



SIDNEY SUSSEX COLLEGE ACCOMMODATION HANDBOOK



Contents

This handbook sets out the conditions of residence which all students are expected to follow and are referred to in the licence agreement.

Allocation of Accommodation	4	Health and Safety	13
Undergraduates	4	Accident Procedures and Reporting	13
Postgraduates	4	First Aid	13
Student Rooms	5	The College Nurse	14
Inventory	5	Fire Safety, Drills and Tests	14
Furnishings and Conditions of Rooms	5	Fire Prevention, Detection and Alarm	14
Televisions	5	Smoking Policy	14
Appliances	6	Maintenance and Repair Regimes	15
Reporting Damages	6	Room Maintenance and Access	15
Room Charges and Accommodation Licence	6	Response Times and Planned Maintenance	15
Exeats	7	Approved Contractors	15
Payment Terms	8	College Accommodation Management	15
Vacation Period	8	Complaints	15
Insurance Liability	8	Environmental Issues	16
Mail Delivery and Collection	9	Energy Consumption and Efficiency	16
International Storage	9	Refuse Collection and Recycling	16
Guests in College and Exclusive Use	9	Snow and Ice Clearance	16
Animals and Pets	9	Personal and Building Security	17
Anti-Social Behaviour and Disciplinary Action	9	Personal Security	17
Security	10	Building Security	17
Room Keys and the University Card	10	CCTV	17
Personal Security and CCTV	10	Security Plan	17
Domestic Facilities and Services	11	Data Protection	18
Accommodation Services	11		
Kitchens and Food Storage	11		
Bathroom, Toilet and Shower Areas	11		
Laundry Facilities	11		
Common Rooms and other Facilities	12		
Utilities and Services	12		
Heating, Gas Installations and Lighting	12		
College Appliances	12		
Waste Water and Water hygiene	13		
The College Network and Computing Support	13		

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Disclaimer: Every effort is made to ensure that the information in this document is correct at the time of printing; details are subject to change.

Allocation of Accommodation

Sidney Sussex College provides approximately 360 rooms for undergraduates, and roughly 105 rooms for postgraduates; both include on-site rooms and off-site hostels/houses with rooms which are specially adapted for students with disabilities. There are five flats for postgraduate couples. Unfortunately, none of our College accommodation is suitable for families with children.

Undergraduates

New undergraduates have accommodation allocated directly by the Tutorial Office once an offer has been confirmed. All students are accommodated under licence for the duration of their initial degree. During Lent Term, the Tutorial Office, in conjunction with the JCR, organises a ballot for all second and third year undergraduate accommodation. Fourth year undergraduates have a separate ballot run at the end of June, after the exam results have been announced.

All undergraduate members of the College are expected to live in College-owned accommodation unless they have explicit permission not to do so from their Tutor, DoS and Pastoral Support. For further information, please refer to the [Accommodation and Rooms Ballot Policy in *The White Book* \(2018\)](#).

Postgraduates

The Postgraduate Office allocates graduate accommodation. The majority of Sidney Sussex postgraduates are allocated rooms in College houses. Postgraduates have the option of not residing in accommodation provided by the College and may, if they so wish, seek private accommodation elsewhere.

Note that the College can usually only guarantee residence for postgraduates in their first year of study (with priority given to those who are new to Cambridge). A limited number of rooms are made available for continuing postgraduates by means of a ballot held in Lent term conducted by the Postgraduate Office and the MCR.

All student rooms, including postgraduate flats, are fully furnished. Personal electric devices, crockery, and cutlery need to be supplied themselves.



Student Rooms

Inventory

All student rooms usually contain the following (note that minor variation may occur from room to room):

Bed	Bookcase/shelves
Bedside table	Radiator
Wardrobe	Curtains
Chest of drawers	Lamp
Waste bin	Pin board
Desk	Desk chair

Duvets pillows and mattress protectors are provided, students are responsible for supplying their own bedlinen and towels. All electrical items conform to safety regulations. You are not permitted to remove or bring additional major furniture items into any College property (e.g. beds, futons, armchairs, sofas etc.) unless for welfare requirements (discuss with Tutorial team) or outside spaces (e.g. Hot Tubs, large inflatables and paddling pools).

