A Guide to Accommodation for Students in Wolfson College 2018-19
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1. **Accommodation at Wolfson College**

There are 410 units of accommodation at Wolfson for students, mainly for single occupation but some for couples, accommodating up to 430 people in total. In addition, there are five family flats. This Guide tells you more about this accommodation and enables you to make an informed choice if you are applying for accommodation in 2018-19.

1.1 **Prices – Accommodation and Bedding**

Accommodation

The cost of renting a room at Wolfson College includes the following: electricity, gas, water, computer network access, insurance, cleaning and consumables such as toilet paper. The insurance cover is explained in 1.4 and in Appendix D. The rent does not include bedding (please see below).

When comparing the room rents at Wolfson with alternative accommodation in Cambridge, please bear in mind what is included in the price. The cost of utilities such as gas and electricity is often extra in private accommodation and can be considerable. When comparing prices with other Cambridge colleges, computer network access is often charged as an extra. The free insurance cover included in ours is also a valuable extra. Another thing to bear in mind is that Wolfson does not charge a Kitchen Fixed Charge or a Minimum Meals Charge, which many colleges do, so there are no hidden extras. The length of the termly licence (26 weeks) is also particularly favourable.

As a student, you will not be liable to pay the local Cambridge City Council Tax. Please note that non-student partners in College flats may need to pay it.

There are seven main prices. All prices are per week, and are subject to annual increases:

<table>
<thead>
<tr>
<th>Price</th>
<th>£</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price 1</strong></td>
<td>107.17</td>
<td>71 units</td>
<td>Single study bedrooms with shared bathroom facilities (including small rooms in the houses)</td>
</tr>
<tr>
<td><strong>Price 2</strong></td>
<td>122.36</td>
<td>61 units</td>
<td>Small single study bedrooms with en-suite bathroom facilities (plus one room in Barton House)</td>
</tr>
<tr>
<td><strong>Price 3</strong></td>
<td>137.97</td>
<td>250 units</td>
<td>Standard single study bedrooms with en-suite bathroom facilities; or a standard room forming part of a shared set (two study bedrooms sharing bathroom facilities and a kitchen); or standard single study bedrooms in the houses</td>
</tr>
<tr>
<td><strong>Price 4</strong></td>
<td>171.22</td>
<td>8 units</td>
<td>Self-contained single studio flats; or large single study bedrooms in Barton House</td>
</tr>
<tr>
<td><strong>Price 5</strong></td>
<td>193.06</td>
<td>7 units</td>
<td>For couples, either double studio flats or large bedrooms in houses</td>
</tr>
<tr>
<td><strong>Price 6</strong></td>
<td>276.01</td>
<td>13 units</td>
<td>For couples, large self-contained double flats</td>
</tr>
<tr>
<td><strong>Price 7</strong></td>
<td>297.15</td>
<td>5 units</td>
<td>Applies only to the family flats</td>
</tr>
</tbody>
</table>

All rooms, whether ensuite or not, have their own washbasin with the exception of one room in Chadwick House and the shared sets, which share a washbasin.

Some rooms are suitable for students with particular physical needs: please contact the Accommodation Manager for further information.
### Bedding

Bedding is not provided in Wolfson student accommodation. If you will not be bringing your own bedding, you can choose to buy a bedding pack to be in your room on your arrival. Please select the appropriate option on the accommodation form when applying.

For clarity, bedding means duvet, pillows and all associated bed linen.

A bedding pack for a single bed costs £37.50 and consists of a duvet and duvet cover, two pillows with allergy free filling, two pillowcases and one sheet.

A bedding pack for a double bed costs £57.50 and consists of a duvet and duvet cover, four pillows with allergy free filling, four pillowcases and one sheet.

Please note that the prices quoted for bedding packs are subject to change.

### 1.2 Couples and Families

The options for couples are:

Price 5 large rooms in Houses or double studio flats J21 or J22  
Price 6 large double flats in S or T and Flat PH4 in Plommer House.

These rooms all have double, king-size, beds.

In addition to the rooms above, but only where both residents are Wolfson students, the Price 3 shared sets in R and S Blocks can be taken to create a flat. In such cases, the College can move the two single beds into one bedroom to create a double bed, leaving the other bedroom as a separate study.

### Families

There are five two-bedroom Family Flats which are suitable for an individual or couple plus one or two children. Only one partner needs to be a current Wolfson student. The price in 2018-19 is £297.15 per week. See section 6 of this Guide for further detail on this accommodation.

Please note that non-student partners in College flats may be liable for payment of Council Tax and it is the responsibility of the occupants to ensure any requirements are met.

As the Family Flats are self-contained accommodation, the College does not provide cleaning.

### 1.3 Termly licence versus period licence

A termly licence gives residence for Full Term plus the preceding weekend and the Friday night at the end of term.

**Dates of Full Term 2018-2019:**  
2 October to 30 November 2018 (Michaelmas)  
15 January to 15 March 2019 (Lent)  
23 April to 14 June 2019 (Easter)

**Dates for Termly licences:**  
Arrive 29 September, leave 1 December 2018 (9 weeks)  
Return 12 January, leave 16 March 2019 (9 weeks)  
Return 20 April, leave 15 June 2019 (8 weeks)

The period licences run for approximately either 9 or 12 months; the dates of your course will help decide which is best for you. PhD students (including MRes, CPGS, PhD Probationary) can only have a period licence while undergraduate and Masters students can have either a termly licence or a period licence. If you have a period licence, you can end your licence by giving one month’s notice. Only period licences are available in the five houses covered in section 2 of this Guide, the flats in J, S and T and the Family Flats. Period licences are not available in V block or Toda House.
If you have a termly licence, you are committed to paying for the entire term, and cannot end your licence mid-term. A termly licence is ideal for undergraduate (BA) courses and some Masters courses, and is just for the University term. This means that the room must be completely vacated at the end of term as, during the vacation, it will be used by other guests or students. V block and Toda House only allow termly licences while termly licences are not available in the five houses covered in section 2 of this Guide, the flats in J, S and T or the Family Flats Accommodation under any licence type is not available before 29 September unless you have a pre-sessional/orientation course, your academic course requires you to arrive earlier or exceptional travel arrangements necessitate an early arrival.

See Appendix B for examples of termly and period licences.

1.4 Insurance

The College recognises that many students do not have adequate insurance for their personal possessions. The College has therefore taken out an insurance policy on behalf of, and for the benefit of, those Wolfson students who rent a room in College. Details of the current policy are given in Appendix D, although this is subject to change. You should look at this carefully, and decide if the level of insurance cover is suitable for your needs as, upon additional payment, you have the option to increase the level of cover on, for example, your laptop, computer or bicycle. You do not have the option to opt out of the insurance as the basic insurance covers all rooms and is free of charge to all residents.

1.5 Internet access

Personal wireless routers are not allowed in College accommodation. The College provides excellent WiFi coverage throughout the whole site, and the use of personal wireless routers by individuals affects the use of the College WiFi network for their neighbours. The College reserves the right to remove personal wireless routers found in College accommodation.

1.6 Definitions

Floors
In the UK, rooms at ground level are referred to as the ground floor of a building and the next floor up is the ‘first floor’. A two-storey building will therefore have a ground floor and a first floor. No building in Wolfson has more than three storeys, i.e. ground floor, first floor and second floor.

Ensuite
An ensuite room is a bedroom with its own self-contained toilet and shower as a separate room.

Studio Flat and Flat
A studio flat has a bedroom, a kitchen and a bathroom. Double flats also have a separate study/living room.

1.7 Security

Keys, Doors and Windows
On arrival, you will be issued with a key to your room. This key will also operate the external door of the building in which your room is located. You should lock your door at all times – even when nearby in a kitchen or bathroom. Cambridge is a city and, as in any city, opportunist thieves operate and laptops, phones and tablets are particularly susceptible to theft.
It is very important that you do not prop the entrance door to the building open – by doing so you would be compromising the security of the building as a whole. By keeping ground floor entrances locked, you are greatly reducing the chances of theft and enhancing your own personal security.

Rooms on ground floors are particularly vulnerable if windows are left open when the room is empty. Residents in ground floor rooms should always close their windows when leaving their rooms. Indeed, all residents are advised to consider closing their windows when leaving their rooms in case of bad weather.

**Termly Licences**

If you have a termly licence, you must remove all your possessions, including your bedding, from your room and from your cupboard, fridge and freezer in your kitchen at the end of the term as your room will be occupied by someone else during the vacation.

**Gates and CCTV**

CCTV cameras are used throughout the College site for your security, and CCTV footage is monitored regularly by the Porters who have the overall responsibility for security in the College.

The gates at the Selwyn Gardens entrance are locked at night and at weekends and entry is by your University card.

### 1.8 Fire Safety

With a large population living in close proximity on a small site, there is always a real risk of fire. All residents must play their part in minimising this risk.

Here are some rules to which you must adhere:

- never leave cooking unattended in a kitchen
- do not use cooking equipment in your room
- do not leave heated hair devices (straighteners, curlers, tongs) unattended
- do not use unsafe or untested electrical equipment and do not overload electrical sockets
- you must only use adapters that meet UK specification and are fused (see below left)
- do not store combustible materials, including piles of paper
- do not use naked flames e.g. candles
- do not smoke in any room and do not disable, tamper with or cover up smoke or heat detectors
- do not leave items in corridors or stairways
- keep all fire doors closed at all times, especially kitchen doors (never wedge them open)
- do not tamper with fire safety equipment (extinguishers, fire blankets)
- please report anything that looks unsafe or hazardous to the Porters

*The correct adapter is on sale at the Porters’ Lodge for £4.00*  
*Do not disable, tamper with or cover up smoke or heat detectors*
2. The Houses

There are five former domestic houses in Wolfson, as shown on the plan below, which have been adapted for student accommodation:

Williams House and Chadwick House on the Barton Road side;
Barton House and Norton House on the Barton Close side;
Plommer House on the Selwyn Gardens side

Only period licences are available in these houses – accommodation is not available on a termly licence.
2.1 Williams House

This house is named after the late Professor Sir David Williams, President of Wolfson College 1980-1992. It has six bedrooms, two on the ground floor and four on the first floor, as follows:

**Ground floor**
- Room WH1  Price 5 (double accommodation for a couple)
- Room WH2  Price 3

**First floor**
- Room WH3  Price 3
- Room WH4  Price 1
- Room WH5  Price 3
- Room WH6  Price 1

On the ground floor there is a kitchen and a shower room with toilet; and on the first floor there is a toilet and a bathroom. All rooms have their own wash-basin.

2.2 Chadwick House

This house is named after the Reverend Professor Owen Chadwick, the Chair of the Trustees of University College, as Wolfson College was known from its foundation in 1965 until being re-named Wolfson College in 1973. It has six bedrooms, two on the ground floor and four on the first floor, as follows:

**Ground floor**
- Room CH1  Price 5 (double accommodation for a couple)
- Room CH2  Price 3

**First floor**
- Room CH3  Price 3
- Room CH4  Price 3
- Room CH5  Price 3
- Room CH6  Price 1 (this room has no wash-basin)

On the ground floor there is a kitchen, a toilet, and a bathroom with bath, shower and toilet. On the first floor there is a toilet and a bathroom. All rooms have their own wash-basin, except CH6.
2.3 Barton House

This house became available for student accommodation for the first time in 2011. It is named after the village of Barton, which lies to the west of the College and which gives its name to Barton Road and Barton Close, which act as the south and east boundaries of the College’s site. It can be accessed either from the College site or from Barton Close. It has six bedrooms, two on the ground floor and four on the first floor as follows:

<table>
<thead>
<tr>
<th>Room</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH1</td>
<td>4</td>
</tr>
<tr>
<td>BH2</td>
<td>3</td>
</tr>
<tr>
<td>BH3</td>
<td>4</td>
</tr>
<tr>
<td>BH4</td>
<td>3</td>
</tr>
<tr>
<td>BH5</td>
<td>2</td>
</tr>
<tr>
<td>BH6</td>
<td>3</td>
</tr>
</tbody>
</table>

On the ground floor there is a kitchen, a dining room, a toilet and a shower room with toilet. On the first floor there is a toilet, a bathroom with bath and shower, and a bathroom with bath and toilet. All rooms have their own wash-basin. On the first floor there is also a small room, which is for general use as a study.

Students are not permitted to park cars in Barton Close.

2.4 Norton House

This house is named after Frederick Norton, one of the first Fellows of the College. It can be entered either from the College site or from Barton Close. It has eight bedrooms, four on the ground floor and four on the first floor, as follows:

<table>
<thead>
<tr>
<th>Room</th>
<th>Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH1</td>
<td>5</td>
<td>(double accommodation for a couple)</td>
</tr>
<tr>
<td>NH2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NH3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NH4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NH5</td>
<td>5</td>
<td>(double accommodation for a couple)</td>
</tr>
<tr>
<td>NH6</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NH7</td>
<td>3</td>
<td>(with own ensuite facilities)</td>
</tr>
<tr>
<td>NH8</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

On the ground floor there is a kitchen, a shower, and a toilet. On the first floor there is a toilet, a bathroom, and a shower room with toilet. All rooms have their own wash-basin.

Students are not permitted to park cars in Barton Close.
2.5 Plommer House

This house is named after Dr Hugh Plommer, a founding Fellow of the College. The ground floor is used for offices and meeting rooms. There are seven rooms for accommodation on the first and second floors, as follows:

**First floor**
- Room PH1: Price 3
- Room PH2: Price 3
- Room PH3: Price 3
- Room PH4: Price 6 (flat for a couple)

**Second floor**
- Room PH5: Price 3
- Room PH6: Price 5 (double accommodation for a couple)
- Room PH7: Price 3

On the first floor there is a kitchen and a bathroom with toilet. On the second floor there is another kitchen and a second bathroom with toilet. All rooms have their own wash-basin. PH4 is a flat for a couple, with a large bed-sitting room, a kitchen and a bathroom.
3. **East Court & Toda House**

On the eastern side of the College there are two purpose-built accommodation blocks, as shown on this plan:
This building, which was fully refurbished in 2015, is designed along the typical Cambridge model of ‘staircases’. Each letter is a separate staircase that does not inter-connect with its neighbouring staircase. Each staircase in this building has two entrances, one into East Court and one into Lee Court. Half the rooms have a view of East Court and half have a view of Lee Court.

