



## Access to Ground Floor Farndon Court Common Room

April 2022

Reuben College is pleased to be able to offer all of its on-course students access the ground floor common room within the Farndon Court accommodation building, this may be for occasional use, or to attend events happening there, for example monthly brunches or GCR organized events. We regret that there is no associated parking guaranteed and that, for security, access to all other parts of the building will be restricted to residents only.

### Safety and Security

Entry to the Farndon Court Common Room (Ground Floor) is controlled via your University card. The Reuben College Farndon Court Common room is not open to the general public and it is **very** important that you do not allow non-members to gain entry to the building. If you cannot see the person behind you holding their university card please do not allow them in. If, when allowed, you bring a guest or friend into the common room, please do not leave them unattended. CCTV cameras are placed around the College to assist with security matters.

### Facilities available within the common room

The Farndon Court Common Room has the following facilities available for members of the college:

- Sofas
- Dining table
- Microwave oven
- Fridge
- Kettle
- Access to toilets

The common room is located on the ground floor close to rooms that may be occupied by residents of the college, the facilities and areas of these rooms (for example the kitchen) are not to be used by members accessing the common room unless invited to by those residents, or if the college provides permission (for example if there are no residents in the relevant rooms). All those using the common room are asked also to be sensitive to the needs of residents in the area, and are reminded that entrance and exit to the rooms beyond the common room must at all times must be fully accessible.

### Members are asked to observe the following guidelines:

1. Rubbish must be disposed of in the bins provided.
2. The area must be left clean after each event and not left for the cleaning contractors or the college.
3. The room to be kept free of large bags and coats, which can be left in the cloakroom.
4. The level of noise should not be such as to disrupt the conversations of other members, or of residents in the adjoining areas. Noise levels should be kept to a minimum, especially between 22:00 and 7:00.

5. As a communal area, members are asked to sit, rather than lie, on the sofas. Courtesy and respect must at all times be shown for other users of the room. The doors leading to the common room must not be wedged open or be restricted from closing.
6. At the end of all events held in the common room, windows must be closed and secured.
7. No pets should be in the common room except as agreed by the college on accessibility grounds.
8. There is limited parking available at Farndon Court, and priority is given to those who require parking for registered disability.

### **Health and Safety**

College Members must at all times conform to the following Health and Safety rules and procedures:

- Members must comply immediately with any requirement served in writing by the College in connection with Health and Safety regulations or procedures.
- Members must not compromise the safety or welfare of other members or visitors to College premises.
- Members must not do or allow to be done any act which may obstruct the external or internal drains of the building.
- Members must not smoke within the property.
- Members must follow any and all COVID-19 guidance in place.

### **Fire safety**

- Members must not interfere with any fire detection, prevention or firefighting equipment within College premises, nor do anything which would prejudice the validity of relevant fire insurance policies. Any interference with fire detection and prevention systems will be regarded as a serious disciplinary offence
- Members must not prop open fire doors as these exist to prevent smoke and fire spreading.
- Members must ensure they are aware of the fire safety points and must evacuate the building immediately on hearing the fire alarm unless previously warned of a test.
- Members are obliged to comply with fire drills if on the premises.

### **Electrical Appliances**

The College has a Portable Appliance Testing (PAT) policy. Regular scheduled inspections and tests of electrical appliances take place. Faulty or frayed wiring can be very dangerous as it can lead to a fire. Members should unplug such appliances immediately and report any problems identified by email to Farndon court caretaker

- Anyone bringing electrical appliances into College has a responsibility to ensure that they are safe: these should be inspected/tested regularly by a competent person, ideally every 12 months.

**Members should note that failure to comply with any health and safety rule or procedure will automatically be referred to the Dean, or their delegate, and disciplinary action may follow.**

Signed:

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Date:

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Name:

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University Card

Number:

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