

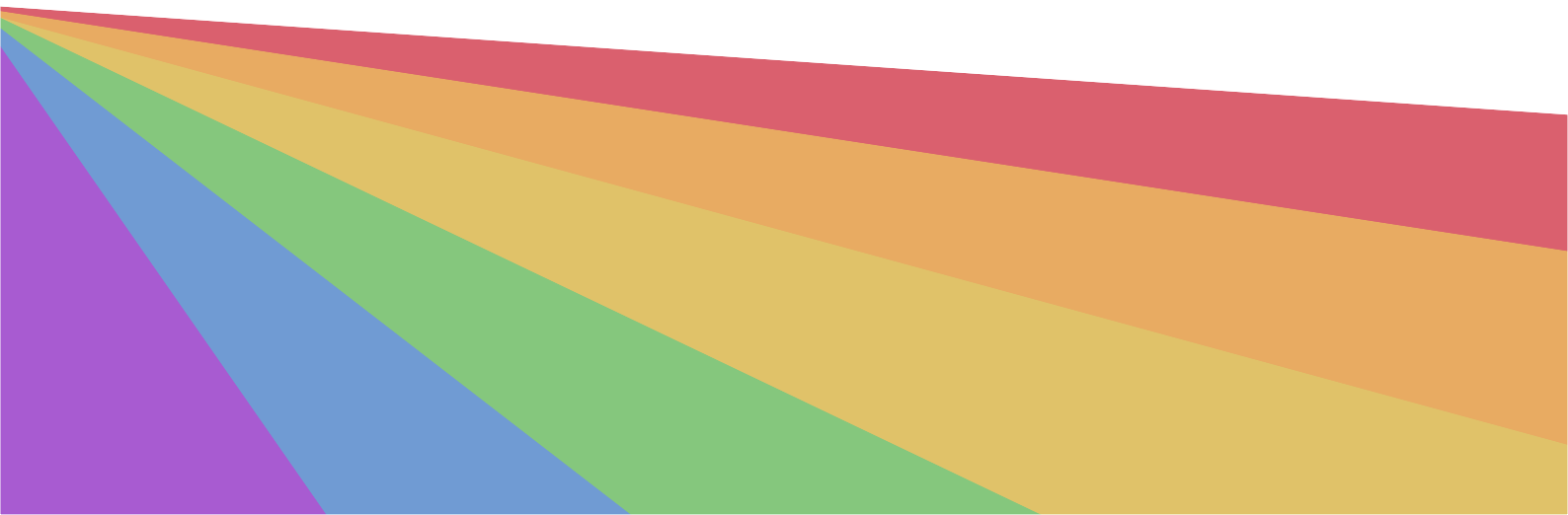


St Aidan's College
Durham University

LIVERS IN GUIDE

2026/27

**Everything you need to know about living
at St Aidan's College in one handy booklet!**



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WELCOME

Welcome to St Aidan's. We hope that you will soon settle in and that you will be very happy in our vibrant and supportive College community.

You will have opportunities to forge friendships across many different cultures and backgrounds, including those from this region – which has played a key role in the different chapters of British History. Settling into a new environment is not always easy and this guide (to be read in conjunction with the Community Handbook) is designed to explain how the College operates and what being a member of the College involves. We are a diverse and inclusive community and we rely on our new students to engage with and sustain this ethos and atmosphere, so you will find some guidelines here.

As you are all adults, we expect that most issues can be resolved by discussion, but there are processes in place to deal with unacceptable behaviour or to mediate if conflicts arise. The College is here to help you through your time at Durham, and beyond, so if you do need help or advice do not hesitate to ask. St Aidan's is renowned for its warmth and creative energy, and we hope that you will soon regard it as your home.

Dr Susan Frenk, Principal

INTRODUCTION

This guide contains important information to help you get to know and enjoy College life. Please familiarise yourself with its contents and consult it whenever you have a query. A copy is also available on the College website. All information provided in this guide was correct at the time of going to print. Where change occurs during an academic year, a website alternative is provided to supply the most up to date information.

EMERGENCY CONTACT NUMBERS

Ambulance, Fire, Police	999
University Emergency*	(0191 33) 43333
University Security Office*	(0191 33) 42222
Out of Hours College Porter*	(0191 33) 45769
University Hospital of North Durham	0191 333 2333

***Dial only the last five digits when calling from an internal phone.**

For advice and support:

NHS Direct (Non-Emergency)	111
Samaritans	116 123
Police (Non-Emergency)	101
Citizen's Advice	0808 278 7821
Shout Helpline	Text SHOUT to 85258
Claypath & University Medical Group (GP)	0191 374 6888
St Aidan's College Reception*	(0191 33) 45769

***Dial only the last five digits when calling from an internal phone.**

You are also able to contact the **St Aidan's Student Support Team from 9am till 5pm** on weekdays, just email sa.studentsupport@durham.ac.uk or pop by the offices on B-Straight

LIVING ARRANGEMENTS

Rooms are College property and are officially allocated; any undertakings given about the provision of accommodation do not give rights to occupy any room.