M staircase

There are 11 small ensuite rooms, as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1 to M4</td>
<td>M5 to M7</td>
</tr>
<tr>
<td>Price 2</td>
<td>Price 2</td>
</tr>
</tbody>
</table>

Second floor

| M8 to M11 | Price 2 |

Facing East Court: Rooms 1, 4, 6, 7, 8, 11
Facing Lee Court: Rooms 2, 3, 5, 9, 10

There is a kitchen on the first floor. Although all the rooms are ensuite, there is also a bathroom with toilet on the second floor.

N staircase

There is a mixture of small ensuite rooms, standard ensuite rooms and single studio flats, as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>N4 &amp; N5</td>
</tr>
<tr>
<td>Price 2 (small ensuite)</td>
<td>Price 3 (standard ensuites)</td>
</tr>
<tr>
<td>N2 &amp; N3</td>
<td>N6 &amp; N7</td>
</tr>
<tr>
<td>Price 4 (single studio flats)</td>
<td>Price 4 (single studio flats)</td>
</tr>
</tbody>
</table>

Second floor

| N8 & N9 | N10 & N11 |
| Price 2 (small ensuites) | Price 4 (single studio flats) |

Facing East Court: Rooms 3, 4, 7, 8, 10
Facing Lee Court: Rooms 1, 2, 5, 6, 9, 11

Although each room or flat has its own bathroom facilities, there is also a bathroom (without toilet) on the second floor. There is a kitchen on the ground floor.
O staircase

There are 12 study bedrooms and four small ensuite rooms, as follows:

**Ground floor**
- O1: Price 2 (small ensuite)
- O2 to O5: Price 1
- O6: Price 2 (small ensuite)

**First floor**
- O7 to O10: Price 1

**Second floor**
- O11: Price 2 (small ensuite)
- O12 to O15: Price 1
- O16: Price 2 (small ensuite)

Facing East Court: Rooms 1, 2, 3, 7, 8, 11, 12, 13
Facing Lee Court: Rooms 4, 5, 6, 9, 10, 14, 15, 16

On the ground floor there is a shower room with toilet. On the first floor there are two kitchens, a shower room (with no toilet), and a toilet. On the second floor there is a bathroom with toilet, and a toilet.

P staircase

There are 11 small ensuite rooms as follows:

**Ground floor**
- P1 to P3: Price 2

**First floor**
- P4 to P7: Price 2

**Second floor**
- P8 to P11: Price 2

Facing East Court: Rooms 1, 4, 9
Facing Lee Court: Rooms 3, 5, 10
Facing Sundial Garden: Rooms 2, 6, 7, 8, 11

There is a kitchen on the ground floor. Although all the rooms are ensuite, there is also a bathroom with toilet on the second floor.

3.2 Toda House

Toda House was built in 1993 with funding from the Toda Corporation of Japan. There are 10 standard size ensuite rooms as follows:

**Ground floor**
- TH1 to TH4: Price 3

**First floor**
- TH5 to TH10: Price 3

There is a kitchen on the ground floor.

Period licences are not available in Toda House – only termly licences.
4. **West Court**

There are accommodation blocks on three sides of West Court, as shown on this plan:

![West Court Plan]

4.1 **The Alborada Building - A block**

The Alborada building is a two-storey building at the front of the College, with A block on the ground floor and B block on the first floor. The A floor contains student accommodation while B floor contains flats for use by Academic Visitors.

There are 9 study bedrooms, A1 to A9, all Price 1.

There is a kitchen, and three shower rooms with toilets.
This building, which was fully refurbished in 2017 and 2017, is designed along the typical Cambridge model of ‘staircases’. Each letter is a separate staircase, which does not inter-connect with its neighbouring staircase. Each staircase in this building has two entrances, one facing West Court and one facing the Western Field. Half the rooms face West Court and half face the Western Field.

The layout for each staircase is as follows:

### C staircase

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1</td>
<td>Room 5</td>
</tr>
<tr>
<td>Room 2 &amp; 3</td>
<td>Room 6</td>
</tr>
<tr>
<td>Room 4</td>
<td>Room 7</td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
</tbody>
</table>

#### Second floor

<table>
<thead>
<tr>
<th>Rooms 8 &amp; 9</th>
<th>Room 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 10</td>
<td>Room 9</td>
</tr>
<tr>
<td>Room 11</td>
<td>Room 10</td>
</tr>
<tr>
<td>Shared</td>
<td>Room 11</td>
</tr>
</tbody>
</table>

### D staircase (all small ensuites)

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms 1 &amp; 2</td>
<td>Room 5</td>
</tr>
<tr>
<td>Rooms 3 &amp; 4</td>
<td>Room 6 &amp; 7</td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
</tbody>
</table>

#### Second floor

| Room 8       | Room 5      |
| Room 9       | Rooms 6 & 7 |
| Room 10      | Shared      |
| Room 11      | Shared      |

### E, F, G staircases

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms 1 &amp; 2</td>
<td>Room 5</td>
</tr>
<tr>
<td>Rooms 3 &amp; 4</td>
<td>Room 6 &amp; 7</td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
</tbody>
</table>

#### Second floor

| Room 8       | Room 5      |
| Room 9       | Room 6 & 7  |
| Room 10      | Shared      |
| Room 11      | Shared      |

<!-- Contents -->
4.3 H, J, K, L staircases

This building is designed along the typical Cambridge model of ‘staircases’. Each letter is a separate staircase, which does not inter-connect with its neighbouring staircase. J staircase is being fully refurbished in the summer of 2018. Each staircase in this building has two entrances, one facing inwards (West Court / Western Field), one facing outwards to the back of the College; and therefore half the rooms face inwards and half outwards. The layout for K and L staircases is the same, and H and J staircases are each different, as follows:

**H staircase**

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms 1 &amp; 2</td>
<td>Rooms 4 &amp; 7</td>
</tr>
<tr>
<td>Rooms 4 &amp; 7</td>
<td>Shared</td>
</tr>
<tr>
<td>Price 3 (facing Western Field)</td>
<td>Price 3 (facing back)</td>
</tr>
<tr>
<td>Price 3 (facing back)</td>
<td>Kitchen for the staircase</td>
</tr>
<tr>
<td>Shared</td>
<td>Bathroom (no toilet)</td>
</tr>
</tbody>
</table>

**Second floor**

<table>
<thead>
<tr>
<th>Rooms 8 &amp; 11</th>
<th>Rooms 9 &amp; 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price 3 (facing back)</td>
<td>Price 3 (facing Western Field)</td>
</tr>
</tbody>
</table>

**J staircase**

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>J1</td>
<td>J7</td>
</tr>
<tr>
<td>J2 to J5</td>
<td>J8 to J12</td>
</tr>
<tr>
<td>Price 1 (facing Western Field)</td>
<td>Price 1 (facing back)</td>
</tr>
<tr>
<td>Price 1 (facing back)</td>
<td>Price 1 (facing West Court)</td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
<tr>
<td>Bathroom with toilet;</td>
<td>Kitchen for the staircase;</td>
</tr>
<tr>
<td>shower room with toilet</td>
<td>two shower rooms with toilets;</td>
</tr>
<tr>
<td></td>
<td>two separate toilets</td>
</tr>
</tbody>
</table>

**Second floor**

<table>
<thead>
<tr>
<th>J14</th>
<th>J15 to J19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price 1 (facing Western Field)</td>
<td>Price 1 (facing back)</td>
</tr>
<tr>
<td>J20</td>
<td>J21</td>
</tr>
<tr>
<td>Price 1 (facing West Court)</td>
<td>Price 5 (double studio flat; facing Western Field; no termly licences)</td>
</tr>
<tr>
<td>J21</td>
<td>Price 5 (double studio flat; facing West Court; no termly licences)</td>
</tr>
</tbody>
</table>

**K & L staircases**

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms 1 &amp; 3</td>
<td>Room 5</td>
</tr>
<tr>
<td>Rooms 2 &amp; 4</td>
<td>Rooms 6 &amp; 7</td>
</tr>
<tr>
<td>Rooms 8 &amp; 11</td>
<td>Shared</td>
</tr>
<tr>
<td>Rooms 9 &amp; 10</td>
<td>Price 3 (facing back)</td>
</tr>
<tr>
<td>Price 3 (facing back)</td>
<td>Price 3 (facing Western Field)</td>
</tr>
<tr>
<td>Price 3 (facing West Court)</td>
<td>Kitchen for the staircase;</td>
</tr>
<tr>
<td></td>
<td>bathroom (no toilet)</td>
</tr>
</tbody>
</table>
Unlike the older blocks C to P, which follow the traditional Cambridge ‘staircase’ model, the newer blocks R to V have horizontal corridors as well as vertical stairways, making it possible to walk between any two rooms in R, S, T or V without having to go outside.
5.1 R block

The even-numbered rooms face inwards into the Western Field, and the odd-numbered rooms face outwards to the back of the College. There is a lift in R block.

**Ground floor**

- R100A & B  Price 3 (shared set)
- R101A & B  Price 3 (shared set)
- R102A & B  Price 3 (shared set)
- R103 to R114  Price 3 (ensuites)
- Shared  Kitchen

**First floor**

- R200A & B  Price 3 (shared set)
- R201A & B  Price 3 (shared set)
- R202A & B  Price 3 (shared set)
- R203 to R216  Price 3 (ensuites)
- Shared  Kitchen

**Second floor**

- R300A & B  Price 3 (shared set)
- R301A & B  Price 3 (shared set)
- R302A & B  Price 3 (shared set)
- R303 to R316  Price 3 (ensuites)
- Shared  Kitchen

5.2 S block

The even-numbered rooms/sets face inwards into the Western Field; and the flats and the odd-numbered rooms/sets face outwards to the western boundary of the College.

Termly licences are not available in the six double flats SF1-SF6 – only period licences.

**Ground floor**

- SF1 & SF2  Price 6 (double flats)
- S100A & B  Price 3 (shared set)
- S101  Price 3 (ensuite)
- S102A & B  Price 3 (shared set)
- S103  Price 3 (ensuite)
- S104A & B  Price 3 (shared set)
- S105A & B  Price 3 (shared set)
- S106A & B  Price 3 (shared set)
- S107A & B  Price 3 (shared set)
- S108  Price 3 (ensuite)
- S109A & B  Price 3 (shared set)
- S110 to S113  Price 3 (ensuites; there is no S112)
- Shared  Kitchen; bathroom with toilet

**First floor**

- SF3 & SF4  Price 6 (double flats)
- S200 to S219  Price 3 (ensuites)
- Shared  Kitchen; bathroom with toilet

**Second floor**

- SF5 & SF6  Price 6 (double flats)
- S300A to S307B  Price 3 (shared sets)
- S308 to S311  Price 3 (ensuites)
- Shared  Kitchen; bathroom with toilet
5.3 T block

Unlike S block and V block, which run north to south, T block runs east to west. The majority of the rooms either face north into the Western Field or face south towards the Chancellor’s Centre and Fuchs House; while some rooms are at the back of the building towards the western boundary of the College. An impressive octagon divides the ‘inner’ rooms from those towards the western boundary.

Rooms T101, T201 and T301 and all the flats are at the back of the building. All other rooms are on the inner side of the building, where even-numbered rooms face north and odd-numbered rooms face south.

Termly licences are not available in the six double flats TF1-TF6 – only period licences.

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF1 &amp; TF2</td>
<td>TF3 &amp; TF4</td>
</tr>
<tr>
<td>T101 to T115</td>
<td>TF3 &amp; T215</td>
</tr>
<tr>
<td>Price 6 (double flats)</td>
<td>Price 6 (double flats)</td>
</tr>
<tr>
<td>Price 3 (ensuites)</td>
<td>Price 3 (ensuites)</td>
</tr>
<tr>
<td>(there is no T102 or T103)</td>
<td></td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
<tr>
<td>Kitchen; bathroom with toilet</td>
<td>Kitchen; bathroom with toilet</td>
</tr>
</tbody>
</table>

5.4 V block

Period licences are not available in V block – only termly licences.
6. **Family Flats**

There are five family flats in the south-west corner of the College, as shown here:

Each flat comprises a large bedroom, a small bedroom, a living/dining room, a study, a kitchen and a bathroom. In the small bedroom you can have either a single bed or two bunk beds. There is a shared laundry room with washing machine and dryer and a garden with a children’s swing.

Flats 1 and 2 are on the ground floor, and flats 3 and 4 are on the first floor. Flat 5 is split over the two floors with the entrance hall and study on the ground floor.

The rent for a family flat in 2018-19 is £297.15 per week. As the Family Flats are considered to be self-contained accommodation, cleaning is not provided by the College. A termly inspection to ensure the flat is being kept in good order will be carried out by the College.

Council Tax may be payable by any non-student residents; it is the responsibility of the occupants to pay this if necessary.

Termly licences are not available in the Family Flats – only period licences.
7. The Rules

Furniture & Furnishings
You may not bring your own furniture or curtains into your room. Furniture and curtains provided by the College cannot be removed from your room.

All rooms have curtains and are fully carpeted. Beds have mattresses and a mattress protector fitted. You may purchase a bedding pack (see Page 4) or bring your own bedding. There are self-service laundries with washing machines and tumble dryers. Crockery, cutlery, cooking utensils and towels are not provided by the College.

Please be aware that you should not attach items to the walls of your rooms. Furthermore, any damage caused by the use of tape or blu/white tack may result in a redecoration charge being applied. You should also note that no items (shoes, luggage, boxes etc.) are to be left outside rooms on landings and stairwells. These types of obstruction can impede evacuation in an emergency and corridors should remain clear at all times.

