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THE HISTORY OF THE COLLEGE

The College was founded in 1348 by Edmund Gonville, Rector of Terrington in Norfolk. In 1353 his executor, William Bateman, Bishop of Norwich, moved it from its original site, now part of Corpus Christi College, to the present site, and gave it statutes. Bishop Bateman renamed it the Hall of the Annunciation of Blessed Mary the Virgin, though it continued to be called Gonville Hall. Its buildings were at first on the north side of Gonville Court, which was completed with the building of the Chapel before 1389 and of the west and east sides before 1500. The whole court was, however, refaced in the eighteenth century.

In 1557 the College was refounded under its present name by John Caius, M.D., a former student and Fellow of Gonville Hall. He extended, enriched and beautified the College, building Caius Court together with the Gates of Humility, Virtue and Wisdom, and Honour, through which undergraduates were to progress. He was Master from 1559 to 1573, President of the College (later Royal College) of Physicians, and a well-established physician in the City of London.

The present Hall (by Salvin) was built in 1854, replacing the ancient Hall in the north-west corner of Gonville Court. The main buildings of Tree Court (by Waterhouse) were built in 1868-70, replacing the former Legge and Perse buildings. The older (north eastern) part of St. Michael’s Court dates from 1903 and the newer (south-eastern) part from 1935-36. Harvey Court (by Sir Leslie Martin), on the other side of the river, was built in 1962 and extensively refurbished in 2011. The Stephen Hawking Building was completed in 2006.

Further information about the history of the College may be found in Christopher Brooke's *History of Gonville and Caius College* (1985), and also in the *Biographical History of Gonville and Caius College*, Vols I-VIII. Both of these works are in the College Library. Brief accounts can be found on the College website at: http://www.cai.cam.ac.uk/discover
MANAGEMENT OF ACCOMMODATION

1.1 Responsible College Officer
The Operations Director is the Responsible College Officer for all accommodation which is occupied by Residential Visitors. He is supported by staff in the following departments, to whom initial problems should be addressed:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Email/Telephone</th>
<th>Responsibilities</th>
<th>College Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Office</td>
<td><a href="mailto:accommodation@cai.cam.ac.uk">accommodation@cai.cam.ac.uk</a></td>
<td>Enquiries regarding Residential Visitor accommodation;</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Mrs Wendy Fox - Accommodation Officer</td>
<td>01223 332445</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housekeeping Department</td>
<td><a href="mailto:housekeeper@cai.cam.ac.uk">housekeeper@cai.cam.ac.uk</a></td>
<td>Enquiries relating to the cleaning of rooms and communal areas; changes of and damage to furnishings</td>
<td>Operations Director</td>
</tr>
<tr>
<td>Mrs Karen Heslop - Housekeeper</td>
<td>01223 332409</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Department</td>
<td><a href="mailto:Head.maintenance@cai.cam.ac.uk">Head.maintenance@cai.cam.ac.uk</a></td>
<td>Reporting of faults and decoration in Residential Visitor's rooms and communal areas.</td>
<td>Operations Director</td>
</tr>
<tr>
<td>Mr Tim Lee - Estates Manager</td>
<td>01223 332426</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porters</td>
<td><a href="mailto:head.porter@cai.cam.ac.uk">head.porter@cai.cam.ac.uk</a></td>
<td>Fire safety and security</td>
<td>Operations Director</td>
</tr>
<tr>
<td>Mr Russell Holmes - Head Porter</td>
<td>01223 332416</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bursary</td>
<td><a href="mailto:student.accounts@cai.cam.ac.uk">student.accounts@cai.cam.ac.uk</a></td>
<td>Administration of Residential Visitor accounts/payments,</td>
<td>Senior Bursar</td>
</tr>
<tr>
<td>Ms Hayley Hamilton - Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2 Access to Rooms
- **Housekeeping staff:** Mon – Fri 8.00 am to 4.00 pm. Access outside these times will be notified to the occupant at least 24 hours in advance.

- **Maintenance Staff:** For Priority 1 repairs (see Section 5.2 for details and repair priorities) it is implicit in requesting the work that the Residential Visitor is giving permission for members of the Maintenance Department to enter their room. Where possible, they will be advised of the proposed entry time in advance of the visit, but this may not always be practicable. Access for other maintenance tasks or non-urgent repairs (categories 2 – 4) will be notified by email at least 24 hours in advance unless the Residential Visitor reporting the fault indicates that this notice is not necessary. Maintenance and servicing programmes, such as gas appliance servicing, window and gutter cleaning, external and interior painting will, whenever possible, be carried out when rooms are unoccupied. When this is not possible Residential Visitors will normally be given at least 24 hours notice.

