items, including printer cartridges and batteries, cannot be placed in these bins. Inform Hall staff if you have unwanted electrical items.



66 *It can be difficult adjusting to a new living environment. It's important to remember you are not alone in what you're feeling.*

Personal and wellbeing support

You may find that you have difficulty adjusting to living in London, getting to know your flatmates, balancing university work and socialising or you're feeling particularly homesick during your first few weeks with us.

If you are living in a College hall of residence, there are a number of people who can support your transition to independent living.

- Your **Hall Warden and their team** provide pastoral support and advice, including emergency support 24/7, and have many years of experience supporting students in halls.
- Your **Hall Committee** organises social and cultural activities throughout the year; these are great opportunities to make friends and take a break from studying, so keep an eye out for these.
- If you're living in Evelyn Gardens, Silwood Park or at the Boathouse, your **Resident Assistants** are your first point of call for any personal or wellbeing support needs.

The College's Student Support Zone has lots of information about the resources available at Imperial and beyond to help you stay healthy and happy. It's a great place to start if you're looking for support or you have questions about things outside of your academic course. Visit imperial.ac.uk/student-support-zone to find out more.

Student Counselling and Mental Health Advice Service

The service is here to support you throughout your time at university, and is made up of Student Counsellors, Mental Health Advisors, Student Mental Health Intervention Officers and Study Mentors (Mental Health). The service is free and confidential. You can sign up for counselling through the website imperial.ac.uk/counselling

The student counsellors provide brief individual counselling sessions for any personal issues that may be affecting your wellbeing. These might include academic problems, low mood, anxiety, depression, relationship issues, loneliness, bereavement, issues around sexuality, self-esteem or self-harm. The service also runs workshops and online support groups. The online 'Kind Mind Series' includes a library of videos and resources to help you look after your wellbeing throughout your time at university.

We are not an emergency service. **If you are in crisis and need to speak to someone urgently, a list of services you can contact for mental health support can be found at the back of this guide.**

Health

It is a requirement of living in Halls that you are registered with an NHS Doctor.

All residents living in College accommodation must register with a local National Health Service (NHS) General Practitioner near to their College term-time address so that a doctor (GP) may be called in case of an emergency illness.

It's important that you register with a doctor soon after you arrive – don't wait until you are sick, as this could delay your access to treatment. Visit imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist for more information.

Students living outside the extended catchment area for Imperial College Health Centre can still use the Health Centre during the day but also need to register with a local GP.

Minor injuries and illnesses

The Residential Support team in your hall are trained in first aid and first aid boxes are located in their accommodation or around the hall and in the hall office. Details of staff who are qualified to offer first aid are displayed on notices in the hall's main entrance.

If you're injured or unwell, the NHS provides a range of services to help you get better. You can get faster and better treatment by choosing the NHS service that can best treat your symptoms.

The NHS 111 service is the UK's non-emergency NHS service and is available 24 hours a day, 365 days a year. You should use this service by calling 111 from any phone if you need urgent medical help or advice but it's not a life-threatening situation.

If you have an accident, no matter how minor, please report it to the Warden or Hall staff immediately. Accident and Emergency (A&E) at hospital is for life-threatening illnesses and injuries only. If you're expecting a doctor or emergency service to visit you please inform Hall staff so that we can facilitate access and direct them to your room quickly.

Hall	Where to register	Contact
Beit, Eastside, Southside, Parsons House, Evelyn Gardens, Wilson House	Imperial College Health Centre 40 Prince's Gardens London SW7 1LY	Tel: 020 7584 6301 (24 hours) or 020 7594 9375/6 Internal number: 4937/6 E: imperialcollege.hc@nhs.net imperialcollegehealthcentre.co.uk
The Boathouse	Putneymead Group Medical Practice 266 Upper Richmond Road Putney, London SW15 6TQ	Tel: 020 8788 0686 E: waccgputneymead@nhs.net putneymead.co.uk
Woodward, Kemp Porter	Cloister Road Surgery 41-43 Cloister Road London. W3 0DF	Tel: 020 8992 4331 E: ealccg.cloisterroadsurgery@nhs.net cloisterroadsurgery.co.uk
Kemp Porter only	Western Avenue Surgery 6 Western Avenue, Acton, London, W3 7TY	Tel: 020 8743 4133 E: westernavenuesurgery.nhs.uk
Xenia	Waterloo Health Centre 5 Lower Marsh, London SE1 7RJ	Tel: 020 7928 4049 or 020 8299 2619 (out of hours) E: waterloohcreception@nhs.net waterloohealth.co.uk
Silwood Park	Kings Corner Surgery Kings Road, Sunninghill Ascot, Berkshire SL5 0AE	Tel: 01344 623 181 Out of hours: 111 E: kingscorner@nhs.net kingscornersurgery.co.uk

In case of emergency

In emergency or life-threatening situations call 4444 for Imperial College Security services if you're on campus. Call 999 for emergency services if you are away from campus. Or use SafeZone (more information on page 31).

Vaccinations

We strongly recommend that if you are under 25 years of age, you take advantage of the free vaccinations against:

- Meningococcal meningitis
- Mumps

Although rare, both illnesses occur more commonly amongst university students. If you have not had these vaccinations, you should arrange them with your local NHS doctor (GP) as soon as possible. If you are uncertain about your vaccination status, it is safer to get the vaccines again, rather than be potentially unprotected.

COVID-19 vaccine

We are very strongly encouraging vaccination, including boosters. Vaccination is free for everyone in the UK, including international students. If you are registered with a GP surgery in England you can book your vaccination appointments on the NHS website.

Dental treatment

Imperial College Dental Centre in Prince's Gardens offers a full range of NHS and private treatment options. Same day emergency appointments are available. For more information see: imperialcollegedental.co.uk

Dentistry is one of the few NHS services where you have to pay a contribution towards the cost of your care.

Smoking

All Imperial halls are no-smoking. In addition, the College complies with all legislative requirements so smoking, including the use of e-cigarettes and vaping devices, is only permitted where it will not cause nuisance to others, create safety risks or contravene NHS Trust smoking policies.

Consequently, smoking and the use of e-cigarettes and vaping devices is not permitted:

- on or within 20 metres of College land
- inside any vehicle owned or operated by College
- anywhere on our medical campuses
- on major pedestrian routes, or areas where prohibition is designated with signage

Drugs

Illicit drug use or possession of illicit drugs are strictly prohibited in halls. There may be serious repercussions for students caught taking or supplying drugs whilst living in halls, from potential expulsion from your course of study to criminal prosecution. For more information and support talktofrank.com



Safety and security

Asbestos management

As with many other UK universities, some of our older buildings were built or refurbished at a time when asbestos-based materials were commonly used in construction.

The College has an asbestos management system in place which involves identification, regular inspection and remedial work if required.

All of the Halls have been surveyed and where asbestos-based materials are present these are clearly marked with a warning label (as shown below).

These materials are regularly checked to make sure they are in good condition. To help us ensure their continued safety:

- Do not remove or cover any asbestos warning labels
- Do not cause damage to labelled areas, e.g. if your door has an asbestos warning label do not stick posters or notes to it with drawing pins or with 'blutack'
- Report any signs of damage to a labelled area to hall staff immediately — they will arrange for it to be re-assessed and dealt with



Window restrictors

Windows are fitted with opening restrictors to prevent slamming, avoid accidents and to improve security. You must not remove or tamper with the restrictor or access any balcony or roof areas. This is not only a safety issue but also a local planning requirement and the College could be fined or prosecuted for a breach. Please close windows when you're not occupying your room, particularly if you live on the ground floor.

We will conduct regular inspections and if any window restrictors are found to have been damaged or tampered with, you (or the individual responsible) may be charged for repairs. If you find any restrictors are missing or damaged please report this to your Hall Supervisor or reception team.

Use safely and with care to avoid injury.

Electrical safety

All College-owned portable appliances are tested annually and all wiring is tested every five years.

You are permitted to bring certain electrical equipment to halls but you must ensure that it is working correctly so that it does not present a hazard or risk:

- All items (including adaptors or converters) must conform to the appropriate British standard, display the CE mark and be fitted with a correctly wired and fused plug to avoid tripping a fuse
- Items that are not compatible with UK voltage (240V) must only be used with a voltage adaptor/ converter
- Extension sockets must be safe — preferably having ‘surge protection’— and must not cause a trip hazard to you or any member of staff entering your room

If you bring in faulty equipment which causes damage, you will be liable for the cost of repair.

You must not interfere with any electrical installation, equipment or fitting provided by the College. You can help us ensure your safety of others by complying with the following:

- Do not overload your electrical sockets as this can be dangerous and result in a fire
- Do not use multi-plug adaptors
- Switch off electrical equipment after use and unplug it whenever you leave the room
- Do not use electrical appliances in the ensuite bathrooms apart from electric shaver/ electric toothbrush

The College reserves the right to remove, destroy or disable any equipment which it deems unsafe. Where practicable this will be discussed with you before any action is taken.

Prohibited items

Safety regulations, or risk of damage to property, prohibit the use of the following personal equipment within halls:

- Candles
- Chip pans
- Coffee makers (*anywhere other than your kitchen*)
- Deep-frying equipment
- E-Bikes and E-scooters
- Electrical tools
- Electronic cigarettes or vaping devices
- Electric hot pot and hot pans
- Fridges and/or freezers
- Hookah and shisha pipes (or similar items)
- Incense sticks
- Hot plates
- Kettles (*anywhere other than your kitchen*)
- LED strip lights
- Mini washing machines and mini dishwashers
- Nightlights/ fairy lights
- Oil burners
- Plug-in air fresheners
- Portable barbecues
- Pressure cookers
- Pull-up bars
- Rice cookers (*anywhere other than your kitchen*)
- Sandwich toasters

Penalties such as community service or fines can be imposed within halls and houses for contravening any of the above regulations. In more serious cases, you may face a residences disciplinary hearing.

Christmas decorations

Here are a few tips for decorating halls at Christmas:

- make sure you don't obstruct any fire equipment
- only use PAT tested Christmas lights
- decorations should not be put up in kitchens
- don't use pins, nails or sellotape to hang decorations or lights

Fire safety

Fire is the main hazard in residential accommodation. However, sensible precautions will reduce the likelihood of fires starting and will protect against its consequences.

Fire alarm systems and equipment

The fire and smoke detection system is very sensitive. Detectors can be accidentally activated if exposed to considerable amounts of steam from showers and cooking, hair or deodorant sprays.

To prevent a false alarm:

- close bathroom doors within your room when using the bedroom shower
- use the kitchen extractor fans and keep all doors closed so that steam or smoke does not flow into the corridors where there are also smoke detectors
- do not smoke – smoking anywhere inside the building is strictly prohibited – action will be taken against students found smoking in any area

If you knowingly or recklessly misuse the fire safety equipment or set off a fire alarm without good cause you will be subject to disciplinary procedures.

Fire alarm - weekly testing

It is a legal requirement that the fire alarm system is tested frequently:

- Check the noticeboard in your hall entrance area for details of the weekly fire alarm test
- The weekly test will consist of only a few rings and you do not have to evacuate when you hear this
- Evacuate the building immediately if the alarm sounds for any length of time

We are also obliged to carry out at least one fire drill during the academic year. Fire drills can take place at any time.

Fire safety rules

Most people underestimate the speed at which a fire or smoke spreads in a building. For your own safety you must always follow the College's fire regulations, rules and procedures to avoid the common fire hazards:

- **Read your nearest 'Fire Action' notice.**
If the notice is missing or unclear, inform hall staff.
- **Locate the emergency escape routes** from your room, kitchen, common room etc. and the assembly point in case of a fire. Fire Exit routes are marked by green exit signs above doors. Your nearest emergency escape route may not be the same as your normal route.
- **It is a criminal offence to tamper with, obstruct or cover** smoke and heat detectors or remove any notice or equipment provided for fire safety.
- **Do not obstruct fire routes or doors** – report any blockages to a member of staff straight away.
- **Do not leave rubbish or belongings in corridors**, as these can become a trip hazard along fire routes when visibility is poor.
- **Keep fire doors closed and unobstructed.** Fire doors prevent the spread of fire and smoke – they must not be wedged or propped open for any use other than emergency evacuation.
- **Do not leave the kitchen unattended when cooking** – cookers, stoves and appliances should be switched off when you have finished cooking. Chip pans and other deep frying equipment are strictly prohibited.
- Exercise care – carelessness could cause a full-scale alarm.

Personal Emergency Evacuation Plans (PEEPs)

If you think you may have any difficulties in hearing the alarm or evacuating the building in the event of an emergency alarm due to a mobility or sensory impairment, or a temporary injury (e.g. you may be on crutches) you will require a Personal Emergency Evacuation Plan (PEEP).

All residents who require a PEEP should have one in place within two weeks of arrival. Contact your Hall staff for more information.



Emergency procedures

If you discover a fire:

- **Immediately operate the nearest fire alarm** call point by pressing the glass panel.
- Warn other residents in the immediate area.
- Only attempt to fight the fire if it is small, there is no immediate danger to yourself and others, and if you have a clear escape route to safety.
- If you cannot extinguish the fire or your escape route is threatened, immediately **leave the room closing the door behind you.**
- Evacuate the building and report the location of the fire to the person in charge.
- Fire extinguishers and fire blankets should only be used if you feel it is safe to do so; read the instructions before use. Report used fire equipment to a member of staff.
- Different types of fire extinguishers are appropriate for different types of fire. The type of fire extinguisher is indicated by the distinct colour band on a red extinguisher

If you hear the fire alarm:

Take all alarms seriously. Familiarise yourself with the procedures in place for your hall.

All halls - except North Acton

- Immediately evacuate via the nearest stairs/ exit route — do not stop to collect personal belongings
- Leave the building in an orderly manner — do not run
- Do not use the lifts
- Do not stand in the lobby or directly outside the hall, as this may hinder fire fighters' access
- Make your way directly to the designated assembly point. **Do not re-enter the building until the all-clear has been given**

If hall staff believe that you have delayed your evacuation you may face disciplinary action.

North Acton halls

The buildings' fire procedures and alarms are organised on a floor-by-floor basis. If a fire breaks out on one of the floors, the smoke and heat detectors will activate, and the affected floor will hear an alarm sound. Only this floor will need to evacuate.

The elevators won't be available, so you'll need to use the staircases to evacuate towards Reception and await further instructions.

North Acton Halls are built with advanced fire resiliency, making it very difficult for fires to spread. Because of this, if the alarm is not sounding on your floor, you should remain where you are.



Security

London is a safe city to live, study and explore. Staying safe at university, and taking responsibility for your own wellbeing, is mostly common sense. Download the SafeZone app and be sure to read our Safe and Secure guide included in your DigiN box for tips that will help ensure your personal safety while you are at Imperial.

SafeZone

This app lets you contact Imperial Security directly in an emergency. It immediately puts you in touch with a member of the team and gives you the option to share your location and personal profile. This can help our Security team to quickly respond to your specific needs.

SafeZone allows the entire College community to stay informed in the event of a major incident, whether you're in London or a different country.

Download the SafeZone app for your direct line to the Security Team: imperial.ac.uk/campus-security

Hall security tips

- Never label your keys with personal details
- Lock your bedroom door, even if you're only going to the kitchen or bathroom
- Check doors and windows are locked at night or when going out
- Leave money or valuable possessions in your secure drawer
- Do not allow strangers to enter the hall or your room. All staff are issued with personal identity cards
- If unsure, report anything suspicious to a member of staff or security on 4444

Bike storage and transport

Cycling is a healthy, sustainable and efficient way to travel and where possible, our halls have bike storage. Check with Hall staff for information on bike storage at your hall.

For health and safety reasons, bikes, including folding bikes, are not permitted in bedrooms or any communal areas (including corridors, stairways or fire exits). Do not chain your bike to railings or lampposts — any bikes found stored in this way, or left in hazardous positions, will be removed. We also expect you to take your bike with you at the end of your stay.

Bike security

Bikes make for an easy target for thieves and theft is common – so mark it, lock it or lose it. Follow these tips to help you keep your bike safe:

- Use a Solid Secure British Standard approved lock i.e. 'D' type locks, available from the Security Office in room 155 in the Sherfield building at a cost of £35 (RRP £85).
- Take out bike insurance
- Lock the frame of your bicycle to the locking point and, whenever possible, include the wheels and saddle
- Try to avoid leaving your bicycle unattended overnight unless in secure storage
- Keep a record of the make, model, and serial number of your bicycle, along with any unique identifying features for your insurance
- Get your bicycle frame marked with your personal details.

Learn more at imperial.ac.uk/sport/active-travel/

Parking and transport

There are no parking facilities available for students in halls or guests. Motorbikes and mopeds (or component parts) must not be brought into halls.

At some halls there are limited parking facilities but these are exclusively reserved for students, staff and visitors with disabilities. These facilities are managed locally; please contact your Hall team for further information.



Your accommodation experience

Feedback

At the end of the year, we invite you to take part in our Annual Halls Survey. Your feedback is important to us and helps us improve for the next residents. Look out for your survey in the final term.

If you have any comments or concerns throughout the year, do get in touch. See our 'Comments, Compliments and Concerns' policy on the Accommodation website: imperial.ac.uk/students/accommodation/current-residents/policies-and-guidelines/feedback/

Student Accommodation Code

All Imperial owned halls are signed up to the Student Accommodation Code which protects your rights to safe, good quality accommodation. Find out what you should expect from your accommodation at TheSAC.org.uk



Accommodation fees

Your accommodation fees are paid in termly instalments. You'll be emailed an invoice for the term ahead and this will need to be paid by the date indicated. For more information about paying your fees please see our website: imperial.ac.uk/students/accommodation/prospective/ug/fees/

Your fees include all utility bills, tv licence for College-owned televisions, internet access, maintenance, communal cleaning and a contribution towards your halls activity fund. We do not run our halls for profit. All income generated from your accommodation fees is reinvested to cover maintenance, operating and improvement costs.

You can find out more about our approach to rents on our website: imperial.ac.uk/study/campus-life/accommodation/hall-rents/

Vacating your room early

If you wish to leave halls early you will still be liable for your accommodation fees until the end date on your licence agreement, unless the room is re-let to another Imperial student who is not currently living in halls.

Notice to quit

If you wish to leave your room during the licence period, you should email accommodation@imperial.ac.uk and complete a 'notice to quit' form. The Student Accommodation Office will try to re-let your room, though there are no guarantees.

You should also note the following:

- Rooms that were not previously occupied that year will always be let first
- Rooms are re-let in the order of 'notice to quit' forms received
- Rooms with particular criteria (i.e. a single sex only flat/corridor) may take longer to re-let

Cessation of studies

If you formally withdraw, interrupt your studies or are de-registered from Imperial you must inform the Student Accommodation Office immediately:

- You will not be eligible to remain in College accommodation.
- You will be released from your licence agreement, from the date you vacate your room and have returned your keys.

Note: Students at Silwood Park who wish to attend a field-trip should refer to specific terms and conditions within their licence agreement.

Useful contacts

You will need to dial 9 from your hall phone to get an outside line. You will be able to call Local Police or NHS 111 using your room telephone without external credit.

If you need to dial one of the emergency services whilst on campus, please do so via Security on 4444 (or 020 7589 1000 from a mobile) so they can coordinate the emergency response units.

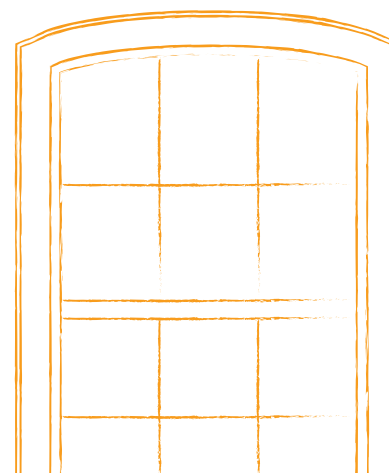
Local Police

Tel: 101

NHS 111

Tel: 111

www.nhs.uk



Mental Health Support

If you are in crisis and need to speak to someone urgently, you can contact one of the services below for mental health support.

If you need to speak to someone straight away you can call 999 or visit your local Accident and Emergency department.

Samaritans - 24 hours

Tel: 116 123

email: jo@samaritans.org

Shout crisis text service - 24 hours

Text **Shout** to 85258.

Nightline - Term time only 18:00 - 08:00

Confidential listening for students in London.

Tel: 020 7631 0101

Live chat: nightline.org.uk

Papyrus HOPElineUK - 09:00-00:00

Call 0800 068 4141

Text 07860039967

Email pat@papyrus-uk.org

Frank (substance abuse support)

Tel: 0800 77 66 00

www.talktofrank.com

Disclaimer:

The information in this guide is correct at the time of going to print (July 2022).

For the latest information, please see the Accommodation website: imperial.ac.uk/students/accommodation/current-residents/

Student Accommodation Office

Supporting you in your new home from home

Whether living in our halls or in the private sector we are here to help.

College Accommodation

- Applications and queries
- Guidance for living in halls
- Medical and wellbeing support

Private Accommodation

- Support through all stages of your private housing journey
- Contract checking service
- Rent Guarantee