Heating
Central heating is provided in all College living areas from October (sometimes September) through to April (sometimes May). Please do not have the radiator on when your windows are open. Please turn your radiator down, or off, when you are away from your room.

Electrical items
Certain models of small table top fridges and freezers are allowed subject to College approval, but other electrical appliances, such as electric fires, electric fan heaters, non-approved fridges, cookers, rice cookers, toasters, kettles, hobs and microwave ovens, electric fairy lights, humidifiers etc. are not allowed for safety reasons. If such items are found, they will be removed from your room by College Staff. The use of non-UK adapters is not permitted; these will be removed immediately by College staff and disposed of. The use of multiple sockets is only allowed for computers and computer-related items (such as a printer). All portable electrical appliances should have a current Portable Appliance Test (PAT) certificate which the student is required to provide. If you are in doubt about electrical loading, please check with the Clerk of Works first. To help Wolfson College’s sustainability, please remember to switch off all lights and unplug all chargers when not required and not to leave appliances in stand-by mode.

The College reserves the right to remove any electrical equipment or adapters from a resident’s room if they are considered unsafe. This is often necessary for electrical equipment from outside the UK which does not conform to UK safety standards or which may have different safety standards that will not work with our electrical systems. For example, if electrical equipment is not correctly wired, fused or earthed it may not comply with our legal safety obligations, and may be dangerous because of the incompatibility of the electrical safeguards. If in doubt, please check with the Clerk of Works.

Cleaning
Your room will be cleaned once a week by a College cleaner (Monday to Friday). Cleaners should not be expected to do more than ensure all rooms are kept to a standard. Residents are responsible for the overall tidiness of their own rooms including washing up their dishes, making their beds, keeping cookers clean and free of food and keeping their own, and any communal areas, especially the kitchens, clean and tidy.

Cleaning will not take place in bedrooms before 10am. On your notified cleaning day, although you are not required to vacate your room whilst cleaning takes place, you are expected to be out of bed.

Keys
You will receive one room key on arrival. There is a charge for providing a duplicate key if the original is lost.
Giving notice of vacating a room
Residents with a period licence must give a minimum of one month’s notice if they wish to vacate a room. Anyone with a period licence vacating a room without due notice (one month) will be charged.
If you have a termly licence, you are committed to paying for the entire term and cannot end your licence mid-term.

Vacating a room
When you vacate a room (including at the end of term if on a termly licence), you must clear it of all possessions and any rubbish. If you leave it in a state that requires Wolfson College staff to clear it, you will be charged an amount at the discretion of the Bursar.

Changing rooms
Normally a change of room is not permitted. If you have a special reason for wanting to move, you should speak to your Tutor.

Damage
Any damage to rooms will have to be paid for by the occupant(s). If damage to rooms or staircases is not traceable to individuals, costs may be charged equally among all residents on that staircase.

Cooking
Please note that cooking is only allowed in the designated kitchen for your room. Cooking in your room is not allowed. You should never leave cooking unattended. Please make sure to switch off cookers and kettles at the switch on the wall.

Smoking
Smoking is not permitted in any building in Wolfson College. Please refer to the Smoking Policy (Appendix C).

Candles etc
Please note that you are not permitted to use any lighted candles, joss sticks or other naked flames of any kind in the accommodation.

Guests
You are allowed occasional overnight guests. No guest can stay for more than three nights in any seven and you cannot have guests for more than ten nights in any month. For Fire Safety reasons, all overnight guests must be registered at the Porters’ Lodge.

Noise
Communal living brings with it responsibility. Students are expected to behave with consideration towards others, and not to create undue noise. This means being particularly careful not to disturb other residents by, for example, the playing of music or talking loudly in communal areas after 22:00. Music must not be audible in other students’ rooms.

Bicycles
You cannot keep a bicycle in your room. If you have a particularly valuable bicycle, which you would like to store securely, please ask the Porters. Please note that this also applies to folding bicycles.

Fire alarms and fire drills
You must always respond to a fire alarm by leaving the building and reporting to your designated fire assembly point the location of which will be set out on the back of the door into your room. There will be at least one fire drill in the course of the year, which is a legal requirement.
Tampering with Fire Safety equipment (such as extinguishers), fire detection equipment (such as by placing plastic covers over smoke/heat detector heads) contravenes the Fire Safety regulations. If you tamper with any of this equipment, the College may cancel your licence agreement and you will be removed from College accommodation.

Internet access

Personal wireless routers are not allowed in College accommodation. The College provides excellent WiFi coverage throughout the whole site, and the use of personal wireless routers by individuals affects the use of the College WiFi network for their neighbours. The College reserves the right to remove personal wireless routers found in College accommodation.

8. Green and Sustainable Issues

In past years Wolfson College has been making great strides in becoming a more Green and sustainable college. We rank high in the official Cambridge University Environmental Consulting Society (CUECS) Green League Table and have become a visible presence in the sustainability debate, both at College and University level. Each accommodation building has a Green Rep, who also acts as Fire and Safety Rep, who will help you find out more about our excellent recycling programme and sustainable ethos.

We invite as many of you as possible to get involved and become informed.

You can contact your Green Officer anytime at: wcsa-green@wolfson.cam.ac.uk or visit www.wcsa.wolfson.cam.ac.uk/index.php/green

Recycling in your room

To help you recycle items from your room, a green bag-for-life is in every room/flat in College. You can use it to carry your recycling to the kitchen or it can be collected from your room once a week by the cleaner. Please note that these bags should never leave your accommodation building or be used for any other purpose. The bags remain the property of Wolfson College.

9. Accreditation Network UK

Under the terms of the Housing Act 2004, Wolfson College is required to be licensed either with an approved Code of Standards (typically UUK or ANUK/Unipol) or with the local authority. Wolfson is licensed with ANUK (Accreditation Network UK).

ANUK has overall responsibility for administering the Code of Practice. This includes: maintaining a list of all institutions signed up to the Code, and all buildings within those institutions covered by the Code; liaising with other bodies over areas where the Code is only applicable in parts; and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including University management, students and specialist professions (e.g. facilities managers, maintenance etc). In this task, they will take note of significant complaints made by students concerning non-observance, other breaches noted by internal or external audits, and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation, and then issue remedial proposals. In extreme cases, the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.

In registering with the ANUK Code of Practice, the College undertakes that:
• all the accommodation registered with ANUK meets the standards and accords with the procedures set out in the Code;

• an appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the Code;

• auditors will consider the College’s management of its student accommodation in relation to the Code, advising HEFCE and ANUK as appropriate.

For further details on ANUK, visit: www.anuk.org.uk
Appendix A: the College site
ACCkommodation Licence (Termly Licence)

1. Particulars

1.1 Date of this Licence :

1.2 The Owner : The President and Fellows of Wolfson College in the University of Cambridge

1.3 The Licensee :

1.4 The Owner permits the Licensee to occupy the Property set out in 1.5, or such other Property as the College may from time to time allocate for the Licensee’s occupation.

1.5 The Property : Room number:

Building:
Wolfson College, Cambridge

1.6 Licence Periods : MICHAELMAS TERM 2018:

Start date: 29 September 2018 (from 2pm)
End date: 1 December 2018 (until 10am)

LENT TERM 2018:

Start date: 12 January 2019 (from 2pm)
End date: 16 March 2019 (until 10am)

EASTER TERM 2018:

Start date: 20 April 2019 (from 2pm)
End date: 15 June 2019 (until 10am)

1.7 Accommodation Charge: £ X (per week). Accommodation is charged per night. The rate quoted will be divided by seven to obtain a nightly charge then multiplied by the actual number of nights in the periods above.

The Accommodation Charge is payable quarterly within fourteen days of the presentation of an account by the Owner unless
otherwise agreed in writing. If payment is not made within such period, fixed penalties will be applied as follows:

1 – 14 days overdue - £50.00  
15 – 28 days overdue – an additional £50.00

Any debts still outstanding after 28 days will be referred to the Senior Tutor.

1.8 Notice Period : The Licensee is obliged to pay for a whole term and cannot give notice to terminate this Licence before the end of a term. If the Licensee leaves before the end of a term, the Licensee will be charged in full for the whole term.

1.9 Contents : All items now at the Property which remain the property of the Owner.

2. Definitions and Interpretation

2.1 A reference to the Property includes reference to any part or parts of the Property, including the communal facilities in the Building in which the Property is located, and to the Contents of the Property.

2.2 Where two or more persons comprise the Licensee, agreements on their part shall be joint and several.

3. The Agreement

3.1 The Licensee may only occupy the Property while he or she is a student who is pursuing a course of study provided by the Owner or by the University of Cambridge, and for the Licence Periods only or for such other periods as may be agreed by the Owner. This Agreement shall immediately terminate if the Licensee shall cease to pursue such course of study or if he or she shall cease to pay the Owner’s fees for such a course of study or if he or she shall be rusticated or sent down by the Owner.

3.2 The Licensee is entitled throughout this Licence to use all communal facilities within the Building including the most convenient bathroom and kitchen but excluding any room not designated for communal use provided that all of the restrictions and requirements in this Licence apply equally to the communal facilities.

4. The Licensee’s Obligations

The Licensee agrees with the Owner as follows:

4.1 To pay the Accommodation Charge payable as set out in clause 1.7 above.

4.2 Not to use the Property in such a way as to cause damage to it or to the Contents or to cause annoyance or danger to other Licensees or neighbours and without prejudice to the generality of the foregoing not to overload or misuse any services supplying the Property.

4.3 Not to smoke in the Property. Not to use any naked flame in the Property. Not to cook in the Property or in any part of the Building other than that provided specifically for the purpose of
cooking. Not to use any cooking equipment other than that provided in the Building. Not to bring into the Property an electric heater or any other heating device.

4.4 Not to damage or remove any of the Contents in or from the Property and not to bring into the Property any additional furniture or fittings without the prior written approval of the Owner. Not to keep a bicycle in the Property.

4.5 Not to carry out any decoration, maintenance or alterations to the Property, without the prior written approval of the Owner.

4.6 Not to carry on any trade or business in the Property and to use the Property only for residential purposes.

4.7 To observe all statutory or other obligations relating to his or her occupation of the Property and in particular to pay local and other taxes where failure to pay such taxes would result in the Owner being liable to pay such taxes, if appropriate, and to obtain an appropriate licence for viewing any television channels in the Property.

4.8 To observe the Rules issued by the Owner from time to time (the Rules) [but for the avoidance of doubt where there is inconsistency between the Rules and this Agreement, this Agreement prevails] which shall be deemed to be incorporated herein. The Rules are set out in A Guide to Accommodation for Students in Wolfson College.

4.9 Not to keep any pets in the Property other than a guide dog for which the prior written approval of the Owner has been given.

4.10 To deliver up the Property at the end of each Licence Period clean, tidy and in accordance with the foregoing stipulations, reimbursing the Owner for the cost of making good any damage where necessary and for the replacement of any of the Owner’s fixtures and fittings furniture or effects or Contents broken, lost, damaged or destroyed during these Licence Periods or the Licensee’s occupancy whichever is the longer.

4.11 To allow unrestricted access to the Building for the Owner’s representatives, any staff of the Owner, Licensees of other parts of the Building or others so entitled and to permit the Owner or its agents to enter the Property at all reasonable times for the purposes of inspecting the Property or carrying out works to the Property or allowing prospective Licensees or tenants to view the Property.

5 The Owner’s Obligations

5.1 The Owner agrees with the Licensee to insure the Property and the Contents against loss or damage by fire and all the other risks usually covered by a normal comprehensive policy. For the avoidance of doubt the Licensee should be aware that such insurance does not cover his or her own possessions.

6. Alienation

6.1 The Licensee agrees with the Owner not to assign, underlet, share or part with possession of the Property or the Contents or any part or parts thereof save that non-paying guests are permitted to share occupation of the Property for not more than three nights in any consecutive seven up to a maximum of ten nights in a calendar month.
7. **Forfeiture**

7.1 If the Licensee is in breach of any terms or conditions of this Licence the Owner may terminate this Licence and remove the Licensee from the Property.

SIGNED

........................................

on behalf of the Owner

SIGNED

........................................

by the Licensee
**ACCOMMODATION LICENCE (Period Licence)**

1. **Particulars**

   1.1 **Date of this Licence**: 

   1.2 **The Owner**: The President and Fellows of Wolfson College in the University of Cambridge

   1.3 **The Licensee**: 

   1.4 The Owner permits the Licensee to occupy the Property set out in 1.5, or such other Property as the College may from time to time allocate for the Licensee’s occupation.

   1.5 **The Property**: Room number:

   Building:

   Wolfson College, Cambridge

   1.6 **Licence Period**: 

   Start date: 29 September 2018 (from 2pm)

   End date: 30 June (9 month) or 28 September 2019 (12 month) (until 10am)

   1.7 **Accommodation Charge**: £X (per week). Accommodation is charged per night. The rate quoted will be divided by seven to obtain a nightly charge then multiplied by the actual number of nights in accommodation.

   The Accommodation Charge is payable quarterly within fourteen days of the presentation of an account by the Owner unless otherwise agreed in writing. If payment is not made within such period, fixed penalties will be applied as follows:

   1 – 14 days overdue - £50.00

   15 – 28 days overdue – an additional £50.00

   Any debts still outstanding after 28 days will be referred to the Senior Tutor.

   1.8 **Notice Period**: If the Licensee wishes to terminate this Licence, the Licensee must give a minimum of one month’s notice. The Licensee will be charged in full during such notice period.

   1.9 **Contents**: All items now at the Property which remain the property of the Owner.
2. **Definitions and Interpretation**

2.1 A reference to the Property includes reference to any part or parts of the Property, including the communal facilities in the Building in which the Property is located, and to the Contents of the Property.

2.2 Where two or more persons comprise the Licensee, agreements on their part shall be joint and several.

3. **The Agreement**

3.1 The Licensee may only occupy the Property while he or she is a student who is pursuing a course of study provided by the Owner or by the University of Cambridge, and for the Licence Period only or for such other period as may be agreed by the Owner. This Agreement shall immediately terminate if the Licensee shall cease to pursue such course of study or if he or she shall cease to pay the Owner’s fees for such a course of study or if he or she shall be rusticated or sent down by the Owner.

3.2 The Licensee is entitled throughout this Licence to use all communal facilities within the Building including the most convenient bathroom and kitchen but excluding any room not designated for communal use provided that all of the restrictions and requirements in this Licence apply equally to the communal facilities.

4. **The Licensee’s Obligations**

The Licensee agrees with the Owner as follows:

4.1 To pay the Accommodation Charge payable as set out in clause 1.7 above.

4.2 Not to use the Property in such a way as to cause damage to it or to the Contents or to cause annoyance or danger to other Licensees or neighbours and without prejudice to the generality of the foregoing not to overload or misuse any services supplying the Property.

4.3 Not to smoke in the Property. Not to use any naked flame in the Property. Not to cook in the Property or in any part of the Building other than that provided specifically for the purpose of cooking. Not to use any cooking equipment other than that provided in the Building. Not to bring into the Property an electric heater or any other heating device.

4.4 Not to damage or remove any of the Contents in or from the Property and not to bring into the Property any additional furniture or fittings without the prior written approval of the Owner. Not to keep a bicycle in the Property.

4.5 Not to carry out any decoration, maintenance or alterations to the Property, without the prior written approval of the Owner.

4.6 Not to carry on any trade or business in the Property and to use the Property only for residential purposes.

4.7 To observe all statutory or other obligations relating to his or her occupation of the Property and in particular to pay local and other taxes where failure to pay such taxes would result in the Owner
being liable to pay such taxes, if appropriate, and to obtain an appropriate licence for viewing any television channels in the Property.

4.8 To observe the Rules issued by the Owner from time to time (the Rules) [but for the avoidance of doubt where there is inconsistency between the Rules and this Agreement, this Agreement prevails] which shall be deemed to be incorporated herein. The Rules are set out in A Guide to Accommodation for Students in Wolfson College.

4.9 Not to keep any pets in the Property other than a guide dog for which the prior written approval of the Owner has been given.

4.10 To deliver up the Property at the end of the Licence Period clean, tidy and in accordance with the foregoing stipulations, reimbursing the Owner for the cost of making good any damage where necessary and for the replacement of any of the Owner's fixtures and fittings furniture or effects or Contents broken, lost, damaged or destroyed during this Licence Period or the Licensee's occupancy whichever is the longer.

4.11 To allow unrestricted access to the Building for the Owner's representatives, any staff of the Owner, Licensees of other parts of the Building or others so entitled and to permit the Owner or its agents to enter the Property at all reasonable times for the purposes of inspecting the Property or carrying out works to the Property or allowing prospective Licensees or tenants to view the Property.

5 The Owner's Obligations

5.1 The Owner agrees with the Licensee to insure the Property and the Contents against loss or damage by fire and all the other risks usually covered by a normal comprehensive policy. For the avoidance of doubt the Licensee should be aware that such insurance does not cover his or her own possessions.

6. Alienation

6.1 The Licensee agrees with the Owner not to assign, underlet, share or part with possession of the Property or the Contents or any part or parts thereof save that non-paying guests are permitted to share occupation of the Property for not more than three nights in any consecutive seven up to a maximum of ten nights in a calendar month.

7. Forfeiture

7.1 If the Licensee is in breach of any terms or conditions of this Licence the Owner may terminate this Licence and remove the Licensee from the Property.

SIGNED

on behalf of the Owner

SIGNED

by the Licensee
Appendix C: Smoking Policy

SMOKING POLICY

Introduction

Wolfson College aims to provide an environment which is safe, which minimises any risks to health and which makes adequate arrangements for the welfare of our employees, residents, students and visitors whilst they are at Wolfson College.

Those who smoke endanger not only themselves but also others who do not smoke, through passive smoking. Passive smoking - breathing in other people's tobacco smoke - has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. Inhaling other people's tobacco smoke is both a health hazard and a welfare issue. In addition, smoking can constitute a fire risk.

Wolfson College has adopted the following policy concerning smoking within the College and its grounds. This policy sets out how we intend to manage smoking within our environment.

Scope of this policy

This policy applies to all employees, residents, Fellows, students and visitors regardless of seniority, and whether or not their environment is shared with others.

Aims of this policy

This policy seeks to guarantee to non-smokers the right to air that is free of tobacco smoke, while also taking account of the needs of those who do smoke.

Legal background

The following pieces of legislation apply to this policy:

- The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- The Smoke Free Premises etc. (Wales) Regulations 2007.

In addition, employers have a common law duty to provide a safe place and system of work under the Health and Safety at Work etc. Act 1974 (HASAWA).

Definitions

Section 1 of the Health Act 2006 defines smoking as “smoking tobacco or anything which contains tobacco, or smoking any other substance” and states that “smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked”.

“Enclosed” means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Tents and marquees are therefore included.

Areas where smoking is prohibited

Smoking is prohibited in any enclosed area on our premises. This includes the Porters’ Lodge and entrances, corridors, stairs and lifts, meeting rooms, rest rooms and toilets, as well as outside areas that are not designated as smoking areas.
Areas where smoking is allowed

Designated external smoking areas are provided as follows:

1) The smoking shelter at the back of R/S blocks
2) The graveled area at the rear of Fuchs House (where the benches are located, not against the wall of the house)
3) The graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building (this ‘smoking area’ is not to be used by employees and workers)

In many organisations and businesses, those who smoke do so just outside the entrances and exits to the premises. We believe that this does not present a professional image. Employees and workers are therefore not permitted to smoke in the following areas: in front of the main entrance, around the back gate on Selwyn Gardens or at the designated smoking area located on the graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building.

Those who need to smoke may do so within the designated areas. Employees are only permitted to smoke during any recognised rest period or lunch break. Employees who smoke will not be allowed longer or more frequent breaks than their non-smoking colleagues and use of the smoking areas is not to interfere with normal job performance.

Smoking areas will be kept clean and those using these areas are expected to keep them tidy and to dispose of any rubbish appropriately. Receptacles are provided for the disposal of cigarette ends and other waste smoking materials. There are two litter/ash bins located at the entrances to College on the main driveway and just inside Selwyn Gardens gate and one located between the rear of the Gym and W Block. These bins are for smokers to stub out their cigarettes on their way into College. The locations of these particular bins are not to be considered as designated smoking areas.

Visitors, contractors and temporary staff

Visitors, customers, suppliers, contractors and temporary staff are expected to comply with this policy. Employees and Students meeting visitors from outside the College, or responsible for temporary staff or contractors, are required politely to explain our policy and to ensure such people comply with it.

Assistance to those who smoke

We recognise that passive smoking adversely affects the health of everyone. Whilst smoking is a personal choice we are concerned where people smoke and the effect that smoking in these locations has on non-smokers.