Although the College will try to avoid disturbing you, it reserves the right to move you to another room if necessary. Cleaners, Porters or designated College staff must be allowed access to rooms in the performance of their duties.

Residents must not change or lend their rooms without permission. You are strictly prohibited from sub-letting your room.

CARE OF YOUR ROOM

Your room is your home while you are here. Our ethos is that residents share responsibility for influencing and monitoring behaviour on their corridor, reporting any damages and the person(s) causing them.

We encourage anyone accidentally causing damage to report it voluntarily to the College Office (via Reception, or Porters out of office hours) within 48 hours. Anyone who does so will not usually be penalised.

If damage remains unreported then either those responsible will have to pay the full cost of repairs or contribute to the College as stipulated by the College Officers, for example by undertaking community service. **It is, therefore, in everyone's best interest for anyone who causes damage to report it promptly.**

ROOM CARE GUIDANCE

- To keep us all safe please keep all passageways, stairways, exits, and fire exits clear of obstruction and combustible material. This includes the entry to your room. There should always be a clear walkway.
- Furniture must be kept in your room and not moved to other areas of the College or corridors. Please keep your mattress on your bed, as mattresses on the floor can be a trip hazard.
- Food waste can lead to physical and bacterial contamination, pests, mould, and stains. Disposing of food and drink waste promptly and correctly can help keep your room clean and hygienic.
- Flushing the toilet after each use helps prevent the build-up of stains from hard water deposits and urine, which can only be removed with harsh cleansers that are bad for the environment.
- Sticky items such as LED strips, mirror tiles, screws, nails, or hooks will damage your walls when removed resulting in the need for rechargeable redecoration. To prevent this please use blue/white tac or non-damaging sticky hooks. Any items that cause holes or paint to peel off are prohibited.
- Drying clothes in your bedroom can lead to the growth of mould in your room. To help alleviate this issue, tumble dryers in College laundries are free of charge.
- The removal of general waste and recycling from your room will prevent pest issues, smells and mould growth. It is your responsibility to empty your recycling and general waste from your room.
- Materials of any kind should not be placed or left to create any obstruction in the sinks, baths, showers, lavatories, cisterns, or any other pipework.

CLEANING

You are responsible for the cleaning of your own bedroom and, if relevant, ensuite bathroom. You should ensure you have toilet rolls and cleaning items to keep your bedroom and bathroom clean and tidy.

A vacuum cleaner is available in every kitchen for your use, we ask that you return it immediately after use. Vacuum cleaners are **strictly not to be used** to clean up any liquids.

Please do not dry clothes in your room as this may cause mould which can be hazardous to health. Dryers are provided free of charge in the Laundry.

CLEANING & WASTE RESPONSIBILITIES

Area	Resident/Student	Operations Directorate
Waste removal to external bin area	X	
Recycling removal to external recycling point	X	
Sanitary Waste Removal		X
Other Specialist Wastes e.g. sharps		X
Bedroom Cleaning	X	
En Suite Cleaning	X	
Corridors and Stairwells		X
Pantry Cleaning*	X	X
Shared Self-catered Kitchens**	X	X
Shared Toilets and Showers		X

*Residents/Students are responsible for daily cleanliness of pantries. This includes the cleaning of all surfaces and appliances after use, removing spills, personal dishes and removing all waste. Housekeeping will provide regular cleans, however this will not include the removal of waste.

*Residents/Students are responsible for daily cleanliness of kitchens. This includes the cleaning of all surfaces and appliances after use, removing spills, and waste from floors and furniture, and own dishes, waste and recycling removal. Housekeeping will provide a clean to this area once per fortnight, this does not include waste removal, recycling, dishes or tidying.

Scan the QR code for more information on cleaning your kitchen/pantry and bedroom.



CHECKS

Residents are expected to keep all areas in a reasonable condition as per the University license agreement. Bedrooms and kitchens are formally inspected on a regular basis, and residents will be given prior notice of the estimated date of inspection. However, ad-hoc visits may also be made to ensure self-catered kitchens are kept to a reasonable standard.

If your bedroom/kitchen is not cleaned to a reasonable standard, a notification will be sent informing you of the re-inspection date and letting you know what needs to be done to bring the room(s) up to an acceptable standard. If your bedroom or kitchen is still considered to be in an unacceptable condition on the second or subsequent inspection, appropriate sanctions may be imposed by the College, i.e. an additional cleaning charge.

Please note: If any University prohibited items are found in bedrooms or kitchens during an inspection, then they will be confiscated and securely stored by the College until the end of the academic year, where they can then be collected.

Vandalism is not tolerated and in the event of any damage found in a bedroom, kitchen, or other area, the University will seek to recover the full cost of repair from those liable.

GENERAL WASTE AND RECYCLING

Residents are responsible for the disposal of their own waste from bedrooms, and are collectively responsible for the disposal of waste from kitchens and pantries.

Waste disposal points are clearly marked around College.

In any circumstance where you need an additional bin or maintenance for the bins, this can be reported through the College Maintenance reporting procedures.