- **Porters:** If it is necessary for a Porter to gain emergency access to a Residential Visitors room, the date, time and reason code for access will be entered in the
‘Key Book’ which is held in the Porters’ Lodge. Guests wishing to check if a Porter has entered their room should ask the Head Porter or Deputy Head Porter.

- **Contractors:** It is occasionally necessary for Contractors to access accommodation. Notice of such access will always be provided in advance of the visit and where trusted and regular contractors are used, these will normally visit accommodation unaccompanied. However, infrequently used or new contractors will be accompanied by a member of College staff. All contractors are required to wear college identification while working on College premises. Residential Visitors should report the presence of anyone in their accommodation areas that they cannot identify to the Porters’ Lodge immediately.

1.3 **Furnishing**

College rooms are provided with carpets, curtains/blinds and an overhead light with shade. They are generally furnished as shown below.

The College will not normally furnish Residential Visitors’ accommodation with bed linen for the initial arrival so it will normally be expected that the Residential Visitor will provide their own bedding.

<table>
<thead>
<tr>
<th>Type of Accommodation</th>
<th>Furnishings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single twin set</td>
<td>Bedroom: Single bed comprising of metal bed base frame and 1 single mattress with 1 single mattress protector, chest of drawers (or a provision of drawers in the wardrobe), wardrobe and where space permits a bedside table. Study: Desk with integral or separate drawer unit, desk chair, desk lamp, bookcase. One or two easy chairs may also be provided, as may a coffee table.</td>
</tr>
<tr>
<td>Single standard room</td>
<td>Single bed comprising of metal bed base and 1 single mattress with 1 single mattress protector. A wardrobe, a chest of drawers or drawers within the wardrobe, a desk with an integral or separate drawer unit and height adjustable desk chair, bookcase, a desk lamp and where space permits a bedside table, one or two easy chairs and a coffee table may also be provided.</td>
</tr>
<tr>
<td>Flats/Houses</td>
<td>Flats and houses will be sufficiently furnished appropriate to the nature of the occupation</td>
</tr>
</tbody>
</table>

As a general rule, visitors occupying accommodation must not bring any furniture into College. However, if there is a specific need brought about by a medical requirement, permission must be obtained before the item is brought into College. The College reserves the right to remove any furniture brought into College without permission at the expense of the occupier of the room.

College furniture and furnishings, including curtains and lampshades must not be removed from accommodation. No alterations may be mad to the furniture, furnishings or fittings. Residential Visitors must not affix pictures, posters to the walls or doors using hooks, nails, Blu- or White-Tack, adhesive tape or any other form of sticky fixings liable to damage the walls and/or woodwork. Electrically operated fairy lights are not permitted in any College accommodation. A charge will be made for any damage to decorations, furnishings and furniture. Most rooms have a

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1 If specific furniture is required for medical reasons the request must be supported by medical reports.
picture rail where a metal picture rail hook can be hooked on or where appropriate the Maintenance Department may be able to affix a pin board to the wall. Charges may also be made to cover the cost of repairs to supporting rooms such as gyp rooms, bathrooms and corridors, for which neighbouring residents are held responsible for damage caused.

1.4 Inventory
Two copies of an Inventory will be issued at the start of the occupancy period. Residential Visitors must sign one copy to confirm that it is correct, and return the signed copy to the Housekeeper’s Office within four days of taking up residence in the room. The other copy should be kept by the Residential Visitor. Residential Visitors will be charged for any items listed on the inventory that are missing or damaged at the end of the occupancy period. As a consequence, it is important that Residential Visitors check their room inventory and immediately report any items that are missing or damaged to the Housekeeper’s Office. Failure to return a signed copy of the inventory, or contact the Housekeeper’s Office, within four days of taking up residence will result in it being considered correct.

The rent charged for the stated licence period is fully inclusive of the cost of providing furnishing and maintenance of the rooms, heating, electric lighting, the use of appropriate cooking facilities, baths, the services of a bedmaker.