However, it is recognised that this policy will impact on smokers’ lives and that some smokers may wish to reduce or give up smoking, but may have difficulty in doing so. Some details of where to obtain advice and guidance on giving up smoking are listed below:

Quit line: 0800 002 200

NHS smoking helpline: 0800 169 0 169 and from their website: http://www.gosmokefree.co.uk

Electronic cigarettes

Electronic cigarettes (‘e-cigarettes’) are battery-powered products that use heat to release a visible vapour that contains liquid nicotine that is inhaled by the user. They are designed to replicate smoking behaviour without the use of tobacco, and some look very similar to conventional cigarettes. However, the use of these would not be classed as “smoking” according to the legal definition of this.

Whilst e-cigarettes may help some smokers to give up, guidance from the British Medical Association states that there is a lack of evidence about the health risks that they pose to the individual using them and those in close proximity. Additionally, we are concerned that electronic cigarettes may create the impression that smoking is accepted within the...
workplace, and we also have concerns that it is difficult to differentiate visually between e-cigarettes and normal cigarettes at a distance.

The use of electronic cigarettes is also banned within our premises. To allow those who choose to use e-cigarettes in an area free from those smoking ‘regular’ cigarettes, we have designated an area adjacent to the Lee Hall as a ‘vaping’ area. This ‘vaping’ area is not to be used by those smoking ‘regular’ cigarettes.

**Enforcement of this policy**

Smoking in an area other than those designated as a smoking area will be regarded as general misconduct and will be dealt with in accordance with the College’s disciplinary procedures.

**Implementation, monitoring and review of this policy**

The Health & Safety Committee has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. Employees will be consulted about any proposed changes via the Staff Communication & Consultation Committee, and adequate notice given of these.

*April 2015*
Are you starting university in England?

Protect yourself against meningitis and septicaemia

You need to get the MenACWY vaccination before you start uni or soon after. This leaflet tells you what to expect next.
Meningococcal disease is a rare but life-threatening disease caused by meningococcal bacteria which are divided into several groups. The most common are A, B, C, W and Y. Infants, young children, teenagers and young adults have the highest risk of meningococcal disease.

This leaflet explains why it’s important that new university entrants have MenACWY vaccination to protect against meningococcal disease.
Since 2009 there has been a year on year increase in the number of cases of meningococcal W (MenW) disease and there is no sign of the numbers declining. Older teenagers and young adults are more at risk of getting meningitis and septicaemia from MenW. A catch-up programme offering a MenACWY vaccination to all 13- to 19-year-olds and new university entrants began in August 2015.

**What is meningococcal disease?**

Meningococcal bacteria can cause meningitis (inflammation of the lining of the brain) and septicaemia (blood poisoning). Both diseases are very serious and can kill, especially if not diagnosed early.

The early symptoms of meningococcal disease are similar to those of flu, so you need to be able to recognise the symptoms very quickly. You may have had a meningococcal vaccine before but it will not protect against all forms of the disease. A full description of the signs and symptoms of meningitis and septicaemia can be found at [www.meningitis.org](http://www.meningitis.org) and [www.meningitisnow.org](http://www.meningitisnow.org)

**What causes meningococcal disease?**

There are five main groups of meningococcal bacteria that can cause meningitis and septicaemia – A, B, C, W and Y. The same bacteria that cause this serious disease are also commonly carried in the back of the nose and throat, especially in young adults.
How common is meningococcal disease?

Meningococcal group C disease is now rare since MenC vaccination was introduced in 1999. MenB is now the most common cause of meningococcal disease in children and young adults, while MenW and MenY used to mainly cause serious illness in older adults. Since 2009 there has been a large increase in MenW disease in England, resulting in several deaths among infants and teenagers.

In late summer 2015

- MenB vaccine became part of the routine infant programme to help protect young babies, and
- MenACWY vaccine replaced the teenage MenC vaccine and became the routine vaccination given in school years 9 or 10.

Look out for any of these symptoms

- Fever, cold hands and feet
- Vomiting and diarrhoea
- Drowsiness, difficult to wake up
- Irritability and/or confusion
- Dislike of bright lights
- Severe headache or muscle pains
- Pale, blotchy skin with or without a rash
- Convulsions/seizures
- Stiff neck
Why do I need to get the vaccine?
As a young adult, you are at risk of getting MenW meningococcal disease, so you need to get vaccinated to protect yourself. Vaccination also reduces the risk of you carrying the bacteria and so protects other people around you. This should, in turn, prevent the numbers increasing to serious levels. You may have had a MenC vaccination previously but this will not protect you against other meningococcal groups. The MenACWY vaccine will increase your protection against MenC and help to protect you against three other meningococcal groups (A, W and Y). It is still important to know the signs and symptoms of meningitis and septicaemia because there are many other bacteria that can cause these illnesses, including the group B strain that is not covered by this vaccination.

I’m an overseas student, do I still need the vaccination?
Yes, both UK-born and overseas students should have the vaccination before they start university, or soon after. Make sure you register with a GP as soon as you arrive and arrange to have the vaccine.

When will I get the vaccination?
It’s recommended that all first time university entrants (‘freshers’) up to 25 years old should have the MenACWY vaccine before or soon after they start university. New university students are at particularly high risk in the first weeks of term when they will come into contact with many new people of a similar age.
Do I have to have it?
No, but the best way to help protect yourself is by having the MenACWY vaccine. You have to consent to have the vaccine.

What if I want more information?
See the information provided at the end of this leaflet.

What do I need to do if I’m starting university this autumn?
New university students are at particularly high risk in the first weeks of term. You should always register with a GP in the area when you start university and you can arrange to get the vaccine there if you haven’t already had it. You should do that straight away – ideally before you start university or as soon as possible after – don’t leave it till later.

Is the vaccine safe?
The vaccine has been used for many years across the world and has an excellent safety record. Serious side effects from the vaccine are rare.

Does the vaccination hurt?
What are the common side effects?
It’s like a sting. You may get soreness and some redness and swelling in your arm after the injection – you may also get a headache, but these symptoms should disappear after one or two days. If you feel unwell at any time after vaccination, you should contact your GP.
Meningitis and septicaemia are very serious and require urgent attention. If you think you’ve got either, get medical help immediately and make sure your fellow students know to look out for you and each other.

**Do the glass test**

Someone with septicaemia may develop a few spots or a widespread rash with fever. Later on the rash can develop into purple blotches that do not fade under pressure. You can do a test for this by pressing the side of a drinking glass against the rash. If you have a fever and a rash, and the rash does not fade under pressure, get medical help immediately by calling 999 or getting someone to take you to the nearest hospital emergency department. Never wait for a rash, though. It can be a late sign or may not appear at all. If someone is ill and getting worse get medical help immediately.
How can I find out more?

There is more information about the MenACWY vaccination on the NHS Choices website at www.nhs.uk/Conditions/vaccinations/Pages/men-acwy-vaccine.aspx or you can talk to your GP or university health centre if you have any questions. The following charities also provide information, advice and support:

**Meningitis Now**
Freephone Meningitis Helpline 0808 80 10 388
9am to 10pm every day
www.meningitisnow.org

**Meningitis Research Foundation**
Free helpline 080 8800 3344
(9am to 10pm weekdays, 10am to 8pm weekends and holidays)
www.meningitis.org