Furnishings and Conditions of Rooms

You are responsible for the condition of the room you occupy and all the furnishings therein and, if living in a College house, for the condition of all communal rooms, gardens and back yards. The College reserves the right to charge residents individually or collectively for any loss or damage that goes beyond normal wear and tear. You must not change, or cause to be changed, or interfere with any décor, electrical, gas or plumbing fittings in College property.

The use of any form of adhesive, including Sellotape, Blu-Tack or equivalent, on the walls of rooms, is forbidden; pictures may be hung from the rails where provided, please use the designated racks and appropriate hooks. Those who mark walls by using unauthorised adhesives will incur a substantial charge for redecoration, since the minimum area, which can be redecorated effectively, would be a complete wall. All students are required to pay a College deposit which may be used for a variety of purposes. Any repair charges (from damage incurred by student) are deducted and student will be expected to cover any surplus costs if damage exceeds desposit. The deposit is returned to each student upon settling the final bill with the Tutorial and Student Finance Manager prior to Graduation. For further information, consult the Tutorial Office.

Televisions

It is your responsibility to obtain a TV licence for any television receiver or computer used to watch broadcast programmes. Your home licence will not cover you and there is no College-wide cover. TV licensing authorities make checks on a regular basis and you are personally liable for any fines imposed. If you plan to watch TV with a web-player, you may still need a licence, further details can be found at www.tvlicensing.co.uk/check-if-you-need-one.

Appliances

Electric appliances with low current consumption (e.g. radios, CD players, hairdryers, electric razors), may be used in bedrooms but other appliances with heavier consumption (mini-freezer, coffee machines, etc.) are not permitted. You are responsible for ensuring that any electrical appliances you bring into your room conform to the relevant electrical safety testing standards (Portable Appliance Testing - PAT). Heating, cooking or portable gas appliances (e.g. camping gas stoves, lamps, heaters, Rice Cookers) are strictly prohibited.

Reporting Damages

Any maintenance issues or repairs must be reported promptly through e-maintenance <https://sidnet.sid.cam.ac.uk/student/maintenance/>, reports are graded according to urgency. Water leaks are especially damaging and should be reported immediately to maintenance. The College reserves the right to charge residents individually or collectively if unreported leaks or other damage give rise to exceptional maintenance expenditure.

Room Charges and Accommodation Licence

Students living in College accommodation are required to sign an Accommodation Licence (electronically), which defines the period of agreed occupancy, cost of accommodation and terms of termination/cancellation. By taking possession of a room you accept these licence terms.

The standard (default) contract length for an undergraduate is 30 weeks, the 'Undergraduate 30 Week Licence'. The current default dates (Fixed Period of Residence) for terms are from the Saturday 3 days before full term starts, to the Saturday 8 days after full term ends. A full list of dates can be found in the Exeat section on SidNet. In addition to the default licence there is an option of 'Undergraduate 39 Week Licence' which is available for students intending to remain in residence (or Keep their room) over the vacations. The fixed period of residence on this licence runs from the Saturday 3 days before full term starts, to the Saturday immediately following General Admission.

Students in their final year of undergraduate study have the option of an 'Undergraduate Final Year Licence'. This licence is a hybrid of the Standard 30 Week Licence and the Continuous 39 Week Licence. The fixed period of residence during the Michaelmas Term is for a period of 10 weeks from the Saturday 3 days before the full term starts, to the Saturday 8 days after full term ends, resuming in January on the Saturday 3 days before the full term starts, to the Saturday immediately following General Admission.

It will be possible to request to stay-up beyond the end of the fixed residence period or to come-up prior to the start of the following fixed residence period. However, any residency outside of the fixed residence period, if approved, will be charged at the vacation residence rate. The rate is equivalent to a 5% increase on the daily charge additio.

If you wish to reside in College accommodation outside these fixed periods, you must seek permission from the Tutorial Office if you are an Undergraduate or from the Graduate Office if you are a Postgraduate, and obtain confirmation from the Accommodation Office that accommodation is available.

Should the occupier arrive earlier than agreed, or stay later than agreed, they will be charged for that time, and also an additional £15 one off charge to contribute to the administrative costs.

Exeats

Towards the end of each term the Accommodation Office will communicate with Undergraduate students who are residing in College accommodation requesting that they complete an exeat. The purpose of the exeat is to confirm the dates on which a student will go out of residence at the end of one term and return into residence at the start of the following term. It is important that all Undergraduate students complete an exeat for every term that they are in residence in order for the College to have an accurate record of who will be in residence and when.