1.5 At the end of the Occupancy
At the end of the occupancy, Residential Visitors must clear all personal possessions and rubbish. The gyp rooms/kitchens should be emptied of all foodstuffs, pots, pans and crockery. Any items left behind will be disposed of and a charge may be made to cover the costs of removal of excessive rubbish or personal property left in rooms and/or communal areas

1.6 Access to Rooms
Residential Visitors, dependent on where they are residing, will receive a key from either the Trinity Street or Harvey Court Porters’ Lodges, or will be issued a temporary Proximity Access Control Card to gain access to their residence, and will be personally responsible for the safety of the key/card. Residential Visitors issued with a key will be required to sign for it when it is issued at the start of the occupancy period and surrender it when the room is vacated. Copying of keys is forbidden. Although the Porters keep duplicate room keys/cards for use in emergencies. The loss of a key will normally mean that a new lock has to be installed. A charge of £20 is therefore made if a key is lost, or if it is not returned when the Residential Visitor departs.
1.7 Proximity Card Access
Dependent on where the Residential Visitor lives or is required to access, a Proximity Access Control Card may be issued. This card is the responsibility of the Residential Visitor and will be needed to access secure areas of the College, such as some accommodation areas, the Library and Computer Rooms. In the event of loss or damage, Residential Visitors who have lost their cards should notify either Porters’ Lodge immediately by to request a replacement. For cards that are lost, a charge of £10 will be made to cover the cost of a replacement card being issued.

1.8 Good Neighbour Policy
Visitors will be expected to be mindful of the proximity of neighbours both to within the College properties and in the wider community. Particular attention is drawn to visitor’s resident in external properties which are in a non-academic environment. The College takes a particularly serious view of misbehaviour which inconveniences other members of the College or its neighbours.

1.9 Prohibited items
Animals may not be kept in College rooms. Firearms and ammunition, pyrotechnics and fireworks, air-guns, crossbows, bows and arrows, etc., may not be kept in College Rooms.

1.10 Use of Rooms for Business Purposes
No trading on College premises is permitted without the agreement of the College Council.

1.11 Notices
Notices may be posted only on approved notice boards in the College. Advertisements, posters and banners may not be displayed from College rooms.

UTILITIES AND SERVICES

2. UTILITIES AND SERVICES

2.1 Heating
Heating is supplied to the College rooms to provide a background heat of 19 – 21 °C for the heating season or, where the weather is exceptionally cold for prolonged periods, (and at the discretion of the Operations Director) for 24 hours a day. In some College accommodation it may not be practicable to meet this target where heating is provided by means of electric heaters, which automatically turn off after a two-hour period of continuous use. Where this causes a problem in periods of cold
weather, and where 24-hour heating has been sanctioned by the Operations Director, guests are requested to contact the Maintenance Department for assistance.

In the event that a Residential Visitor believes that the heating provided is either failing to work, or not allowing the room to reach the desired temperature, they are to raise the matter in the first instance with the Maintenance Department. All occupants are encouraged to help conserve energy and reduce costs by using the controls made available with the various heating systems. The Maintenance Department will willingly offer advice and assistance in this matter if asked.

2.2 Electrical Equipment

Electrical equipment provided by the College is tested annually during the Long Vacation as a part of the Portable Appliance Testing (PAT) programme. However, it is College Policy that all residents provide information to College on the portable electrical items they are using in accommodation. To ensure items are safe to use, guests are to contact the Maintenance Department within 2 weeks of arrival and request that a “Competent Person” be made available to visually inspect the items in respect of electrical safety. However, in the first instance, it is the Residential Visitor’s responsibility to check that the electrical items they bring with them are not damaged, i.e. that the leads are not frayed and that there are no exposed wires; that the fuse ratings are correct and that switches operate safely. Any equipment from overseas must be correctly adapted for the 220 – 240 volt 50 Hz AC system, and only British flat pin plugs are used, with correct fuse fitted. If there is any doubt that the equipment satisfactorily meets these requirements, it must not be used.

The electrical load for College rooms must not exceed 1kW (other than College-installed electric heating). Low current consumption items such as radios, computers, CD players, electric razors and hair dryers will normally stay within the 1kW load limit. If this load is exceeded, the Maintenance staff have instructions to disconnect equipment and bring it to the Residential Visitor’s attention.

Electrical items including computers, mobile phone chargers, etc, should be turned off when not in use. Safety instructions supplied with the appliance should carry the CE mark and these should be carefully followed.

Electric fires/heaters must not be used in rooms unless specifically authorised and provided by the College.

If additional power sockets are required in a room, one four-way plug block may be used, provided it is fitted with a mains cut-off switch and a 10 amp fuse. Socket adaptors (two- or three-way) and extension reels must not be used.

No alterations or additions may be made to the electrical wiring in College buildings without the consent of the Estates Manager. If agreement is given, the work must be carried out by the Maintenance staff.
2.3 Water Supplies
The cold water supply to Gyp rooms/kitchens comes directly from the cold water mains supply and is therefore safe to drink. However, in College rooms and bathrooms the cold water may be from a cold water storage tank and should not be considered safe for drinking.

