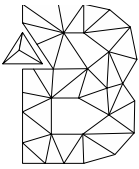
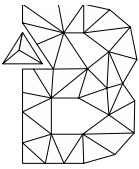


HOUSE RULES BETHNAL STUDENT LIVING (BSL)

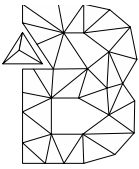
- 1) The House Rules are for the safety and comfort of all residents and exist to ensure that everyone enjoys living in the residence and no one is disturbed as a result of residents' actions or inactions.
- 2) Applicability. Residents are bound by these rules and are responsible for ensuring that non-residents (e.g. guests and visitors) that they have invited or who are in their company are aware of and comply with the House Rules at all times.
- 3) Non-Compliance. Non-compliance with the rules by residents, guests or visitors will usually result in a warning, fine, notice to quit or a combination of these. A fine may be imposed upon a resident or a non-resident student and such fine may relate to his/her own actions or to those of his/her guest or visitor for which he/she is deemed to be responsible.
- 4) The Fire Safety Rules:
 - i) Residents must familiarise themselves with the fire instructions and the position of the fire exits. If the fire alarm is activated and a continuous siren is heard for more than **thirty seconds**, residents must evacuate the building immediately. Residents must co-operate with the staff when fire drills are held. The fire exit is not to be used at any other time unless authorised by a member of staff.
 - ii) Keep all fire doors closed. Fire doors must not be propped open.
 - iii) Do not interfere with any fire safety equipment.
 - iv) Ordinary saucepans must not be used to deep fry food.
 - v) Food cooking must be attended at all times. Oven cooked food must be checked regularly.
 - vi) Emergency exits are to be used only in an emergency.
 - vii) Fire exits must not be blocked.
 - viii) Furniture and appliances (heaters, cookers and fridges etc.) must not be brought into residences without the express permission of the BSL.
 - ix) BSL retains the right to remove items that could be potentially dangerous e.g. candles, heaters and unsafe cooking equipment.
 - x) Smoking is only permitted in areas designated by BSL.



- 5) Fire Alarms – **97% of fire alarm activations are accidental.** Reasonable care is required of all students and their visitors to ensure that the alarms are not activated unnecessarily
- 6) Domestic Appliances. Only domestic electrical appliances e.g., hair dryers, shavers, irons and straighteners may be used and residents are to ensure that such appliances are fitted with fused plugs. All appliances must be switched off, disconnected and left in a safe condition after use. Electrical appliances must be in a safe condition. Staff will remove unsafe items.
- 7) Dangerous Behaviour. Behaviour that is dangerous, whether malicious or as an intended prank, is not permitted. Objects or substances of any kind must not be thrown from the windows of the building, and articles must not be placed on external windowsills. Careless, thoughtless or malicious actions that place other people in danger will result in disciplinary action.
- 8) Damage. Residents must not in any way damage, remove or misuse any part of the premises its furnishings, fixtures, fittings, decoration or equipment. This includes overflowing of water from any appliance and residents are required to keep all gullies, waste pipes and drains free from obstruction.
- 9) BSL is committed to the safe undertaking of all works that affect the services of the building. All residents, whether living in or visiting our building, are also required to understand their responsibilities with respect to maintaining a safe and healthy environment.
- 10) Users of the building are prohibited from undertaking any intrusive work in the building i.e. do not make a hole in the wall – (please use the noticeboards provided) or drive any nail, screw or another article into any part of the building or affix any placard or another object to any part of the building.
- 11) Security. Residents must not allow unauthorised persons to enter the building. If in doubt residents should leave people outside the building because if they are authorised they will have their own method of accessing. Following others into a building (tailgating) is the most common method used by thieves to enter the building. Residents are advised to always keep their bedroom and their flat entrance door locked. If a suspicious person is spotted then residents are advised to ring security or reception immediately.
- 12) Dangerous Items. Any item or substance that is illegal, or could **cause harm** and is inappropriate to a residential environment, or is intended to inflict harm is prohibited. To be in possession, to use or be associated with any of the above will result in confiscation of the item and disciplinary proceedings.
- 13) Noise - Residents are not to make an unreasonable noise at any time and in particular between the hours of 22.00 and 8.00, no noise that would disturb other residents should be audible outside the room in which the noise is being made.
Consideration must be exercised in the use of audio equipment and the use of headphones should be considered.
- 14) Nuisance. Residents must not engage in any behaviour constituting a nuisance or annoyance to