Students on the Undergraduate 30 week licence will need to provide their down-date and up-date for the start and end of each term, even if they intend to arrive and depart on the dates at the start and end of the fixed residence period.

Students on the Undergraduate 39 week licence where they retain their room for the whole year, will still need to submit an exeat that will either be to confirm that they are remaining in residence throughout the vacation period or to provide a down-date and up-date should they intend to spend some time away from the College.

Students on the Undergraduate Final Year licence will need to provide their down-date for the Michaelmas Term and their up-date for the Lent Term. Then for the Easter Vacation, where they retain their room, their exeat will either be to confirm that they are remaining in residence throughout the Easter Vacation period or to inform the college that they are intending to spend some time away from the College.

Payment Terms

Payment, at the agreed rate per week, is to be made to the Tutorial Office within the deadline specified on each College Bill issued at the beginning of term.

Charges are payable by you during your periods of occupation as follows:

- Undergraduate 30 Week Licence: 10 x the weekly charge per term.
- Undergraduate 39 Week Licence: 13 x the weekly charge per term.
- Undergraduate Final Year Licence: 10 x the weekly charge for the Michaelmas and Lent terms and 14 x the Weekly Charge for the Easter term.
- Postgraduate Licence: 13 x the weekly charge per term.

Failure to pay the charge within the given deadline might lead to a daily fine and further disciplinary action that might lead to the cancellation of the occupancy agreement.

If the agreement is lawfully terminated before the end of a period for which you have been charged, the College will reimburse you an amount of the charge for the remainder of that period during which the College has been able to re-let the accommodation.

There is no reduction in occupancy charge for any period spent away from your room during the fixed residence period(s) (this includes Graduates who have permission to 'work away' during the year).

Vacation Period

Students on the Undergraduate 30 Week Licence will be required to clear their room (unless lockable storage is available) and take their possessions home with them at the end of each term. Students on the Undergraduate Final Year Licence will be required to clear their room and take their possessions home with them at the end of the Michaelmas term. If you are an International Student then please refer to the section on International Storage.

Please note: if you remain in occupation of the accommodation outside the agreed period of residence, without permission from the Tutorial Office, you may become liable to the College for its reasonable losses (for example, if the College is unable to honour a conference booking) in addition to the charge due for your period of occupation. The College is entitled to use or let the accommodation at any time outside the periods of residence outlined above and as part of the termly Eject process. Further details can be found in the [White Book 2018](#).

Insurance

By partnering with Endsleigh, we offer free contents insurance for all our students staying with us. The student insurance options have been designed to cover the risks that you may encounter whilst living in student accommodation and away from home. Visit the website for further information: <https://www.sid.cam.ac.uk/apply/undergraduate-study/covering-costs/finance-and-funding>

Mail Delivery and Collection

Each student is allocated a pigeon-hole and mail is delivered to the Porters' Lodge where it is then sorted and placed in pigeon holes. Large items will be left in the Porters' Lodge and an email sent to the student headed 'New Post Notification'.

International Storage

International Undergraduates are permitted to store their luggage over the holidays in the allocated College storage room. Storage is available only to overseas students and those from Ireland and Northern Ireland (by residence not by fee) and must be booked in advance through the Accommodation Office. It can be arranged for domestic students in need on a case-by-case basis. Students will be responsible for organizing their own storage boxes and must ensure each of the items placed in storage has their full name and next term room number.

Guests in College and Exclusive Use

The accommodation allocated to you is for your exclusive use; you may neither share nor sub-let the accommodation. Guests may stay up to three consecutive nights and no more than a total of 12 nights per term after prior notice to the Porters and Head of Accommodation. Spare bed-rolls may be signed out in the Porters' Lodge for this purpose. For Fire Safety reasons, guests are required to sign the Guest Book on arrival.

Animals and Pets

Students are not permitted to keep any animals of any kind at any time in their rooms.

Anti-Social Behaviour and Disciplinary Action

Students are expected to be mindful of the proximity of neighbours both within the properties and in the wider community and to behave in a manner that ensures that their neighbours do not have any cause for complaint. The College takes a particularly serious view of student misbehaviour which inconveniences other members of the College or its neighbours.

Particular attention is drawn to students resident in College houses, who may be living close to neighbours who will expect to enjoy a full night's sleep and some of whom may be elderly, have young children or be in poor health. The main issues likely to be the cause of friction are late night noise including loud music, parties, and large groups.