Waste water systems are connected to the Local Authority sewers. Waste chemicals, environmentally damaging or toxic substances must not be poured into waste water systems (via basins, baths, showers, lavatories, or external drains) but should be disposed of correctly. For further information, consult the Maintenance Department.

2.4 Water Hygiene
Risk Assessments and monitoring of water in all areas of the College are carried out in line with current legislation. Due to the risk of contaminating the water system with Legionella bacteria, the use of push-on shower attachments is not permitted.

2.5 Lighting
Overhead lights are provided in rooms and should be supplemented by a desk light to achieve the correct local task lighting level.

Control of lighting on staircases / corridors may either be by means of an on/off switch system, or one activated by movement sensors or a timer.

2.6 Televisions
Residential Visitors who watch TV broadcasts in their rooms (whether by internet streaming or by any other means) must, under UK law, obtain their own TV Licence. The College does not have a collective television licence covering residential accommodation, and a home licence does not extend to College accommodation. TV licensing authorities make checks on a regular basis, and residents are personally liable for any fines that may be imposed.

2.7 The College Computer Network
Computer facilities may be made available for use by guests. These are sited in the Cockerell Building basement and on the ground floor of Harvey Court. An additional computer room is provided for graduates in 8 Harvey Road. There is a single personal workstation facility in room 6 of the College Library. These rooms are intended for silent work and study. The playing of computer games in Computer Rooms is forbidden, as is the consumption of food and drink.

All accommodation rooms also have either RJ-45 network connection points or are able to connect to the Lapwing wireless network. Those rooms which have a physical point require a network cable which can be purchased either from the College Computer Office or from any computer reseller. There are various areas with wireless access to the University network.
The use of computers on any part of the College network is subject to the ‘Rules and Regulations’ published by the University Computing Service, copies of which are displayed in the computer rooms.

The use of the computer rooms is subject to the code of conduct displayed on notice boards in the rooms. The Computer Officers are available in their office in the Cockerell Building basement, during displayed opening hours, to advise on computing matters.

DOMESTIC FACILITIES AND SERVICES

3. DOMESTIC FACILITIES AND SERVICES

3.1 Bedmaker Service

Under the overall management of the Housekeeper and her Deputy, supervision of the domestic assistants is carried out by the Housekeeping Supervisors as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Courts</th>
<th>Housekeeping Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main College</td>
<td>Old Courts, St Michael’s Court, St Mary’s Court, Green Street, Rose Crescent</td>
<td>Mrs R Hinson</td>
</tr>
<tr>
<td>Harvey Court &amp;</td>
<td>Harvey Court, Stephen Hawking Building, K Block, Newnham Cottage, Springfield, Finella, Grange Road, Chesterton Road, Ferry Path</td>
<td>Deputy Housekeeper, Ms H Ratcliffe</td>
</tr>
<tr>
<td>Houses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostels</td>
<td>Harvey Road, St Paul’s Road, Gresham Road, Glisson Road, Mill Road, Mortimer Road</td>
<td>Hostel-keepers</td>
</tr>
</tbody>
</table>

The Service provided by the housekeeping staff covers the weekly cleaning of rooms and week-day daily cleaning of communal areas (gyp rooms/kitchens, bathrooms and staircases/corridors). This service is provided Monday to Friday (8 am – 4.00 pm) during term and with the exception of some bank holidays, 24th – 31st December and 1st – 3rd January. The normal routine is that communal areas are cleaned first, followed by guest rooms, under the following regime:

3.2 Communal Areas

<table>
<thead>
<tr>
<th>Daily:</th>
<th>Empty bins; clean and sanitise work surfaces and draining board in gyp room (provided no washing up or other items obstruct access to work surfaces and sink area); clean WC and bath/shower rooms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 times / week:</td>
<td>Mop floors, sweep or Hoover corridors and staircases.</td>
</tr>
</tbody>
</table>

3.3 Individual Rooms

<table>
<thead>
<tr>
<th>Twice weekly</th>
<th>Empty the bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once weekly</td>
<td>Hoover and dust</td>
</tr>
<tr>
<td>Fitzwilliam Road</td>
<td>Individual Rooms are vacuumed and dusted once a week; communal areas are thoroughly cleaned twice a week</td>
</tr>
</tbody>
</table>
Please note the following:

i. Residential Visitors share responsibility for the health and safety of the members of College staff for whom their room is a place of work. As such, guests should maintain their rooms in an accessible and hygienic state and respect the needs of the domestic assistants and other College staff in fulfilling their duties.

ii. Residential Visitors must ensure that items of electrical equipment are maintained in a safe condition and that any wires and cables are kept tidy so they do not represent a trip hazard. Similarly, personal belongings (such as shoes) should not be left in communal corridors. Any changes to the layout of the furniture in the room should not lead to risks to domestic assistants;

iii. Residential Visitors are required to give domestic assistants access to their room at least 2 times a week. The scheduled cleaning days for individual rooms are listed on the notice boards in the corridor. If it is not convenient for access to be given on a particular day, visitors should make arrangements for another day at a mutually convenient time. Domestic assistants are however expected to enter a room at least twice a week and for welfare reasons will inform the Porters’ Lodge if access is denied for longer than a few days.

iv. If Residential Visitors cause the College’s domestic staff additional work, an extra service charge will be made. Likewise, if any spills on the carpets and/or upholstery require specialist cleaning, any costs incurred will be charged to the Residential Visitor.

v. Residential Visitors are responsible for clearing up any mess in their room and/or communal areas arising from excessive alcohol consumption or any other type of over-indulgence. Cleaning materials for this purpose can be obtained from the Housekeeping Department.

3.4 Gyp Rooms and Kitchens

Residential Visitors residing on College campus sites have access to a gyp room which will provide basic facilities; usually a refrigerator, microwave (if space permits), toaster and kettle. In some graduate residences a full kitchen is available for the preparation of more substantial meals. It is the responsibility of the user to clean the microwave and any other cooking equipment provided by the college. The College does not provide pots and pans, cutlery, crockery or glassware.

The use of cooking and water heating equipment such as kettles (in individuals’ rooms) is forbidden.

Hot food preparation is permitted only in gyp rooms and kitchens, using only the cooking appliances provided by the College, in accordance with the instructions posted in the gyp room or kitchen. Mini ovens, sandwich toasters, hot plates, portable hobs, pressure cookers, slow cookers, coffee makers, and rice cookers, blenders and
bread makers or any electrical cooking or heating type appliances are not permitted. If any of these items are found in College they will be removed.

3.5 Gyp Rooms and Kitchens during Vacation
During the Christmas and Easter vacations bedrooms and gyp rooms may be required for vacation residence or for conference accommodation. Residential Visitors should ensure that when staying beyond the end of term that all foodstuffs in the refrigerator are labelled; any such items without the owner’s name clearly marked will be liable to be disposed of. The College will not compensate for loss of food not clearly labelled as belonging to those recorded as being in residence. All dry goods, crockery and equipment in the cupboards are to be stored prior to departure; any unwashed items will be disposed of.

3.6 Food Storage/Hygiene
It is important that all food is stored appropriately in either a cupboard or in the refrigerator and that waste food is placed in the bin provided. All pots and pans, cutlery, crockery and glassware must be washed and cleared away each day before the bedmaker cleans the gyp rooms/kitchens; the bedmakers’ duties do not include washing-up. Failure to comply with this requirement may result in the gyp room or kitchen being taken out of use and any unwashed items being disposed of.

3.7 Launderettes
The College provides laundry facilities in the locations listed:

<table>
<thead>
<tr>
<th>Court</th>
<th>Staircase</th>
<th>No. of Washers</th>
<th>No. of Driers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Court</td>
<td>N Basement</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>St Michael’s Court</td>
<td>C Basement and F Basement</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Harvey Court</td>
<td>Ground Floor</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Ground Floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K Block</td>
<td>Ground Floor</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Mortimer Road</td>
<td>Outside laundry facility in the grounds of House no: 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Hostels and Houses</td>
<td>Each house has a small laundry equipped with 1 washing machine and 1 tumble dryer, or a washer/dryer</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

2 Confiscated items can be recovered from the Housekeeping Department for removal from the College premises.
Washing machines and tumble driers (in the central laundry facilities should only be used between the hours of 7.30 am and 11.00 pm.

Residential Visitors living on College Campus sites will need to use either their issued Proximity Access Card or borrow one from the Porters’ Lodge to enter the launderettes; under no circumstances should the doors be propped open due to the risk of fire and smoke filling escape routes and preventing rapid evacuation.

Items should be removed from the machines promptly to enable others to have access to the facilities. The College cannot accept any responsibility for the loss of personal laundry.

Any faults with the machines should be reported to the relevant member of Housekeeping management listed in Section 3.1 (Housekeeping contacts).