MAINTENANCE

Please report any maintenance problem in your room, for example a replacement lightbulb or dripping tap, to Reception. A Porter or a member of staff from the University Estates and Facilities Department will attend and complete the repair.

Most faults will be repaired the next working day, though some repairs requiring specialist support from Estates and Facilities may take longer.

If there is an emergency repair e.g. the smell of gas, or a plumbing problem that could result in a flood, the Porter/RSA must be informed immediately.

FURNITURE AND FITTINGS

You may bring small additional items, which you may prefer to ours – **but not beds or fridges** (except for medical reasons, by agreement with College Officers).

Curtains must not be changed.

Mattresses must not be left on floors and must be on the bed frame when room checks take place.

Any questions about furniture or equipment should be addressed to the housekeeping staff. At the end of term, if furniture and fittings (including walls and doors) have been damaged you will have to pay for repairs.

Pin boards are in every bedroom for students' use and covered poster boards are located on each corridor/house to display posters. Please do not use pins or sticky tape such as Sellotape on any walls, as they cause damage. Blu-tak or similar only is permitted.

Please note that Blu-tak which has been used for posters must be completely removed from the walls at the end of each academic year, failure to do so will result in an automatic £20 charge for the extra labour involved in its removal.

DAMAGE

Any misuse of College property, damage caused deliberately or through carelessness to College property or to the property of any member of the College, is likely to be an offence under University regulations.

Those causing damages are liable to pay the costs of repair and may have other sanctions applied. Rooms are checked at least once per term throughout the year.

Over the course of an academic year, some damages will occur to the fabric of the building and its contents. There is a standard process for how such damage will be paid for.

CLEARING OF ROOMS

At the end of the year, items left without permission will be removed and will be deemed to have been abandoned. Such items may be disposed of without further notice. Students who live a distance from Durham often find it easier and cheaper to use a reputable storage company, rather than arrange for friends or relatives to collect their belongings.

There are a number of companies who specialise in short-term storage of student property, and further information leaflets and notices are available from the table below the pigeonholes near reception.

Failure to clear your room or leave it in an acceptable state will incur a charge to cover the cost of remedial work plus a fine of £50 for non-compliance.

During the summer vacation you may find certain areas (e.g. the bar, the JCR) inaccessible because of residential conferences. The College understands that this can be frustrating to members who perceive it as an invasion of their space, but the College could not sustain its student services without the income from such groups.

NOISE AND GOOD ORDER

Unacceptable noise and behaviour is that which disturbs other residents who wish to study, relax or sleep. We hope you will all be thoughtful and considerate towards your neighbours in College.

A high level of social responsibility is expected, especially at certain times of day and during the night. Noise levels must be always reasonable and anyone who is disturbed may request and expect immediate reduction of noise to an acceptable level.

After 11:00pm corridors should be quiet so that people may sleep, and there should be **NO** playing of music, noisy gatherings, etc. between the hours of:

Sunday to Thursday – 11:00pm to 7:00am (23:00 to 07:00)

Friday and Saturday – Midnight to 8:00am (00:00 to 08:00)

Policing of corridors is impractical, so the problem of noise can be solved only by everyone upholding the principle that residents should act with respect and consideration for others and **immediately** comply with requests for quiet without blame or recrimination.

To ensure that all students remain comfortable in their accommodation, and to enable housekeeping staff to carry out their duties, all corridors should be left clean and tidy before going to bed or leaving the corridor. This includes disposing of waste as appropriate and returning items of furniture to their rightful location.

If any disturbance continues after a direct appeal for quiet has been made, contact the Duty Porter on **(0191 33) 45769**. Residents are expected to comply with any requests made by the College on behalf of other students or College staff.

Complaints about severe or long-term disturbances may be directed to the Vice Principal. Persistent offenders could be liable to disciplinary action, for the sake of the community.

GOING AWAY AND GUESTS IN COLLEGE

If you have a guest staying with you, you must submit a 'Guests in College' form. Please see the QR code on the poster in your room. You may have guests for up to three nights per term only.

You must also submit a 'Dates Away from College' form if you are going to be away from College overnight.

Please see the QR code on the poster in your room. Both of these are requirements under our Fire Register, so that we know who is a resident in College at any given time.

END OF TERM AND VACATIONS

Specific arrangements for each vacation are circulated via email a few weeks before the end of term.

Each term starts on a Monday (first meal dinner is on the preceding Sunday evening) and ends on a Friday (last meal is breakfast the following Saturday).

PRIVACY

Residents must be able to live in College without fear of threat to their safety, security, or privacy. To this end, all staff and students must be aware of, and actively monitor, any situations that could infringe these rights and/or contravene University regulations. No one should be detained in another's room or should enter someone else's bedroom except by invitation or if on official business, such as;

- in an emergency (including a fire alarm activation, medical emergency or for emergency maintenance)
- in the case of routine checks
- in response to a specific maintenance request
- on the authorisation of a College Officer, e.g. in order to investigate a formal complaint, ensure student safety, or a health & safety matter.

If asked to leave, a visitor must do so immediately and without argument. During periods when a study bedroom is occupied, staff members are not permitted to enter it except on official business. Whenever possible, 24 hours' notice should be given, a record must be kept and they should normally be accompanied by another member of staff (except in the case of routine maintenance checks, emergency, or in response to specific maintenance requests).

Staff should not, in any case, enter a study bedroom without knocking and waiting for a response and, in the case of unplanned visits, they should always leave a formal notice to inform the resident of the reason for the visit.

Contractors and maintenance staff should not normally enter residential areas before 9am, except in an emergency.

KITCHEN ETIQUETTE AND SAFETY

Instructions for use of all equipment are available in each kitchen.

Kitchens and pantries will be cleaned **once per week** by the housekeeping staff who will have very limited time.

Keeping shared kitchens and other shared areas clean, tidy and safe is very important in fostering a respectful community.

Please follow the guidelines on posters in kitchens and shared areas, but pay particular attention to the following points:

- Never prop or wedge kitchen doors open. These are fire doors for your protection and must remain closed.
- Never leave pans unattended whilst cooking. This is the most common source of fires.
- Always clean up after yourself and leave the kitchen as you would expect to find it.
- Pay attention to the storage of foods in fridges and respect the food of others.
- Please consider others who may have food allergies (e.g. seafood, nuts) when using shared equipment and spaces in kitchens, and be especially careful to avoid contamination, including when cleaning up.
- Always let Reception know immediately if anything is broken or not working correctly.

PROHIBITED ITEMS IN CATERED COLLEGES

To keep us all safe, the following items are prohibited from all bedrooms and pantries in Durham University catered Colleges:

- Cooking and cooling items such as:

- | | | |
|--|--|-------------------------------|
| ○ George Foreman Grills | ○ Deep Fat Fryers | ○ Fans* |
| ○ Cookers | ○ Pressure Cookers | ○ Hot Plates |
| ○ Coffee Machines | ○ Slow Cookers / Air Fryers | ○ Plug-in Air Fresheners |
| ○ Toastie Makers | ○ Popcorn Machines | ○ Irons |
| ○ Omelette Makers | ○ Fridges | ○ Portable Heaters |
| ○ Air Conditioners | ○ Dehumidifiers | ○ Clothes Dryers |
| ○ Clothes Washers | ○ Incense Burners | ○ Mains-Operated Fairy Lights |
| ○ Block Adapters (fused extension boards only) | ○ Electrical Items without a CE or Kite mark | |

***Fans are only permitted during Easter Term only, and must have a plug with a CE mark or kite mark.**

- Other fire hazards such as:

- | | | |
|--------------------------|---------------------|--------------------------------------|
| ○ Candles (naked flames) | ○ Tea lights | ○ Incense Sticks |
| ○ Shisha Pipes | ○ Flammable Liquids | ○ Equipment that uses a gas canister |

- Other items/property such as:

- | | |
|-----------------------------|---------------|
| ○ Pets (including goldfish) | ○ Door wedges |
|-----------------------------|---------------|

- Items/Activities prohibited on **all** University premises such as:

- | | | | |
|------------------|----------------------|-------------|-------------|
| ○ Drinking Games | ○ Drug Paraphernalia | ○ Fireworks | ○ Barbecues |
|------------------|----------------------|-------------|-------------|

These lists cannot be considered exhaustive, and College Officers may remove other items if they are considered to be a danger. If in doubt, please seek advice from the Operations Manager first.

Items marked in the table on the next page with a hash (#) are provided by College and residents **should not** purchase their own. Delivery of these items to College is also prohibited and we reserve the right to intercept any items clearly evident to be any of the prohibited items delivered by post or courier.

Irons may only be used on ironing boards (supplied in kitchens) in kitchen areas and not in study bedrooms, as the steam may trigger the fire sensors in bedrooms.

Any restricted items found in kitchens and/or study bedrooms will be confiscated and stored securely until the resident is able to take them home. Anything not claimed and left in College after the end of the Easter Term (June) will be disposed of in Green Move Out.

Medical Exemptions

The items marked in the table with an asterisk (*) may, in exceptional circumstances, be permitted in study bedrooms with medical exemption. Applications for medical exemption should be made to College Office and may require the submission of supporting evidence provided by your own GP (General Practitioner) or the University's Disability Services.

Where additional heating is required for those with medical exemptions, this will be provided by the College.

	Study Bedrooms	Catered Pantries
Toasters	X	✓#
Kettles	X	✓#
George Foreman Grills	X	X
Rice Cookers	X	X
Microwave Ovens	X	✓#
Cookers	X	X
Hot Plates	X	X
Coffee Machines	X	X
Toastie Makers	X	X
Omelette Makers	X	X
Deep Fat Fryers	X	X
Pressure Cookers	X	X
Slow Cookers	X	X
Popcorn Makers	X	X
Fridges	X*	✓#
Freezers	X*	✓#
Block Adapters	X	X
Incense Burners	X	X
Plug-In Air Fresheners	X	X
Irons	X	X
Portable Heaters	X*	X
Electric Blankets	X*	N/A
Fans (excl. Easter Term)	X*	X
Air Conditioners	X*	X
Dehumidifiers	X*	X
Mains-Operated Fairy Lights	X	X
Clothes Dryers	X	X
Non-CE Marked Items	X	X
Clothes Washers	X	X
Any naked flame	X	X
Candles	X	X
Tea Lights	X	X
Gas Canister Equip	X	X
Incense Sticks	X	X
Shisha Pipes	X	X
Flammable Liquids	X	X
Pets of any kind	X	X
Door Wedges	X	X
Drinking Games	X	X
Drug Paraphernalia	X	X
Fireworks	X	X
Barbecues	X	X

RICE COOKERS

Following an assessment by the University Electrical Engineer and Health and Safety Officer, it was agreed that there is available power in the kitchens to allow for a maximum of two rice cookers in each kitchen. In houses H-Q these must be plugged into the sockets near the table.

Rice Cookers must not be used in bedrooms. They must be PAT tested and British Standard Compliant, with a fused 3-Pin plug. International adapters are not permitted.

Label your Rice Cooker with your name, room number, and mobile phone number. Do not have more than two Rice Cookers plugged in at any time. If two are already in use, refer to the owner to clarify when the next slot will be available.

If staff find Rice Cookers unattended, or more than two plugged in at once, they will be confiscated before investigation.

TELEVISIONS

There is a communal TV in the Bar. Students who have a TV in their room, or watch TV online, must by law have a TV License regardless of who owns it or whether it is in use.

TV sets are not allowed on landings and corridors. It is the responsibility of individuals to purchase the appropriate TV License.

ANIMALS

No animal may be kept on the College premises. Please do not open doors to let animals into the College buildings; do not feed animals or encourage any animal into the building.

This is a requirement to maintain hygiene and to be sensitive to the needs of people with allergies.

BICYCLES

Bicycles must be stored in the cycle shed at the front of College, or on the racks provided. **They must never be taken inside any University building, including any College building or room.**

In the event of a breach of this regulation, the University reserves the right to remove the offending bicycle (including removal of any locking device) and to impose a fine which must be cleared before the bicycle is returned to the owner.

Please contact Reception to register your bicycle if you require space in the cycle shed, they can arrange for CIS to grant access via your Campus Card.

Unfortunately, bicycle theft is common. You are advised to always lock your bike, note the frame number, and insure it. The University operates a free security marking scheme. Bicycles may be left in College during the Christmas and Easter vacations in the enclosure or chained to a bicycle stand **at the owner's risk.**

During the summer vacation, bicycles should be marked with the owner's name and contact information. Labels are available from Reception for this purpose. Bicycles left in stands for longer than 21 days after the end of Easter Term may be removed and disposed of without further notice.

KEYS, LOCKS, AND SECURITY

At the start of each term, you will receive a room key. **Students must hand in their key at Reception if they are not in-residence during vacations and at the end of their stay in College.**

Keys which are lost, stolen, or not handed in will have to be replaced and in these cases a charge of £30 for the replacement cost will be made for each key, **unless it is found/returned within 7 days.** If the lock has to be changed, the charge will be £85.

Leaving doors and ground floor windows open creates a security risk, so please make sure the door is closed behind you and your windows are shut before you leave your room. You should lock your room door every time you leave as a precaution against theft. You should be particularly careful at the beginning and end of terms not to leave any baggage unattended or in an unlocked room for even the shortest amount of time.

If you occupy a ground floor room, please be particularly vigilant about securing your windows when you are out and at night. Window restraints are installed on all ground floor windows to improve security. Any student who tampers with the window restraint is putting not only their own possessions at risk, but also those of other residents and College property. Contents insurance may be void if rooms and corridors are not locked.

For added security, doors to the corridors and to each house are lockable. Your bedroom key will open these, or you will be issued a second key on arrival. These doors are fire doors and must always be kept closed, they are for your safety and security.

Please always carry your key with you to avoid being accidentally locked out of your room. If you do lock yourself out, contact Reception on extension **(019133) 45769** who will be able to arrange to open your room. When Reception is closed, see the Night Porter on extension **(019133) 45769** who has a key.

Please do not mark your keys in any way that indicates your address, in case they are lost. Do not let anyone into the building if you do not know them, or if you know the person they wish to see is not in College.

A College Officer is on call for emergencies, and additional cover is provided at night and over weekends by Porters and by University Security. Students can contact the Porters on extension **(0191 33) 45769.**

Please think carefully about your personal safety when walking around Durham. You can download the **SafeZone app**, designed to support your personal safety as a student of Durham University. Always try to walk with someone else (particularly at night), stick to main roads and well lit areas, and **please stay away from the riverbank as this is a dangerous location that can result in serious injury or fatalities.**

INSURANCE

Basic Contents Insurance Cover for the items stored inside your room is included as standard for student residents in all University Accommodation.

This student room insurance covers some of the items in your room for theft, fire and flood risk.

Information on the insurance cover can be found on the following link:

www.dur.ac.uk/colleges.se.office

PARCELS AND MAIL

Mail for residents can only be collected from Reception at the following times; before 11am; between 4:30pm and 6:30pm; and after 8:30pm

Mail will be sorted between these times, and Reception will be unable to issue any items. Please ask anyone sending post to you to clearly mark the item with your name and address, including your room number.

For letters containing valuable items which are not sent as a recorded delivery (including bank cards or statements), train tickets, and birthday cards, please request them to be sent **C/O (care of) Reception**. The Reception Team will hold these in Reception for you to collect.

Students must be prepared to show their Campus Card when collecting parcels, no adopted names to be used. If someone else is collecting mail in your behalf, you must email (from your University email account) their full name to aidans.reception@durham.ac.uk during reception working hours (8am – 4pm Monday to Friday) and they must bring their own Campus Card or ID when collecting. Your mail, other than parcels and internal mail, will only be forwarded during the vacation if you are not in residence. The Reception staff will take receipt of and store parcels for residents during term.

Storage space in reception is extremely limited, so please do not arrange for things to be delivered before you move into residence at the start of term or during the vacations if you are not in residence. The College can receive hundreds of parcels each day, especially at the start of term, and we only have limited space.

When possible, please arrange for items to be delivered to the following Amazon Locker:

- Dunelm Food Stores, 29 New Elvet, Durham, DH1 3AL

Alternatively, please arrange for items to be delivered to the following Post Office Desks or Parcel Lockers if the courier allows:

- Durham Post Office, 22–23 Market Place, Durham, DH1 3NJ
- Old Elvet Post Box, Durham, DH1 3HN

Please arrange to receive bank statements, periodicals etc online. This reduces paper waste and helps the College maintain an excellent environmental reputation.

If you decide to return an item to the supplier, please arrange to meet the courier when they call. The Reception Team cannot accept responsibility for items awaiting collection. Any student who is found tampering with mail addressed to another person will be subject to disciplinary action and may face prosecution as this is illegal in the UK.

College is unable to accept deliveries of food, drink (including alcohol), or any perishable items (for example Amazon Pantry). If you arrange a delivery with a supermarket, please choose a time when you are available to meet the driver.

The address for mail is: *[Student Name], [Room Number], St Aidan's College, Windmill Hill, Durham, DH1 3LJ*

WIFI

You can link your computer or laptop with the University network once you have registered at the University and with the CIS (Computer and Information Services) department.

There is no additional charge for wifi. If you have any queries regarding wifi, please contact the **CIS Helpline, extension 41515**, or email itservicedesk@durham.ac.uk. Wifi is not managed by the College and we are therefore unable to rectify any issues.

MEALS IN COLLEGE

College meals are self-service, collected from the servery and eaten in the Dining Hall to help build and maintain a sense of community.

Food, crockery, and cutlery may only be taken from the Dining Hall with permission of a Catering Services Team Leader. Please return any crockery or cutlery you use to the Kitchen Servery.

MEALTIMES

Mealtimes will be held at the following times, unless stated otherwise (i.e. in the event of a Formal Dinner)

Days	Meal	Service Times
Monday to Friday	Breakfast	08:00 to 10:00
	Lunch	12:00 to 14:00
	Dinner	17:00 to 19:00
Saturday to Sunday	Breakfast	08:00 to 10:00
	Lunch	12:00 to 14:00
	Dinner	17:00 to 19:00

FORMALS

Eating together forms an important part of College life. On some evenings each term, there is a Formal Dinner. Residents who do not sign up for the Formal must sign in for an early dinner, if required. If you are not taking part in the Formal that evening, please ensure you bring a lunch box to take your meal away in.

MEAL CARDS

Please note that our Kitchen Staff will ask you for an appropriate form of ID to show you have paid for, or are entitled to take meals in College. This is your Campus Card with a meal sticker.

If you are unable to present this you will not be served a meal until you do so. If you have lost your card, please see Student Support for a temporary meal pass (valid for 1 week).

MENUS

A regular menu cycle operates during term-time and menus are displayed outside the dining hall. A vegetarian option is available at every meal.

SPECIAL DIET

Students who require a special diet should contact the Head Chef and the Food and Beverage Manager who will make every effort to provide what is needed within the limits of a system designed to cater for large numbers.

PACKED MEALS

During term, packed lunches and dinners may be obtained by signing the Packed Meals Sheet, which is kept on the servery, by 13:30 the day before the packed meal is required.

COOKING

College provides full board for all residents and is not designed or equipped for self-catering. For safety reasons, deep-frying is prohibited, as is any form of cooking in study bedrooms. There are, however, kitchenettes where toast, drinks and prepared foods can be heated.

NUT ALLERGIES

Please do not bring nuts into the dining hall or servery, or add them to any food whilst in the dining hall or servery as it could pose a health risk to those with nut allergies.

Please see the below information from the University Catering Nut Policy:

University Catering: Nut Policy - College Catering (including student meals, college events and commercial events) and Delivered Catering (YUM Buffets)

Peanuts and tree nuts such as almonds, hazelnuts, walnuts, cashew nuts, Brazil nuts, pistachios and macadamia nuts are not permitted to be purchased by University Catering or used within University Catering menus.

There may, however, be occasions when clients provide food items to be served which include nuts, for example wedding cakes with marzipan. Coconut, pine nuts and nutmeg are biologically different to tree nuts and may be used within University Catering menus.

Whilst University Catering aims to operate without the use of peanuts and tree nuts, we cannot categorically state that all food products are 100% free of peanuts and tree nuts, as many products purchased from our suppliers display disclaimer statements including "may contain nuts" or "made in an environment that is not free from nuts."

FIRE SAFETY PROCEDURES & REGULATIONS

It is essential that everyone knows what to do in the event of discovering a fire or hearing the fire alarm. Please familiarise yourself with the Fire Action Notice in your room and make sure you know your fire exit route(s) and your fire assembly point.

Never tamper with fire notices, fire-fighting equipment, heat and smoke detectors, or leave fire/smoke-stop doors wedged open. To do so is a criminal offence.

If you become aware of any such offences, please report them immediately so that your safety and that of your friends is not put at risk.

When the local Fire & Rescue Service must respond to false alarms, this diverts scarce resources from real situations of danger.

FIRE ALARM

If you discover a fire, you must:

- Raise the alarm at the nearest break glass point.
 - Break glass points are situated on routes leading out of every building.
- Evacuate the building by the nearest safe exit.

If you hear the fire alarm, you must:

- Evacuate the building by the nearest safe exit.
- Proceed directly to the Fire Assembly Point outside the main entrance to College.
- Not stop to collect personal belongings.

These instructions are repeated on the rear of every room door. Assembly points are also highlighted on these instructions, please familiarise yourself with the specific assembly point for your room. The above procedures must be carried out even if you think it is a false alarm. No-one should re-enter the building until the all-clear is given.

PEEP - PERSONAL EMERGENCY EVACUATION PLAN

If you have (or develop during the year) a condition (including any intermittent or temporary conditions) which may affect your ability to respond to a fire alarm and/or evacuate from a building (such as a hearing or sight impairment, mobility difficulties, etc) please contact a member of the Student Support Team.

A member of staff will arrange to meet you in order to complete a PEEP form. The PEEP form is designed to identify whether you require any support that would be helpful for you when an alarm sounds.

You can find Student Support on B-Straight, or contact them via their email which is as follows: sa.studentsupport@durham.ac.uk

FIRE REGISTER

You must let us know, via Reception, when you intend on being away overnight so that, in case of a fire, your whereabouts can be accounted for. Please also let Reception know when you have a guest staying for the same reason.

FIRE ALARM TESTS

All soundings of the fire alarm should be treated as genuine except when notification of a fire alarm test is placed in the Teams Channel. Routine fire alarm tests will take place between 09:30 and 11:30 on Wednesdays.

During this test the alarms will only sound for a few seconds. If the alarm continues for more than 20 seconds, then this should be treated as a full alert and buildings should be evacuated as per the standard procedure.

FIRE PRACTICES

From time to time a full-scale fire drill is carried out (normally in the early hours of the morning). No warning is given and residents must treat this exercise as a genuine alarm. Anyone who fails to follow the correct procedure will be reported and may be fined.

HEAT AND SMOKE DETECTORS

Fire detectors installed in the buildings, including every bedroom, are very sensitive and if disturbed or activated accidentally (e.g. by aerosols, toasters, hair dryers or steam) the alarm will sound and an evacuation will be triggered.

If you tamper with the alarms and/or accidentally activate them, your room number will be recorded on the fire panel and you may cause an evacuation of the whole building and as a result face potential fines.

False alarms can also put other people's lives at risk because resources are unavailable to attend a real emergency elsewhere. If you have accidentally caused a false alarm please act responsibly and **report it to Reception immediately**. If a particular alarm has been activated, a flashing red light can be seen on the ceiling unit, so it is very easy for you to check which sensor has set off the alarm.

SMOKING

St Aidan's is a non-smoking College, and smoking is not permitted within College accommodation. **This includes e-cigarettes and vapes.**

In addition, smoking is not permitted immediately outside any College building, and specifically is not allowed in the immediate vicinity (a range of 10 metres) of any entrance or window to the College.

CANDLES

The use of candles, wax burners, incense sticks, etc in College rooms is prohibited.

LANDINGS

All corridors, stairs and landings are designated fire escape routes and must, **at all times**, be kept clear of **ANY OBSTRUCTION**. All residents need to make sure that their corridors, landings, staircases, and exits are kept clear of obstructions and must report any fire safety problems or concerns immediately.

FURNISHINGS AND LAMP SHADES

All furniture in College must comply with the Fire Safety (furnishings) Regulations, so only furnishings and lamp shades installed by College are permitted as their substitution could introduce a fire hazard.

EMERGENCY LIGHTS

Emergency lighting units on landings and staircases must not be interfered with or removed. Their proper functioning is vital to ensure that people can get out of the building quickly and safely in the event of a fire at night.

ELECTRICAL EQUIPMENT

It is your responsibility to ensure that all your electrical appliances are properly installed and maintained. The Operations Team Leader will give advice on safe installation and use but cannot carry out repairs. In some rooms there is only one power point, and to expand this you may use an extension board with a fitted fuse but **not plug adapters**.

All electrical appliances should have a CE or kite mark to confirm they meet British Standards. The maintenance staff are required to carry out periodic routine inspections of all electrical equipment used in College and to remove appliances which do not conform to Health and Safety Requirements until the defect has been rectified.

For safety reasons these rules will be strictly enforced. Electrical items which contravene these will be removed. **Tampering with electrical equipment (including equipment wired into the walls, fuses, switch boxes and distribution boards) is a serious offence.** There should be no trailing electrical cables between rooms or corridors. These cause potential hazards both electrically and as a potential trip hazard.

FLAMMABLE AND ILLEGAL SUBSTANCES

No kind of illegal drug, firearm, ammunition, explosive, incandescent or flammable material may be brought into or kept at the College. Fireworks of any kind must not be used or stored on College premises.

ENVIRONMENTAL SUSTAINABILITY

As a member of St Aidan's College and Durham University, you are part of a community which is proud to be committed to Environmental Sustainability.

GREENSPACE

Greenspace is the name for Durham University's Environment Office. The team coordinates environmental initiatives across the University relating to 8 key areas:



Energy



Waste



Water



Travel



Biodiversity



Fairtrade



Procurement



Low Carbon

REDUCE, REUSE, RECYCLE

Please help reduce the volume of waste produced by taking simple steps, such as avoiding the use of single-use plastic bags, printing double-sided 2-to-a-page where appropriate and following the principles of **Love Food, Hate Waste**.

The College Library hosts a stationery reuse scheme – you may donate unwanted stationery or take away items to use free of charge. Other unwanted items can be donated via the Red Cross container at the rear of college.

All University members must recycle waste items wherever suitable (please refer to the **Recycling Guides** located next to most **Recycling Bins** for details on how to dispose of certain items).

Within your room, place any **recycling into the blue recycling bag**. Once full, please empty the items into the correct bins located outside of your blocks. **General Waste** should be placed in your room's **General Waste Bin**. Once full, please empty in the correct bin outside.

Used batteries and printer cartridges can be recycled via the Recycling Points located in the College Reception.

LIGHTING AND EQUIPMENT

Please help reduce energy waste by ensuring you turn off all non-essential lighting and equipment. Where possible, avoid leaving items on standby and unplug an item from the socket once it is fully charged.

LAPTOP/PC SETUP

If you are bringing your own PC or laptop, please ensure that it is set up to enter hibernation mode if left unused for 15 minutes.

LAUNDRY FACILITIES

There are washing machines and dryers in the laundry room between E and F blocks, and on B Curve. Please read the instructions carefully and do not start a washing cycle after 19:20 – **no machine should be in operation later than 20:30.**

The College cannot accept responsibility for any damage, injury or loss sustained by users of the washing machines.

Instructions on how to use the Laundry Room are displayed on the wall and available from Reception.

Irons

Students may borrow irons from Reception against a deposit of their Campus Card. Ironing Boards are provided in each pantry. These must not be left on corridors where they could obstruct a fire escape route. This also applies to drying racks – hanging clothes to dry in any areas other than those provided is not permitted.

Irons must only be used in kitchens or communal areas and never in student bedrooms as there is a risk that the steam could set off the fire sensors.

HEATING

The University's Energy Management Strategy states that College Rooms will be heated at set times throughout the day.

Following consultation with students, the boiler has been programmed to turn on and off at the following times:

- **Weekdays:** 07:00 to 09:00, 17:00 to 22:00
- **Weekends:** 07:00 to 09:00, 12:00 to 14:00, 17:00 to 22:00

If the radiator in your room has a TRV (Thermostatic Radiator Valve) please ensure it is set to '3'. Please do not set the TRV to the maximum or minimum levels as it interferes with the building's automated heating controls.

Your radiator will turn off when your room has reached temperature and turn on during heating times when your room is under temperature. If your room is frequently too hot or too cold, please report this to Reception.

WATER

Hot water is available in College 24/7.

Help reduce the amount of water used by College by taking simple steps, such as not leaving the tap running when washing up or cleaning your teeth.

Please report any dripping taps or showers to College Reception as soon as possible.

FAIRTRADE

Durham University has been accredited by the Fairtrade Foundation since 2007.

Details of the University's retail outlets and the Fairtrade products that they sell can be found in the University's Fairtrade Directory.

Information on all green travel options can be found at: www.dur.ac.uk/greenspace/travel

Further Information

For more information on Environmental Sustainability in College and at Durham University, contact the Environment Champion John Hutchinson (john.hutchinson@durham.ac.uk) or visit the Greenspace Student webpages:

www.dur.ac.uk/greenspace/groupsandteams/students



WELCOME TO ST AIDAN'S COLLEGE!