Information relating to conduct, behaviour, discipline, and student complaints can be found in [The White Book](#). Internal disciplinary procedures exist for more minor infringements. [The University](#) has a number of sanctions for behaviour impinging on the image of the University, while the most serious breaches, including all criminal behaviour, will be referred to the local police.

The College Statutes provide that the maintenance of discipline in College is the responsibility of the Domestic Bursar in the first instance, escalating to the Dean, assisted by the Tutors. The Dean deals with general complaints, usually acting in consultation with the Tutors. Disciplinary measures may include formal warnings, fines, 'community service', requirements to desist from activities, prohibition from use of College facilities (such as the Bar), and expulsion from College accommodation and from the College for short periods.

Drug-taking in any form on College premises is considered a serious offence and will be dealt with accordingly.

Security

Residents in College accommodation have a responsibility to ensure that staircase and hostel doors are closed and locked, and that their room cannot be used to access other rooms or communal spaces. Security codes must never be given to strangers or, indeed, any non-Sidney Sussex resident. Rooms may be allocated by the College for use by conference guests during the vacation and private possessions must be removed from College rooms and rooms in College Houses when they are vacated at the end of Term, unless permission not to do so has been granted. Some rooms have lockable storage and these can be used during vacation periods until the end of the licence period. The College cannot and does not accept responsibility for any losses. It is essential that you fully insure your possessions against theft and any damage or other loss.

Room Keys and the University Card

Keys to accommodation in College and College Houses are obtained from the Porters' Lodge.

You are required to register by using your university card to obtain your key at the start of each Term and to return your key at the end of each Term. This registration is important in confirming the dates for any additional charge and for the qualifying dates ("Keeping Term") for issuing degrees. In the event of loss the following replacement fees apply and are charged to your College Bill:

- Lost room key £25.00
- Spare key issue fine £1.00 cash for the 'Rag' charity
- Late return of spare key Fine £25.00
- Lost University card £10.00

Personal Security and CCTV

Members should take the normal precautions associated with living in a relatively big city. If anything unusual or suspect is observed it should be reported to the Porters' Lodge immediately. The Porters may also provide advice as regards personal alarms and other security measures.

CCTV cameras are used on the College main site to help safeguard the security of people and property. The live pictures are viewed, from time to time, by the College's Porters, in order to detect any suspicious activity.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk.

Housekeeping Services

Accommodation Services

College staff are responsible for cleaning communal service areas in College. Students are responsible for cleaning their own rooms, and where applicable en-suites. Students who occupy en-suite accommodation are required to buy their own toilet rolls.

Kitchens and Food Storage

A great majority of staircases, accommodation corridors and College houses are equipped with kitchens. All cooking should be confined to these kitchens and the right to use them is conditional upon not causing nuisance to others and cleaning up promptly after use. Note that Housekeepers are responsible for cleaning kitchens but students must wash and remove all dirty cutlery, crockery and pans so that they may do this. The College is answerable to the City Council Environmental Health Department for food hygiene in all College facilities including hostels.

Housekeepers will systematically remove and dispose any dirty dishes that are left unwashed in the kitchens for a sustained period. The College operates in line with stringent food safety legislation and guidelines. If you wish to discuss food safety issues, please arrange to see the Head of Accommodation. The College provides fridges in all kitchens and smaller individual fridges in many student rooms on the main College site.

Bathroom, Toilet and Shower Areas

Communal bathrooms and toilets are cleaned daily 7 days a week. Should you notice an issue, please report through e-maintenance or urgent issues through the porters lodge.

Laundry Facilities

The College has three laundry sites: Blundell Court, Cromwell Court, and Sidney House. Circuit app is a convenient way to pay for laundry and allows users to check for available machines, pay for your wash and be alerted when your cycle has finished. The app can be downloaded from either the Play Store or App Store.

- Use PayPal or debit/credit card to top up in seconds
- Works with both Apple and Android smart phones
- No cash or top card necessary
- Simply scan a machines QR code and select the wash programme.

Laundry facilities are cleaned daily by staff. Any faults should be reported to the Head of Accommodation who will check the fault and call an engineer if required.