- other residents or interfering with the quiet and comfort of other residents or users of neighbouring property.
- 15) Privacy . All residents are required to treat the possessions, property and space of others with respect; uninvited intrusion into these may result in disciplinary action.
 - 16) Grounds . No ball or other physical games are to be played in the immediate vicinity of the residences and other residential buildings except within designated areas.
Residents cannot smoke or stand in the concrete block in front of the main entrance as it is private property.
Any grounds attached to the Premises are to be left in a clean and tidy condition.
 - 17) Non-Residents . Facilities in residences are provided for the use of those students living there.
Visitors are allowed in the building between the hours of 8 am to 10 pm
 - Only 2 visitors are allowed at a time in your room.
 - Visitors must not wander in the building unaccompanied.
 - 18) Security of Keys . Residents must not lend out keys to rooms.
 - 19) Cleanliness. Residents are to keep their premises in a clean and tidy condition and failure to keep the premises clean may lead to extra cleaning charges.
 - 20) Storage. Residents are to ensure that their belongings are stored in their own area and the accommodation is not cluttered with their items that would prevent staff from carrying out their normal duties.
 - 21) Pets. Pets/animals are not to be kept on the premises or in any part of the residences.
 - 22) Drugs. The storage, use or supply of drugs and legal highs is not permitted in the residence and police will be involved, if any such items are discovered.
 - 23) Criminal Activity. If Residents commit an offence which may cause BSL to consider the resident to be an unsuitable tenant, they may be required to leave the premises permanently. If the resident allows any visitors onto the premises who BSL considers unsuitable, then both may be required to leave the premises permanently.
 - 24) Car Parking. Cars are not to be parked in residence.
 - 25) Staff / Contractors Cooperation . Residents are to give access to BSL staff and authorised contractors carrying out their duties and are to behave with consideration, co- operation and courtesy towards all such persons at all times. Reasonable notice of a visit will be given wherever practicable.
 - 26) Students are required to notify BSL if they intend to be away from their room for more than 3 days during their contract period; this is to ensure BSL staff is alerted to undertake essential safety checks in your absence. Notification of absence can be



made via reception will require entry to the room once every fortnight in order to carry out these checks and will assume that the required notice of entry has been understood by the student when the notification of absence is made.

- 27) Aerials and satellite dishes . Residents are not to fix TV or any other aerial or satellite receiver to the inside or outside of the premises.
- 28) Only 1 x 4 gang socket extension lead is allowed per socket.
- 29) Residents must be suitably dressed when in the communal areas, residents must NOT wear nightwear, male residents must have a top on at all times, footwear is to be worn at all times.
- 30) Residents are not permitted to wear their jacket hoods within the communal areas of the building.
- 31) Facebook and other social networking sites. Please take care when using social network sites and think carefully about what you post there.
- 32) **Under 18 residents** (16 or over) will be accepted with a parental or tutor consent.
 - i) Residents under 18 are NOT allowed to share the room with anyone over 18, unless the legal tutor has given explicit consent.
 - ii) Residents under 18 are **NOT** allowed to drink alcohol in the entire building.
 - iii) Residents under 18 are **NOT** allowed to smoke in the entire building, including the designated areas in the communal areas.
 - iv) If a resident is going to be away from the residence overnight for 1 night or more, parent or tutor must notify BSL by written in advance at least 1 day earlier.
 - v) Residents under 18 must respect the curfew times without exception. The curfew for students under 18 is 10 pm. By that time they should be in their rooms.

Health & Safety Induction Form

1. Smoking Policy:

Smoking is not allowed in the entire building and against the law. Any resident found to be smoking will be subject to company's warning procedures or immediate eviction.

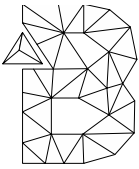
2. Emergency Evacuation Procedure:

In the event of a fire or other emergency, the building will need to be evacuated. If you hear the fire alarm ring for longer than thirty seconds, please begin to evacuate the building. Do not attempt to carry unnecessary belongings with you. **Do not use the lifts, as in the event of a fire, these will automatically return to the ground floor and remain there until the fire alarm is reset.** Please proceed to the stairwells found at the end of each corridor and calmly make your way down to the bottom.

The meeting point is in front of the building in the gated alley. You should wait at the meeting point until told to re-enter the building by Staff or by the Fire Service.

3. Fire Alarm Tests/Tampering with Fire Alarms:

The fire alarms are tested every Thursday at 11.00am. You will hear the fire alarm ring for approximately ten to fifteen seconds during this time.



Any resident found to be tampering with the fire alarm system or covering/disconnecting individual alarms will be subject to the company's warning procedures or immediate eviction.

4. Fire Fighting Equipment:

Fire extinguishers can be found at the end of each corridor in the stairwells and by the main lifts. Please familiarise yourself with the nearest extinguisher to your room. In the event of a fire, please avoid fighting fires unless absolutely necessary, and proceed to the nearest fire exit.

Tampering with Fire Fighting Equipment will be subject to the company's warning procedures or immediate eviction.

5. Maintenance Reporting:

In the event that any fixtures in your room require maintenance, please contact a member of the Customer Services Team at the reception, who will log your request. Alternatively, you can email us at maintenance@bethnalstudentliving.com. Please note that our Maintenance Team is onsite Monday – Friday from 08.00 until 18.00. Any non-emergency jobs reported outside of these times will be addressed the next working day.

6. Accident Reporting/First Aid:

If you have an accident or require first aid, please contact a member of staff, or get somebody to contact a staff member on your behalf. You can contact a member of our staff 24/7 by calling to 07775742617.

7. Health & Safety Reporting:

If you see anything in the building that you believe to be dangerous, please contact a member of staff to address the problem. Alternatively, you can email us to maintenance@bethnalstudentliving.com Please do not attempt to fix or deal with any issues yourself.

I,, have read and understood the above.

Signed:

Date: