Purpose

The purpose of this document is to advise staff on best practice about removing items found to be dangerous or in breach of contract from student rooms/communal areas during routine inspections or visits to occupied areas.

Background

Each Residence has existing processes and procedures that have been developed using the knowledge and skills of staff. In order to assist all areas of Residential Services, this document has been produced to consolidate and share all existing procedures.

Implementation

All staff are able to put forward an idea, method or procedure for inclusion in this section by forwarding their ideas to their line manager.

Residence Managers are responsible for encouraging this approach at all levels of the residence.
Introduction

This document has been created to assist staff in managing the removal of items deemed unsafe and/or in breach of the student's Occupancy Licence Agreement; which they may encounter during routine visits to flats/bedrooms or at inspections.

This document details the procedure for staff to follow in the event of encountering such items during routine visits as well as providing a consistent approach across Glasgow University Halls of Residence.

Contractual Documentation

Staff to be fully trained and aware of items, which fall in to the category of dangerous/banned items.

The undernoted are extracts from the student's Occupancy Licence Agreement with the University of Glasgow and references items, which may be NOT brought in to the accommodation by students. This list is not exhaustive and staff may from time to time come across items they are not sure about – if there is any doubt regarding the removal of any items then, contact should be made with their line manager.

Section 2 – Students Obligations

r. ‘The Student shall not bring or allow to be brought into the Hall/Room (as the case may be) any portable electrical equipment (or any white goods* or other consumable durables **) unless required for medical reasons unless it complies with all current regulations and, if requested to do so, to produce evidence to the University that such equipment does comply. Where such evidence is not produced to the University or where in the opinion of the University and/or its agents (acting reasonably) any such equipment does not comply with current electrical regulations, the University or its agents shall be entitled to remove such equipment from the Hall/Room (as the case may be).’

t. The Student shall not bring any furniture into the Hall/Room (as the case may be) without the prior written approval of the University:

u. The Student shall not bring into the Hall/Room (as the case may be), nor use decorative lights (e.g. fairy lights), candles or other naked flames at any time. The Student shall not bring into the Hall/Room (as the case may be), nor use portable gas cylinder or liquid paraffin fires/heaters or plug-in air fresheners at any time.

V. The Student shall not bring into the Hall or the Room (as the case may be), any firearms, catapults, laser pens, knives or any other article, which could be regarded as a weapon. In the event of a Student found being in contravention of this Condition, the University may inform the Police. The University will not be responsible and will not be liable for any event or action arising from the Student failing to comply with this Condition.

* Items not allowed in bedrooms include (but not exhaustive)

- Kettles
- Non UofG heaters
- Rice Cookers
- Electric coffee machines
**Non British Standard or Conformité Européenne (CE)**

**Invoking the Procedure**

Staff will enter rooms/public areas within student accommodation during routine inspections, to carry out repairs or as part of regular cleaning routines. If, on any of these occasions they find item/s which cause concern as they constitute a danger to the premises, a breach of Health and Safety regulations or a breach of the Student Occupancy Licence, the following steps should be taken:

1. Items which do not constitute immediate danger to the occupants or premises can be left in-situ and student instructed to remove e.g. items of furniture or soft furnishings.

2. Items which constitute an immediate danger, should be removed and the students informed of this action. Items which fall in to this category could include:
   - Overloaded adaptors including non British Standard or Conformité Européenne adaptors
   - Unsafe electrical equipment, frayed cables etc.
   - Fairy Lights – especially if draped over/around soft furnishings.
   - Candles which appear to have been used in the premises
   - Plug in Air fresheners.

3. On discovering items, which fall into the category of weapons/fire arms, advice should be sought immediately from the Accommodation Office/University Security and their recommendations should be adhered to.

4. Items which have been identified for removal by the occupant/s should be clearly identified to the student by email using the appropriate email template and a date for removal agreed - See Appendices 1-4.

5. The Flat/ Room must be revisited on the agreed date to ensure the item/s have been removed. Calendar entries should be set up to flag reminder dates.

6. If items are removed, students must be emailed using the appropriate email template immediately to inform them of the action taken - See Appendices 1-4.

7. Any removed items should be returned to students at the end of the CTP or on a date agreed with the students.

8. Records should be kept of all items removed/ designated for removal – Appendix 5

Persistent offenders should be noted and the University Accommodation Office informed.

**Auditing**

Office staff will be responsible for weekly audits of confiscated items and managers should carry out adhoc checks to ensure that timescales being adhered to.
Dear [Name],

During your recent room/flat inspection it was noted that you had… in your room. This/These items constitute a breach of the terms and conditions of your contract which states:

‘The Student shall not bring into the premises nor use candles or other naked flames at any time. The Student shall not bring into the premises nor use portable gas cylinder or liquid paraffin fires/heaters or plug-in air fresheners at any time.’

This/These items have been removed from your room and will be returned at the end of your contract.

OR(delete as necessary)

Please remove this/these item/s from your room by (date), a further inspection will be carried out on (date) to ensure the item has been removed.

Should you wish to discuss this further please contact the Site Office.
Email re Electrical Equipment

Dear 

During your recent room/flat inspection it was noted that you had…………………………… in your room. This/These items constitute a breach of the terms and conditions of your contract which states:

‘The Student shall not bring or allow to be brought into the Hall/Room (as the case may be) any portable electrical equipment (or any white goods or other consumable durables) unless required for medical reasons unless it complies with all current regulations and, if requested to do so, to produce evidence to the University that such equipment does comply. Where such evidence is not produced to the University or where in the opinion of the University and/or its agents (acting reasonably) any such equipment does not comply with current electrical regulations, the University or its agents shall be entitled to remove such equipment from the Hall/Room (as the case may be).’

This/ These items have been removed from your room and will be returned at the end of your contract.

OR(delete as necessary)

Please remove this item from your room by (date), a further inspection will be carried out on (date) to ensure the item has been removed.

Should you wish to discuss this further please contact the Site Office.
Email re Fire Arms/Weapons

Dear

During your recent room/flat inspection it was noted that you had………………………
……………………………….. in your room. This/These items constitute a breach of
the terms and conditions of your contract which states:

‘The Student shall not bring into the Hall or the Room any firearms, catapults, laser
pens, knives or any other article which could be regarded as a weapon. In the event of
a Student found being in contravention of this Condition, the University may inform
the Police. The University will not be responsible and will not be liable for any event
or action arising from the Student failing to comply with this Condition.’

This/ These items have been removed from your room and will be returned at the
end of your contract.

OR(delete as necessary)

Please remove this item from your room by (date), a further inspection will be carried
out on (date) to ensure the item has been removed.

Should you wish to discuss this further please contact the Site Office.
Email re Furniture

Dear

During your recent room/flat inspection it was noted that you had..........................
................................. in your room. This/These items constitute a breach of
the terms and conditions of your contract which states:

‘The Student shall not bring any furniture into the Hall/Room (as the case may be)
without the prior written approval of the University’

This/ These items have been removed from your room  and will be returned at the
end of your contract.

OR(delete as necessary)

Please remove this item from your room by (date), a further inspection will be carried
out on (date) to ensure the item has been removed.

Should you wish to discuss this further please contact the Site Office.
<table>
<thead>
<tr>
<th>Date</th>
<th>Student Name</th>
<th>Student Number</th>
<th>Room</th>
<th>Items Removed/Noted Date &amp; Description</th>
<th>Student e-mailed (date &amp; initial)</th>
<th>Follow up visit Date</th>
<th>Instruction to Student</th>
<th>Returned to Student, Date and signature</th>
<th>Disposed of, (date &amp; initial)</th>
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