Common Rooms and other Facilities

The College provides a Junior Common Room (JCR) equipped with sofas, chairs and a TV. It also provides a Middle Common Room (MCR) for graduate students with a TV, film projector and other commodities. There is a smaller common room for undergraduates equipped with a TV in Cromwell Court.

The gym is located in Sussex House with a full range of cardio-vascular equipment, resistance equipment, rowing machines and free weights together with shower and changing facilities. Membership is available through the College's Gym Committee. The SSCSU Bar, is run by students in conjunction with the College management. It is open for all members of the College during term time. Note that some of the above mentioned facilities may be used for conferences out of term time.

Utilities and Services

Heating, Gas Installations and Lighting

Central heating is supplied to all College rooms from approximately 1 October to 1 May each year. The 'on/off' dates are decided by the Domestic Bursar. If conditions are very cold or hot before or after these dates, the heating may be adjusted to suit. Occupants are expected to help save energy and cost by keeping windows closed in cold weather, and using radiator thermostatic settings sensibly. Occupants are prohibited from using private space-heating equipment in their rooms. Gas and paraffin-operated equipment is never to be used. You may request a College owned heater from the Maintenance department.

All gas installations are serviced annually by qualified Gas Safe Register operatives. Where possible, the College undertakes this type of servicing during the Long Vacation in order to minimise disruption to occupants. However, Health and Safety considerations must always be paramount and servicing and repairs will sometimes have to be undertaken during periods of residency; as far as possible, this will always be planned so as to reduce inconvenience. For safety reasons, occupants must never interfere with gas or electrical installations including switching on/off.

Suitable lighting is provided in all rooms. If a bulb fails, and you cannot change it yourself, you should report the item on the e-maintenance section on the College website or in the folder provided for maintenance requests in the Porters' Lodge.

College Appliances

If you need assistance in operating any of the appliances, please consult the Head of Accommodation who will be happy to assist you. The College will conduct a PAT test on all mains-operated electrical equipment and raise the appropriate certification; this will be arranged through the College Maintenance Department at the start of the academic year.

For those who come from overseas it is stressed that all electrical appliances must be adapted for 220-240 volts AC. If you bring electrical equipment from overseas it will have to be PAT tested by the College electrician before use. Please DO NOT bring electrical cooking appliances including Rice Cookers as these are not permitted and will be confiscated if found or delivered to the Porters' Lodge. Any adaptors must be fused.

Waste Water and Water hygiene

Waste water systems are connected to Local Authority sewers. Waste chemicals and environmentally damaging or toxic substances are not to be poured into waste water systems (via basins, baths, showers, toilets or external drains e.g. under rainwater down-pipes) but are to be disposed of correctly. It is your personal duty to safely dispose of such waste.

Risk assessments and monitoring of water in all areas of the College is carried out in line with the College [Health and Safety Policy](#). Testing for Legionnaire's Disease is arranged by the Maintenance Team regularly. All showerheads are descaled annually, normally during the Long Vacation.

The College Network and Computing Support

All College rooms and some rooms in houses have wired internet connections. In College houses and flats where there is no wired connection, broadband is available. Most rooms on-site also have wifi (Eduroam/UniofCam). The College computer suite is open 24 hours a day, but you are encouraged to bring your own computer which can be connected to the University network. If your computer does not have an Ethernet port, you will need a Thunderbolt/ USB to Ethernet adapter. You will also need an Ethernet cable; these are available from the Computer Officer once you arrive at the College. Use and maintenance of a computer connected via the College network is at your own risk and carries a responsibility to abide by the College and University rules and regulations. Students have access to support for their computing facilities via the Computer Officers, who are to be found in Q11 on the first floor of Garden Court. In the first instance, enquiries should be emailed to computer@sid.cam.ac.uk.

Health and Safety

Accident Procedures and Reporting

In the event of an accident or serious illness, you must inform the Porters' Lodge immediately. Porters are on all 24 hours a day, 7 days a week. In case of dire emergency, dial 999 or 112 and then IMMEDIATELY notify the Porters' Lodge that an emergency call has been made. In all circumstances of accident or emergency of any sort, it is essential that the Senior Tutor and relevant Tutor be informed immediately via the Tutorial Office or the Porters' Lodge. Following an accident, students must also complete an accident report form (held in the Porter's Lodge).

First Aid

If you require first aid, all Porters and some College staff are first aid trained. First Aid boxes are situated throughout the College and in College Houses and you should ensure that you know where the nearest one is located within your accommodation. Please notify the Head of Accommodation or the College Nurse if the First Aid boxes have been used so that they may be replenished.

Additional first aid boxes are also located in: the Porters' Lodge; College Office on Jesus Lane; the Maintenance Office, in Staff Court; Gardeners Greenhouse; in the Fellows Garden and Housekeeping, in Garden Court and the Library on the first floor of Garden Court.

The College Nurse

The College Nurse offers a confidential service and can give advice on any health related matter including referrals to the University Counselling Service and the Disability Resource Centre. Regular surgeries are held Monday to Friday in the Health centre, which is located on P staircase (opposite the entrance to the Library). Please check the noticeboard or the College website for drop-in times, the nurse can be contacted by email nurse@sid.cam.ac.uk or telephone (01223) 338826. It is recommended that students register with a local GP, details can be found on the noticeboard outside the Health Centre.

Fire Safety, Drills and Tests

Any tampering with fire detection and alarm systems or 'first aid fire appliances' (extinguishers etc.) is a criminal offence and will be treated as a serious breach of College rules. Irresponsible behaviour involving the fire detection system can lead to students being fined and sent out of College accommodation. It is important that escape routes, especially staircases, which can act as chimneys, are kept clear of all obstructions, and especially flammable material, such as paper, cardboard boxes etc. All fire doors are to be kept closed; they are never to be wedged open. Every staircase has its means of escape clearly posted in all rooms. The fire alarm system will be tested each Monday between 9.00am and 11.00am, except during the exam period in Easter Term. Hostels and Cromwell Court fire alarm systems are tested every Tuesday between 9am and 11am. Each alarm will sound for a short period. Should the alarm continue, College Members are to evacuate the building. Test evacuations of student rooms will take place each term. Students are requested to cooperate by immediately evacuating the building and assembling at the designated point (as indicated on the fire notice in each room).

Fire Prevention, Detection and Alarm

It is the duty of all College members, guests and visitors to prevent fire. On a personal level, this means that you must be aware of potential dangers e.g. smoking, unattended cooking, and use of heated hair styling appliances, worn electrical leads etc. Please note the information in the College's Fire Safety Video on the following link: <http://www.youtube.com/watch?v=rtkzIQ9oVU4>. The following items are banned in College accommodation: naked flames, candles, lanterns, shisha pipes, incense and oil burners, extension leads, and fairy lights. Cooking appliances are not to be used in bedrooms and only College provided cooking equipment may be used in kitchens i.e. toasters, kettles. The following personal items are not allowed under any circumstances: hotplates, gas burners, deep fat fryers, rice cookers, or other untested electrical items. If these appliances are brought into College, they will be confiscated until the student leaves their accommodation.

All Sidney Sussex College accommodation is equipped with automated fire detection and alarm equipment. In every case, this is a hard-wired system, relayed back to the Porters' Lodge. It is essential that all members of College understand the actions which need to be taken in the event of a fire alarm, and, when in doubt, seek further information from the fire notice in each building/room or from the Porters. Please do not put yourself or others at risk by covering the fire detectors.

Smoking Policy

Smoking is not allowed within any building of the College premises or College Houses or in covered external areas (Cloisters or doorways). Smoking is only permitted in designated smoking areas in the Fellows Garden behind the greenhouse and for students, at the bottom of the stairs leading to Blundell

Maintenance and Repair

Maintenance and repair of Sidney Sussex College property is undertaken by a variety of means. The College employ a small full-time Maintenance Team, available for routine and emergency maintenance work. More demanding work, however, may be sub-contracted to a facilities management company, as is most periodic testing (e.g. emergency lighting, fire alarm and Legionnaire's testing, lift and winch tests, lightning conductor tests etc). Specialist contractors may be brought in to undertake more major works, such as refurbishment of rooms, staircases and houses.

Room Maintenance and Access

You must permit College officers and authorised contractors who are undertaking repairs to your property to have access to your room, when needed. Where possible, reasonable notice of their visits will be provided.

Response Times and Planned Maintenance

Please submit your request through the online e-Maintenance Form on Sidnet <https://sidnet.sid.cam.ac.uk/student/maintenance/>, all requests are graded according to urgency. For urgent repairs, classed as emergencies, please contact the Porters Lodge 01223 338800.

