



College of Agriculture,  
Food & Rural Enterprise

# CAFRE LIVING



**DAERA**

Department of Agriculture,  
Environment and Rural Affairs  
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# FOREWORD

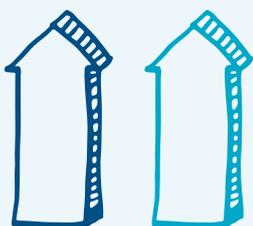


Welcome to the College of Agriculture, Food and Rural Enterprise (CAFRE) and thank you for choosing to live in our accommodation for the next year.

Inside this handbook is useful information for before you arrive, once you are a resident and when you are moving out.

Please take the time to read through the handbook and familiarise yourself with the responsibilities that come with living in our accommodation.

We hope you have an amazing time and look forward to getting your feedback about your experience at CAFRE, when you complete the Student Accommodation Survey, at the end of the year.





# BEFORE YOU ARRIVE



CAFRE's Residential Accommodation Team are committed to creating the best possible experience for you.

You will have a study bedroom, great amenities and a friendly environment in which to live. Our Residential Support Team are here every evening, Sunday to Thursday, to help you settle into college life. They are available to help with any

concerns or issues you may have and will also help you organise weekly trips and events.

You will need to provide some items to make CAFRE your home for the academic year.



## WHAT TO BRING WITH YOU

- ✓ Bed linen including single duvet and pillow
- ✓ Towels
- ✓ Plates, bowls and cups
- ✓ Cutlery
- ✓ Cooking utensils (self-catered only)
- ✓ Toilet paper (for en-suite rooms)
- ✓ Electrical fan powered mini fridge (if desired)



## PLEASE DO NOT BRING

- ✗ Electric heaters, electric blankets, fairy lights
- ✗ Barbeques or grills
- ✗ Candles or incense burners
- ✗ Animals or pets
- ✗ Electrical items over 1000 watts: including hairdryers and hair straighteners
- ✗ Knives or weapons
- ✗ Loud speakers
- ✗ Fridges that use refrigerant gas



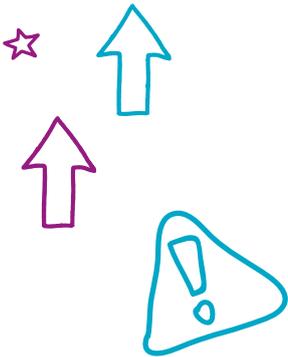
### Deposit payment

When you accept your accommodation contract, you will be charged a £100 deposit. This will be invoiced at the same time as your residential fees in late October. It is not part of your residential fees. The deposit covers missing items, any damage to your accommodation and loss or non-return of keys. Your deposit may also be used to off-set any unpaid rent, loss of rental income or unpaid disciplinary fines at the end of your accommodation contract.



### Damage/vandalism

If you are found to be responsible for any damage, accidental or deliberate, which is not reasonable wear and tear, you will be liable to pay the costs of repairing the damage and may also be subject to other disciplinary action including suspension or expulsion from residential accommodation.



### Insurance

Students should take out personal insurance to cover their possessions. Any damage to personal items is not covered by the college.



### Heating times

Heating and hot water for all properties is available at set times

#### Monday – Friday:

7–9am and 5–11pm

#### Saturday – Sunday:

9–11am and 5–11pm (upon request)

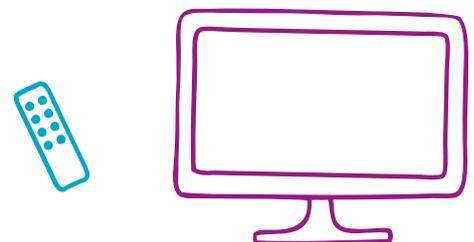
### Car parking

If you are bringing a car on campus you need to provide details of your driving licence and vehicle registration number on your student registration day. You will be issued with a parking permit. Owners of non-registered cars will be asked to remove their vehicle from campus grounds.

Any changes during the year should be notified to the Accommodation Manager.

### Televisions

If you are bringing your own television or intend watching TV online you must have a valid television licence.



# MOVING IN



At Greenmount Campus your registration will take place the week prior to you moving into accommodation. You will be issued with your room key on the Sunday night or Monday morning after registration day.

At Enniskillen and Loughry Campuses you will move into accommodation on the day of your registration.

The accommodation team at each campus will be available to help you move in.

## Inventory

When you collect your keys you will be given an inventory of all items in your bedroom. You must register the condition of all items with the Accommodation Manager within seven days from collection of keys. Any faults identified by you will be repaired as quickly as possible.

## Information sessions

During your first week in residence we will hold Information Sessions for all residential students. At these we will explain to you the rules and regulations you are expected to follow including personal and fire safety. It is **compulsory** for all residential students to attend.

The virtual learning environment used by CAFRE is called MOODLE. You will receive log-in details for MOODLE during your course induction. All our rules and regulations relating to accommodation are available on MOODLE. Please ensure you read these documents.

## Internet

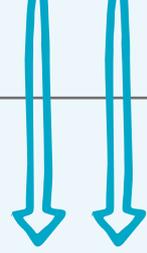
A free student wifi internet connection is available throughout residential accommodation.

Details of how to log onto your student wifi account will be available within your first few days in accommodation.

## Social media

Social media is a great way of staying in touch with friends, but it can also be used to cause offence or embarrassment. Remember what you post on social media is publicly available and could harm your personal safety, studies or future career. You are personally accountable for what you post online and if you use it to post content which causes offence or distress to others you will be subject to disciplinary action by the College.





# LIVING ON CAMPUS

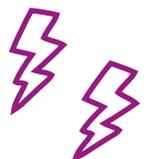


## DO

- Take time to settle in
- Know your evacuation route
- Get to know the people who can help you ( housekeepers, Residential Support Team)
- Make friends
- Find your way around
- Balance academic and social demands
- Keep in touch with home
- Respect those living with you
- Smile and don't be afraid to ask for help

## DON'T

- Give up easily on your course/ accommodation
- Be afraid to ask for help if things get difficult
- Tolerate vandalism or noise in your accommodation area
- Forget to pay the bills (course fees and accommodation)





### Guests/visitors

You may want friends or family to visit you. Remember that all visitors must be signed in and must leave campus before 11pm. You are responsible for your visitors at all times.

Those living in residential accommodation for over 18 year olds may want guests to stay overnight. This is permissible. However, your guests must provide photographic ID on request and you are responsible for your guest at all times.

The College reserves the right to refuse admission to any guest/visitor and/or require him or her to leave.

### Living with others

All residents are entitled to enjoyment during their time at CAFRE and living in college accommodation.

This involves treating others as you would like to be treated yourself. Be conscious of others whilst you are socialising and return to your rooms as quietly as possible if coming home late at night. It is important that noise is kept to a minimum and does not interfere with the study and sleep of other residents.



## REMEMBER... AVOID



**Banging doors, shouting and playing music after 11pm**



**Leaving dirty dishes, food or rubbish lying around**



**Having friends constantly in your kitchen/common area without asking others residents of your corridor or house**



**Playing pranks on each other such as hiding/taking food or other belongings**

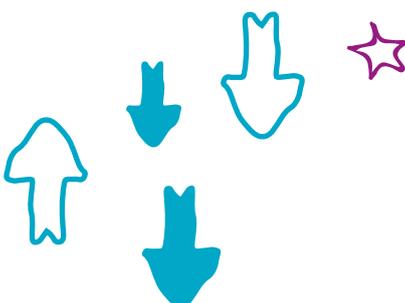
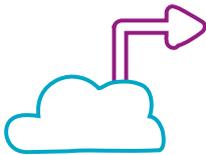




## Cleaning

### It is your responsibility to:

- Keep your bedroom and en-suites clean, including sinks.
- Keep the communal areas clean and tidy.
- Wash all plates, cutlery and items used for cooking and wipe kitchen surfaces after use.
- Keep the inside of fridges and freezers clean by wiping shelves, removing old food and defrost if required.
- Keep kitchen sinks empty of items at all times.
- Clean microwaves, ovens and grill pans after each use to prevent fire risk.
- Do not use the vacuum cleaner on liquid spills.
- Remove your rubbish and put it in the correct recycle bin.



### Our responsibility:

- Housekeeping staff provide a regular communal cleaning service including kitchens, shared toilets and shower rooms, halls, stairs, landings and corridors.
- Staff are not responsible for washing dishes or removing rubbish or recycling. Failure to keep sinks and work surfaces clean may lead to temporary suspension of cleaning services.
- We will inspect the condition of your room and communal areas during your stay. Random inspections will also occur to ensure compliance with health and safety policies. Any extra cleaning or damages to your bedroom or communal areas will incur additional charges.



### Waste management

Residents in self-catering accommodation must move all kitchen and bedroom rubbish to the nearest recycling area.

Residents in catered accommodation must take all bedroom rubbish to their designated recycling points by 12 noon each day.



### Saving energy

CAFRE is committed to reducing energy waste and here is how you can help!

Reduce electrical consumption by turning off lights, televisions and computers when you leave your room or accommodation area.

Turn your radiator down and reduce your shower time.

Reduce the amount of water in kettles for boiling.

On campus, walk around the facilities and leave your car parked in the car park.

The Accommodation Manager can help you to recycle unwanted bedding, clothing, crockery, cutlery and books.

### Social spaces

At Enniskillen Campus, the main social space is in the main building where students can relax, play pool, air hockey, watch television, play games consoles or enjoy the fitness suite.

At Greenmount Campus the Cyber Café, in the Resource Centre, is the main social space for all students living on campus. It is open from 9am to 11pm and is a great place to meet up with friends. There are pool tables, table tennis, table football, TV screens, fitness suite, computers for internet access and Skype calls home.

There is also a hot snack and sandwich counter which is open until 10pm.

At Loughry Campus, the main social space is in Shannon Hall where students have a wide variety of recreational equipment including table tennis, pool tables, TV screens and game consoles. A fitness suite is also available on campus.

### Residential fees

If you think you may have a problem paying your fees, please speak to the Accommodation Manager as soon as possible for advice and support. You are legally obliged to pay fees throughout the period of your contract. Failure to engage with the college to settle outstanding debt will result in access to your bedroom being denied and could result in you being asked to leave residential accommodation.

The following is a list of what is included in your fees:

- Cleaning of communal areas
- Internet provision
- Repairs and maintenance
- Residential Support Team (RST) to help you deal with concerns and issues.
- Electricity, hot water, heating





### General information

You may be asked to vacate and clear your room during mid-term breaks and holiday periods e.g. Christmas and Easter.

You must not enter staff, domestic or visitor accommodation.

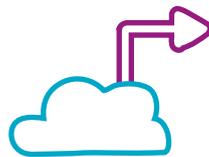
### Rules for students aged under 18

On leaving the Campus students are requested to sign out in the appropriate register and sign in on return to campus.

You must not consume or be in the possession of alcohol on campus.

You must be in residence and signed in by 11pm. All common rooms, TV lounges, kitchens and recreation areas must be tidied and vacated by 10.45pm.

You can apply for a late pass once per week, however, this requires parental consent.

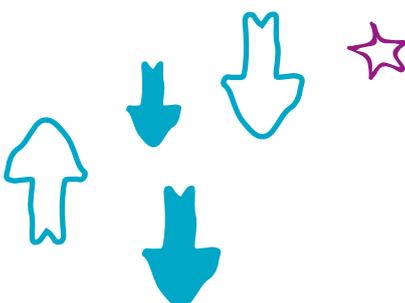


### Health and safety

CAFRE places a high priority on your safety. At the start of the academic year you will be issued with a student card and/or bedroom keys. Students may be required to show these items to members of staff when trying to gain entry to residential accommodation.

It is important that you should also help keep your accommodation secure by:

- Not letting strangers in to your building.
- Ensuring that all external and corridor doors are shut.
- Locking your bedroom door and shutting your windows when leaving your bedroom, even for a short time.
- Reporting any loss of your student card/key to the Residential Support Team.
- Never leaving valuable items on display.



### Medical information



Whilst staying at CAFRE – if your home address is over ten miles from your campus, you may wish to transfer to a doctors practice closer to the each campus. The following is a link to a list of medical practices close to each campus:

<https://www.cafre.ac.uk/wp-content/uploads/2016/07/Medical-Services-to-Students-Registration-Entry-2016-17.pdf>

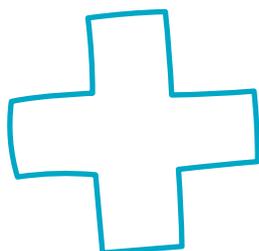
If you are taken to hospital through injury or illness, it is important to let the Accommodation Team or Residential Support Team know as quickly as possible.

The college has a responsibility for the welfare of its students, staff and visitors and as such any accident you may have, however small, must be reported to a member of staff. Students have a legal responsibility to take reasonable care for their own safety and that of others.

All students must complete a CAFRE health declaration form at registration.

It is important that you have all your vaccinations up to date when living in student residences.

If you show signs of a contagious illness (e.g. measles, meningitis, vomiting bug) please inform a member of the Accommodation team. You may be asked to leave accommodation for a short period of time in order to manage and contain the spread of the illness.





## Fire safety Emergency procedures

Briefing instructions explaining the action to be taken in the event of a fire are located throughout the campus. In residential accommodation, instructions are on the back of each bedroom door. It is essential that you read these instructions when you first take up residence. Training will be provided in emergency evacuation procedures within the first week of residence. Attendance at this training is compulsory.

### If you discover a fire:

- Sound the alarm from the nearest break glass alarm point.
- Get out using the nearest safest fire exit.
- Stay out until you are told it is safe to return.

### If you are in accommodation and hear the fire alarm:

- Close your windows and door as you leave your room.
- Get out using the nearest safest fire exit.
- Stay out until you are told it is safe to return.



**Students must not use fire doors except during an emergency evacuation.**

**Failure to evacuate is a disciplinary matter.**

## Fire safety equipment

Misuse of the fire alarms, fire extinguishers, smoke detectors, fire doors and fire safety appliances is a criminal offence. Any person causing a false alarm or damage to the appliances may be liable to a fine between £1,000 and £1,500 and/or imprisonment up to three months, in addition to any disciplinary measures imposed by the college. Fire equipment may save your life and the lives of your friends.

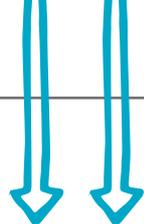
**FIRE DOORS** – for these to be effective, the automatic closures on them must function properly and students must not interfere with these doors.

Smoke detection systems are fitted in each bedroom and all communal areas. As these are very sensitive, care should be taken when using deodorants and hair sprays.

It is vital that you familiarise yourself with the fire and evacuation instructions found in each building.

## REMEMBER...

- Never wedge open any doors.
- Keep cookers and grill pans clean.
- Never leave food you are cooking unattended.
- Keep the en suite door closed before and after using a shower.
- Smoking is not permitted inside or outside any building, only in the designated smoking areas.



### Electrical safety

You must ensure all your electrical items are safe and in good working order.



#### REMEMBER...

- Electrical extension leads are not permitted in bedrooms.
- You must not overload the sockets; if you use more than 1000 watts the power may cut off in your room.

CAFRE undertakes Portable Appliance Testing (PAT) of all portable electrical appliances at the commencement of your time in accommodation. Items which fail this test must be removed from your accommodation. Any additional items that are not brand new must be PAT tested before they are brought onto campus.

### Legionella

To prevent the risk of Legionella, it is important to run fresh water through the sinks, shower and taps at least once a week. If you are going to be absent for more than a week, please inform the Accommodation Team.

### Smoking

CAFRE has a **NO** smoking policy.

It is against the law to smoke cigarettes and e-cigarettes indoors; this includes all college buildings including your accommodation block. Failure to comply with the law is a criminal offence and carries financial penalties. In addition the college may also take disciplinary action against persistent offenders or breaches of this rule.

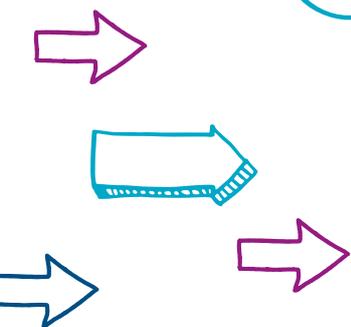
The law clarifies that smoking refers to smoking tobacco or anything which contains tobacco or smoking any other substance.

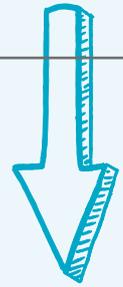
All college accommodation is non-smoking which includes your bedroom, all internal and external communal space. Designated smoking areas are provided across campus.

### Drugs/Alcohol

CAFRE has a policy relating to drugs and alcohol and all residential students should take the time to read this document on MOODLE. Students under 18 years of age are reminded that consumption or possession of alcohol on campus is not allowed.

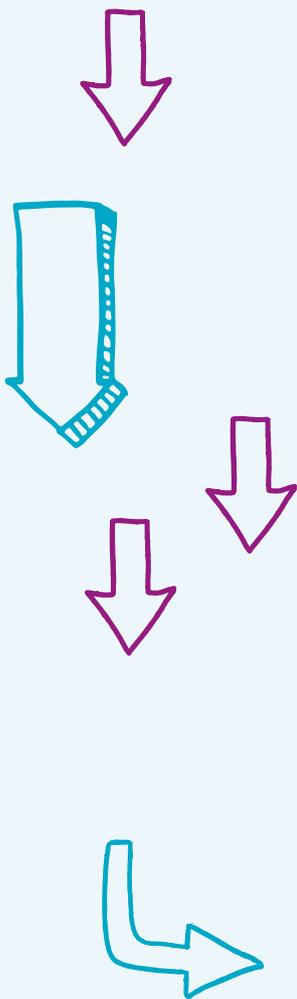
The college will require parents to collect a student who has consumed alcohol to the point where they are at risk to themselves or others.





# MOVING OUT

A checklist and guidance for what you need to do when you are leaving.



- Food should be removed from your kitchen and bedroom.
- You should ensure your study bedroom and communal areas are left clean, tidy and clear of all personal belongings.
- Check that all windows are closed, properly shut and all lights are switched off.
- You should lock your room, advise the Accommodation Office that you have vacated your room and hand in your room key. If you do not return your keys on the day of departure you may be liable for the cost of replacement keys.
- Moving out day is your last opportunity to report any damage in your room or communal areas.
- The Accommodation Team will carry out an inspection of your room and communal areas after you leave.
- Any unreported damage, additional cleaning charges, or unpaid fines may be deducted from your deposit. Please note it may take up to six weeks to refund your deposit balance.



## Leaving your accommodation early

If you wish to leave accommodation early (before the end of your contract) you must give two weeks written notice to the Accommodation Manager. This can be done by e-mail.



## Lost and found Left belongings

Anything lost or found should be reported to the Accommodation Office. Personal items found during the final room inspection will be stored in a safe or secure area for a period of 14 days. After this period the items will be passed to a local charity.

## **CAFRE Student Support Services are underpinned by policies on:**

- Anti-bullying
- Drugs and Alcohol
- Pastoral Care
- Health Promotion
- Equality and Diversity
- Sexual Orientation Discrimination
- Health and Safety

Full details of these and The Student Handbook  
are available at [www.cafre.ac.uk](http://www.cafre.ac.uk)