

## CONFISCATION OF ITEMS FROM STUDENT ROOMS

The purpose of these guidelines is to explain how the University will deal with the removal of items found in rooms and / or communal areas that are deemed to be dangerous and/or in breach of student contract whilst carrying out routine inspections or visits to the occupied areas.

These guidelines will apply to any accommodation managed by or on behalf of the University of Glasgow.

### INTRODUCTION

All students in residence enter into an Licence Accommodation Contract with the University of Glasgow and this references items which may NOT be brought into the accommodation by students. This list is not exhaustive and staff, whilst carrying out inspections, cleaning or maintenance may come across items they are not sure about. If this is the case the items will be treated in the same way as those listed below.

### EXTRACT FROM LICENCE ACCOMMODATION CONTRACT PART 2 – STUDENT’S OBLIGATIONS

To remind students of their obligations under the Licence Accommodation Contract below are the relevant extracts of the Student’s Obligations:

#### ***Electrical Equipment and Prohibited Items***

- a.g. Stereo related equipment, televisions (with a T.V. Licence), computers, chargers, games consoles and personal grooming equipment such as hairdryers, straighteners and beard trimmers are permitted provided they comply with current safety regulations and have been safety tested where appropriate. The University does not take responsibility for carrying out safety testing on any such items. Any other electrical items require the permission of the University. The University has the right to remove any electrical items where it is not satisfied that they are safe.
- a.h. The Student will not install or arrange to have installed a telephone line, an aerial, a satellite dish or any other communication/ transmission device in the Hall or the Flat. In the event of the student failing to comply with these restrictions (i) the University will not be responsible for any costs or charges incurred by the Student in arranging such installation (ii) the Student will immediately, on request by the University, have the service disconnected and (iii) the Student will be responsible for the cost of the disconnection.
- a.i. The Student shall not bring any furniture into the Hall/Flat (as the case may be) without the prior written approval of the University.
- a.j. The Student shall not bring into the Hall/Flat (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/Flat (as the case may be), nor use portable gas cylinders or liquid paraffin fires/heaters or plug-in air fresheners at any time.
- a.k. The Student shall not bring into the Hall/Flat (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.

#### ***Behaviour***

- m. No music or other sound which may be audible outwith the Flat shall be permitted in the Flat between the hours of 11pm and 8am. Further, the Students shall comply with the University’s Noise Policy (and undertakes to observe any decisions taken by the University in accordance with the same) <https://www.gla.ac.uk/myglasgow/accommodation/policiesandprocedures/>

## PROCEDURE

When staff enter rooms/communal areas within accommodation for routine inspections, to carry out repairs, to address noise complaints, or whilst undertaking regular cleaning routines and 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 Licence Accommodation Contract, the following steps will be taken;

1. Items which do not constitute immediate danger or disturbance to the occupants or premises will be left in-situ and student instructed via email to remove them within a specified date e.g.items of furniture or soft furnishings. Follow up visits will take place to ensure that the removal has taken place by the required date. Failure to remove item(s) will result in escalation to site warden.
2. Items, which constitute an immediate danger or disturbance, will be removed and the students informed of this action by email. Items which fall into this category could include:
  - Overloaded adaptors including non-British Standard or Conformité Européenne adaptors
  - Unsafe electrical equipment, frayed cables etc.
  - Plug-in fairy lights – especially if draped over/around soft furnishings.
  - Candles which appear to have been used.
  - Plug-in air fresheners.
  - Items causing noise or disturbance - music equipment, speakers, amplifiers, etc.
3. On discovering items, which fall into the category of weapons/firearms, advice would be sought immediately from the Accommodation Services Office/ University Security and their recommendations will be adhered to.
4. Any removed items that have been removed will be recorded by the site office and will be returned to students at the end of the CTP (Core Tenancy Period) or on a date agreed with the students.

It should be noted that persistent offenders will be reported to the site Warden under the Residential Code of Conduct.