Approved Contractors

The College employs approved contractors on a regular basis for various projects; they are signed in by the Porters and are provided with visitors ID badges. Students have the right and should challenge any unknown individual on the College premises for their visitors ID. Any potential issues with people claiming to work for College should be referred to the Porters' Lodge.

College Accommodation Management

The College is registered with the ANUK Code of Practice for the Management of Student Housing along with all other Cambridge Colleges. ANUK has overall responsibility for administering the Code of Practice and sets out standards of service expected by each College through a system of peer review. Further details can be found on the ANUK website (www.anuk.org.uk).

Complaints

Complaints with your accommodation or services provided should be directed to the Domestic Bursar. An investigation will be undertaken and any agreed problems resolved.



Environmental Issues

Energy Consumption and Efficiency

All College members, Fellows, Students and Staff, are asked to be energy-conscious and switch off lights and any appliances, including computers, when leaving their rooms. Please keep windows closed when the heating is on to conserve energy. The College Green Committee encourages all students to actively participate in reducing our carbon footprint wherever possible.

Refuse Collection and Recycling

Sanitary waste bins are changed every four weeks and refuse collection within College is taken care of by the City Council regularly. Each student kitchen is provided with a recycling bin. College Staff are responsible for emptying recycling bins on a regular basis. Bins are typically emptied daily from kitchens, however sometimes recycling bags are collected every other day, dependent upon the amount produced. Housekeepers empty all bins except in self-contained rentals (eg Pearl Close).

All College houses are serviced by Cambridge City Council with recycling facilities. Recycling bins are provided for cans, glass, paper, cardboard etc. Students are encouraged to avoid 'contamination' (food waste in paper/cardboard recycling) as Cambridge City Council have imposed fines on contaminated waste, and these will be passed to the occupants concerned.

All College members are responsible for maintaining the cleanliness of the College buildings as well as the main College site and should ensure that their waste and that of their guests is disposed of correctly. Bins are provided in each College room, in all kitchens and in designated areas around College (JCR, MCR, post room, Library etc.). Large waste containers and recycling facilities are found in the King's Street Car Park, Hobson Yard, and in Cromwell Court.

Snow and Ice Clearance

The College aims to maintain secure pathways within the College by removing snow, ice and by using other appropriate measures when needed (salt, sand etc.). Students should take particular care during snowy periods that their actions do not cause a hazard for others.



Personal and Building Security

Personal Security

Even within College premises, members should take the normal precautions associated with living in a relatively big city. If anything unusual or suspect is observed it should be reported to the Porters' Lodge immediately. The Porters may also provide advice as regards personal alarms and other security measures.

Building Security

Most staircase doors have code-protected locks to provide a greater degree of security for possessions and residents. It is very important that staircase doors should be kept closed and locked, and that security codes are not given to strangers or, indeed, any non-Sidney Sussex resident. The College employs approved contractors on a regular basis for various projects. These sign-in in the Porters Lodge and are provided with a visitor's ID. Students have the right and should challenge any unknown individual on the College premises for their visitor's ID. Any potential issues with people claiming to work for college should be referred to the Porters' Lodge.

CCTV

CCTV cameras are used on the College main site to help safeguard the security of people and property. The live pictures are viewed, from time to time, by the College's Porters, in order to detect any suspicious activity.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk.

Security Plan

Initial Prevention. It is the responsibility for all members of the College: staff; fellows, and students to be aware and remain vigilant. Access to the College site is controlled by means of the Porters and code-lock gates, backed up by staff vigilance and CCTV monitoring. Staircases and houses must be locked to prevent unauthorised entry. Every college resident is responsible for preventive security in the room they occupy. Strangers acting suspiciously should be reported to the Porters' Lodge immediately.

General Alert. This is issued to the College by the police and security services in response to a non-specific threat towards the area (Cambridge) or the University. Students are expected to follow instruction provided by the Head Porter or Security Services.

Specific Threat. A Specific Threat means that the whole College or a particular staircase or building has been targeted. To minimize the risk to all, the response consists of an immediate evacuation of the building or area concerned, students are expected to follow instruction provided by the Head Porter or Security Services. The fire alarm for the area concerned will sound for evacuation.

Data Protection

Sidney is committed to protecting your personal information and being transparent about the information we hold. Our full data protection statements can be viewed at <https://www.sid.cam.ac.uk/about-sidney/published-information/data-protection-and-freedom-information>



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