3.8 Bathrooms, Shower Rooms and Toilets
Where possible showers have been fitted in or near all staircases, but where they cannot be supplied, bath mixer taps with shower attachments are usually fitted. Portable shower attachments may not be used. Housekeeping staff are authorised to remove portable shower attachments when they find them. Toiletries are not to be left in communal bathroom/shower facilities; bottles, toothbrushes, etc, impede the effective and efficient cleaning of facilities. The safety and security of personal property left in communal areas cannot be guaranteed.

**HEALTH AND SAFETY**

4. HEALTH AND SAFETY

4.1 Accidents and Serious Illness
In an extreme emergency dial 999 and then immediately inform the Porters’ Lodge on either 01223 332400 or 01223 335400 that an ambulance has been called. In all instances of serious accident or illness, the on-duty Porter will make a record and pass it onto the relevant staff.

4.2 Accident Reporting
All accidents and injuries should be entered in the Accident Book kept in the Trinity Street Porters’ Lodge giving the place, date and time of the accident, the names of any witnesses and a full description of the event. If the College Nurse is not available, the Porters will assess the injury and then either call an ambulance, arrange a taxi to the hospital, or provide First Aid.

4.3 First Aid Provision
Comprehensive First Aid Kits are provided in the Porters’ Lodge (Trinity Street and Harvey Court) and at least one of the Porters on duty will be trained in First Aid.
Other First Aid Kits are located around College Departments and a list of staff trained in First Aid is available on all staircase and property notice boards.

### 4.4 Fire Safety

Every care should be taken to minimise the risk of fire. Common causes of fire are: electrical and other appliances left switched on and unattended; clothes, furniture, or curtains near gas or electric heaters. The use of candles, incense, etc in rooms is forbidden; any discovered will be confiscated. Care must also be taken not to impede egress from buildings. Bins, shoes and other objects such as paper, cardboard boxes or other types of flammable material must never be left in corridors or escape routes.

The College is fitted with automatic alarm systems operated by heat and smoke detectors. Occupants should acquaint themselves with the location of fire exits and assembly points near their rooms.

Anyone detecting a fire should:

(a) operate the nearest fire alarm;
(b) leave the building by the nearest safe exit; and
(c) report to the assembly point.

Improper interference with fire detection and alarm equipment or with fire safety apparatus and automatic door closures, quite apart from incurring the risk of criminal prosecution, is a serious offence, which may result in the Residential Visitor’s Accommodation Licence being terminated by the College, in order to protect its Fellows, students and staff. The same applies to anyone inciting such an offence or anyone who activates a fire extinguisher without good reason, or encourages someone else to do so. Offenders will also be charged with the cost of replacing the equipment.

As required by law, fire alarms are tested weekly at pre-determined times. Fire evacuation procedures will be practised at least once a year. All residents are required to participate.

### 4.5 Smoke-Free Policy

The College takes the view that smoking is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and Residential Visitors as a result of passive smoking. This policy recognises that the Health Act 2006 expressly bans smoking in all public places. The College is a community with large numbers of resident members. This policy is designed to ensure that those who live and work here and who do not smoke are not affected by the smoking of others.

Therefore, and in order to promote the health and safety of both students and staff smoking is not permitted inside any building on College sites, including hostels, at any time, by any person regardless of their status. Smoking in the Courts and outside buildings is permitted in designated areas. Those doing so must ensure that their smoke does not enter buildings, and must refrain from dropping cigarette butts.
MAINTENANCE AND REPAIRS

5. MAINTENANCE AND REPAIRS

5.1 Organisation
The Maintenance Department is responsible for the routine maintenance and repair of the College buildings, employing small teams of electricians, plumbers, carpenters, painters and general handymen. Where specialist maintenance or repair is required, approved contractors will be used.

5.2 Reporting Faults
Residential Visitors should report any fault or repairs to the Maintenance Department. Any works requested will be categorised and prioritised as follows and addressed within the time scale set down. Please use the electronic ticketing system accessed on the Web as below:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Definition</th>
<th>Description</th>
<th>Time scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>Emergency repairs</td>
<td>Any repair required to avoid danger to health, a risk to the safety of residents, or serious damage to buildings / belongings.</td>
<td>To be completed within 24 hours</td>
</tr>
<tr>
<td>Priority 2</td>
<td>Urgent repairs</td>
<td>Any repairs that materially affect the comfort or convenience of the residents</td>
<td>To be completed within five days</td>
</tr>
<tr>
<td>Priority 3</td>
<td>Non-urgent repairs</td>
<td>Any repairs not falling in to the above categories</td>
<td>To be completed within six weeks</td>
</tr>
<tr>
<td>Priority 4</td>
<td>Work requests</td>
<td>Applications for new or additional work, requested, but not required.</td>
<td>No fixed time scale</td>
</tr>
</tbody>
</table>

SECURITY

6. SECURITY

6.1 College Security Plan for Major Incidents and Alerts
The College has developed a Security Plan with which to respond to general threats, specific threats and other emergencies of various types. When necessary, this Plan will be operated under the general direction of the Operations Director and the Head Porter.

In the event of activation, the plan places a general responsibility upon all members of the College. Access to many areas of the College is generally controlled by means of the Porters, a proximity card access control system and number-lock doors, backed
up by vigilant staff and CCTV monitoring. Staircases and hostels must be closed and, where possible, locked against access by intruders; there should be no opportunity for uninvited persons to enter those areas. Each Residential Visitor is responsible for his/her individual room. Unknown persons should be questioned as to their presence inside buildings. It is everyone’s responsibility to be alert to possible intruders or suspicious activities.

Appendix 1 provides further details regarding the College Security Plan.

6.2 CCTV
CCTV cameras are used on the College sites and at external properties to help safeguard the security of Fellows, students, staff, residential visitors and property. Cameras are positioned to capture views of building entrances and certain strategic areas which are assigned as sensitive Information and these surveillance pictures will only be used for the detection and prevention of crime.

Warning signs are erected at entrance points to highlight that surveillance cameras are in operation and that the images are being recorded for the detection and prevention of crime and fro public safety.

CCTV footage will be stored in line with the Information Commissioners guidelines and will then be erased unless required as evidence.

Fellows, students, staff and residential visitors have the right of access to information about themselves held on CCTV footage. To request access to such footage, the completion of a Data Access Request Form must be made along with proof of identity and a £10 fee paid.

6.3 Gate Hours
As a general rule, the Main College is open between 6.00 am and 1.00 am every day. Members of the public are permitted to enter the College grounds between 9.00 am and 2.00 pm except in examination periods. At 2.00 pm each day the middle gate located in the entrance passage is closed and access and egress must be made via the Porters’ Lodge. Every day at 1.00 am, the street and Lodge doors are locked with the wicket gate left open. Those requiring access must use the intercom system to attract the attention of the Porter on duty.

Unless resident in Gonville, Caius or Tree Courts, Residential Visitors may not pass through the Main Gate after 3.00 am. Any Residential Visitor who is not a resident in these courts and is visiting other persons, must vacate the courts by 3.00 am. After 1.00 am the Porter on duty may, at his/her discretion, refuse entry to any person not resident in these courts who in his/her opinion is likely to cause a disturbance or is heavily intoxicated.

Access to St Michael’s Court is by means of an access card. Vehicular access to St Mary’s Court is open between 6.00 am and 10.30 am from Monday to Saturday. The West Road Porters’ Lodge is staffed twenty-four hours a day.
6.4 Access Control
Access points in and out of the College, and into certain facilities within the College, are controlled via a proximity card access system. Guests may be issued with a Proximity Access card in order to allow them into sensitive areas of the College. Although it is possible to interrogate the system to establish which cards were used to operate a particular lock at a given time, the College does not routinely monitor this data. However, in the event of a breach of security, or a serious incident, the College reserves the right to scrutinise the system.

6.5 Building and Room Security
Although the College Courts are private property, the public normally has access to them, and rooms are, therefore, vulnerable to pilfering. Guests are strongly advised to keep their rooms locked when they are out, and to keep their windows closed, particularly if they live on the ground floor. Most thefts from College rooms have occurred when the door was left unlocked whilst the occupant went to make a cup of tea, have a shower or called in for a chat next door.

The College has installed security locks on the doors of some staircases/residences to provide a greater degree of security for rooms and those who occupy them. It is very important that these doors are kept closed and locked and that the security combination is not given to strangers or any non-resident. Giving out the combination would potentially invalidate insurance, making individuals liable for losses caused by others’ negligence. Residential Visitors should remember that the door to their College room equates to the front door of their house, rather than their bedroom door. Therefore, it is essential that Residential Visitors lock their door and windows whenever leaving their room if accommodated in ground floor rooms, however short the period.

College staff will lock doors if rooms are found to be empty, but while every effort will be made to keep rooms secure, Residential Visitors are ultimately responsible for the safety of their own belongings.

