



Living Well in College: Health and Safety

Living in College is an important part of what makes studying in Cambridge special. As you move into your College room, this short document reminds you of the key rules for residents.

Newnham is a community, and you will be sharing facilities, kitchens and in most cases bathrooms, with others. We expect you to behave with tolerance and respect for your fellow students and for the College staff and fellows who are here to support you. Having due regard for everyone's right to work and live well in College means that we must all compromise and regulate our behaviour for the good of the whole community.

You have already agreed to follow a number of rules by signing and returning these documents:

- Conditions of Membership (sent to you by the Admissions Office)
- Room Licence (emailed to you by the Student Accommodation Officer)

Further detail on all aspects of life in College is available on the Student Hub section of the website.

The College has signed up to the [ANUK national code of practice on student accommodation](#). Note that the Room Licence condition (4) gives the College right of access to your room to check compliance with rules, normally with 24 hours notice.

The College's full overarching Health and Safety Policy is available [here](#). This Policy shows the policies and procedures we have in place in compliance with legislation to provide safe and healthy conditions for those who live and work in College.

This document focuses on aspects of the policy which are specific to students as College residents. In particular, it draws to your attention what the penalties are if you fail to keep these rules.

Safety: Accidents and Emergencies

Your first port of call is the Porters' Lodge, which is staffed 24/7. The Porters are all trained first aiders. Add the Lodge number 01223 335700 into your phone for use in an emergency. If you believe that phoning 999 is necessary, inform the Lodge immediately so that the Porters are aware and can direct emergency services.

Fire

No smoking, no candles or tealights, no incense, no naked flames are allowed in College rooms. You may not keep weapons in your room, or batteries for e-bikes or scooters.

Every room has a smoke alarm connected to a main panel in the Porters' Lodge. Fire alarms are tested weekly, and you are required to participate in fire drills so that you will know what to do in the event of fire. The College has a zero tolerance view of breaches of fire safety. For that reason fines are always imposed for tampering with fire alarms or safety equipment or for blocking fire exits. These fines are £100 for a first offence and may rise to £250 for a repeat occurrence.

Electrical safety

All electrical items which you bring to College will be PAT-tested: items which fail may not be used. You are required under the Room Licence to declare all of your electrical items and to report them for PAT testing. Unsafe items which fail the PAT test will be removed from your room and stored by Housekeeping until your departure. PAT testing takes place in mid-MT: more detailed information is sent out then. If you join the College at a different time of year you are required to complete an online maintenance request so that your items can be PAT tested: https://app.casc.cam.ac.uk/rms_live/

The Room Licence lists electrical items which are not permitted in student rooms in detail under condition 3.3. In general terms you may not use heaters or cooking equipment in your rooms, you may not overload the plug sockets, and you may use extension leads only where these meet PAT test safety requirements. Do not leave items charging while you are asleep.



General safety in rooms

Have regard to your general safety in your room: you must not climb out of windows or remove window restrictors, or climb on furniture to hang things from ceiling fixtures.

There are certain doors which give access to roof spaces or to high walkways, and which are to be accessed only in an emergency: these have signs warning of risk. Improper access is fined at £100 for a first offence and up to £250 for repeat offences.

Health: Kitchens

You are expected to use your kitchen with general regard for the health and safety of everyone who shares it. You must store food safely and dispose of it when it is no longer safe to eat. Store food in lidded containers in fridges and freezers where these are shared so as to avoid cross-contamination. Remember that some members of the College have special diets for reasons of health, religion or general principles, and respect this in your kitchen behaviour. Wash up after preparing food, and clean kitchen counters.

Allergies

The College has an extensive Food Allergy Policy and has two accessible adrenaline auto-injectors (AAIs) for use in an emergency. You must notify the College Nurse of any allergies. She will help to ensure that you have notices in your kitchen for those you share with, and that Catering is aware of your needs. Remind staff of your allergies and ask relevant questions when you buy or are served food.

Security

Keep windows and doors closed/locked when you are out, especially in ground-floor rooms. If you are concerned about unwanted attention from someone in the College, contact the Porters, or ask for their help in removing any unwanted potential visitors. See the College's Harm Prevention Protocol, which is sent to you by e-mail.

Card

Your University card is the key to your room and to a wide range of College facilities. Lending your card to others gives them access to spaces which are intended for College members only and puts you and the community at risk. An automatic fine of £60 is issued for lending your card to others except overnight guests for necessary access as below. An administrative charge of at least £10 is made if you lose your card or any keys you have been issued, and they need to be replaced.

If you are found to be in breach of Library or Gym rules, or have accessed a College space inappropriately, including but not limited to the pigeonhole area, the JCR or MCR, Party Room, etc., the Student Discipline Officer will be informed. Your card may be deactivated for use in the relevant area for a period of a week to a term, depending on the severity of the rule breach.

Overnight Guests

The room licence (3.6.c) imposes a strict limit of 3 nights within a rolling 7-day week for overnight guests: day one of the visit is the start of the 7 days. You are responsible for your guests while they are in College; ensure they are aware of the fire evacuation and fire assembly point for your area. They may have necessary access to bathroom facilities, but they may not use your kitchen except in your company.

CCTV & Salto locks

The College operates CCTV cameras covering entrances and exits, the vending machine in the Buttery and access to the Library. CCTV images may be monitored by the Porters, who also store information about the use of Salto locks. In the event of a breach of discipline, CCTV and Salto information may be used in line with the College's CCTV policy. If you see something suspicious in College, you should report it to the Porters.

Senior Tutor, Domestic Bursar, Head Porter – Michaelmas 2025