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 Accommodation 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 or when investigating any other issues raised with any site staff.

This document details the procedure for staff to follow in the event of encountering such items during required 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, as well as recognise items used in breaching of contract and accommodation policies.

The undernoted are extracts from the student’s Occupancy Licence Agreement with the University of Glasgow and references items, which may NOT be 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.

Point 2.1.6 covers equipment which may be removed in breach of Noise Policy.

Section 2 – Students Obligations

2.1 Electrical Equipment and Prohibited Items

2.1.1 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.

2.1.2 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.

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

2.1.4 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.

2.1.5 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.

2.1.6 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 Student shall comply with the University’s Noise Policy (and undertakes to observe any decisions taken by the University in accordance with the same) - http://www.gla.ac.uk/media/media_483631_en.pdf

Invoking the Procedure

Staff will enter rooms/public areas within student accommodation during routine inspections, to carry out repairs, to deal with noise complaints, 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 or disturbance 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 or disturbance, 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.
   - 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/fire arms, advice should be sought immediately from the Accommodation Services 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. If items have not been removed, then they can be removed and 6 followed.

6. If items are removed, students must be emailed using the appropriate email template within two working days 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.
Email re Candles/Naked Flames

Dear

During a recent room/flat visit 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:

2.1.7 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.

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 a recent room/flat visit 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:

2.1.8 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
Student shall comply with the University’s Noise Policy (and undertakes
to observe any decisions taken by the University in accordance with the
same) - http://www.gla.ac.uk/media/media_483631_en.pdf

2.1.9 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.

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 a recent room/flat visit 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:

2.1.10 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.

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 a recent room/flat visit 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:

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

This/ These items have been removed from your room and as they are too large to
be stored, you will incur charges for their disposal.

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. If items are not removed by
agree date, they will be removed and you may incur costs.

Should you wish to discuss this further please contact the Site Office.
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<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 (date &amp; initial)</th>
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