6.6 Bicycles
Bicycles must be kept in racks, and may not be ridden or wheeled in the Courts. They must not be taken into accommodation, placed in stairwells or otherwise obstruct access to or egress from buildings. If found in such a location, or on the pavement in Trinity Street or other public highways where they may cause an obstruction, they may be removed by the College.

The bicycle racks in Tree Court are reserved for Fellows and College Staff. The bicycle racks located underneath the Stephen Hawking Building are for residents of the building only. The bicycle rack situated alongside the Harvey Court Porter’s Lodge is for use of Residential Visitors only. Residential Visitors of the College are urged to place bicycles in appropriate secure areas to reduce the risk of theft.
Cycles which appear to have been left unused in the bicycle racks will be removed each October. On notice being given, if any cycle has not been reclaimed within two months of its being impounded, it will be disposed of.
7. ENVIRONMENTAL ISSUES

7.1 Energy Efficiency
The College is committed to do as much as possible to minimise environmental damage resulting from its activities and to reduce its carbon footprint. An energy efficiency survey carried out by the Carbon Trust in a sample number of Cambridge Colleges noted that while inefficient buildings and heating systems were a major problem, most waste was attributable to the careless behaviour of individuals. Wasteful practices include: leaving lights and electrical equipment switched on in unoccupied rooms (including computers and other equipment on ‘stand-by’), opening windows rather than turning down heating, turning up heating rather than dressing in warmer clothing, etc.

7.2 Recycling
The College encourages recycling and where possible have introduced recycling waste bins in Gyp Rooms and Kitchens, in addition to the general waste bins. The College has adopted a ‘co-mingled’ recycling process where items such as plastic bottles, drinks cans, glass, paper and cardboard can be placed in special dedicated co-mingled bins for disposal. General waste must not be placed in these bins. Where the recycling bins have been installed in accommodation, College Bedders will empty them regularly.

The large co-mingled receptacles are purple in colour and are located in the following places:

- Gate of Necessity Bin Store, Old Courts
- St Michael’s Court Bin Store
- Harvey Court Bin Store

Notices will be placed both in the immediate area of the bins and on the co-mingled recycling bins themselves indicating what can be recycled and what is classed as general waste.
8. College Maps and Plans
Appendix 1

Gonville & Caius College Security Plan for Major Incidents or Alerts in Main College Courts or West Road

The College Security Plan for major incidents and alerts in Main College Courts or West Road Site consists of three levels of security alert. The Incident Control Point (ICP) is located at the following locations:

ICP Old Courts: Trinity Street Porters’ Lodge
Alternative ICP Old Courts: Bateman Room

ICP Harvey Court: Harvey Court Porters’ Lodge
Alternative ICP Harvey Court: Finella House, Room 2

(a) Initial Prevention
This is the normal state and involves a general responsibility for all members of the College and staff to limit opportunities for anybody to place unauthorised devices within the College. Access to the College is monitored and controlled by the Porters, backed up by vigilance on the part of individuals. Rooms should be kept locked when not in use, persons who are not recognised should be asked why they are in College or whom they are seeking. Rubbish is cleared away regularly so that devices cannot be hidden and rubbish containers are, where possible, regularly emptied and inspected by members of staff. If you discover any suspicious package/container you should clear the immediate area, cordon it off to prevent further access and report it immediately to either of the Porters’ Lodges.

(b) General Alert
This is when there is a non-specific threat to the area (‘Cambridge’) or the establishment (‘the University’). On receipt of such a threat a security sweep will be carried out and reported back to the respective Porters’ Lodge when this is complete. The Head Porter/Deputy Head Porter/Senior Porter, assisted by the Housekeeping staff, will carry out a check of all staircases and the public rooms of the College, including the Chapel. Outside normal working hours the Porters will check the ‘common user’ areas of staircases and public rooms as directed by the “on call” Porter. The discovery of any suspicious package/container should be followed by clearing the immediate area, cordon ing it off to prevent further access and reporting it immediately to the Porters’ Lodge/ICP. No action should be taken to move or disturb any package/container.

(c) Specific Threat
In the event of a specific threat to the College, or a particular area within the College, the building or area will be evacuated immediately, followed by a full sweep by
experts. The quickest way to effect this evacuation will be by the activation of the fire alarm for the area or areas concerned, followed by a decision on which assembly points should be further evacuated. The discovery of any suspicious package/container should be followed by clearing the immediate area, cordonning it off to prevent further access and reporting it immediately to the Porters’ Lodge/ICP. **No action should be taken to move or disturb any package/container**
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Maintenance staff, 2
Porters, 2
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Reporting, 11
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39-week licence, 4
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