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Accommodation in Southend

New Undergraduate and Postgraduate Students

When you have received and accepted your academic offer from the University, you will be able to apply for accommodation online via the myEssex Applicant Portal. Please make sure you apply by the deadline. During the application process, you will be asked whether you have an individual need relating to a hearing impairment, a visual impairment or a mobility issue.

You will then be directed to contact the Student Wellbeing and Inclusivity Service (SWIS) so that you can discuss your accommodation requirements in more detail. SWIS can recommend campus accommodation for students with a physical disability, sensory impairment, mental health condition or long-term medical condition, which severely restricts a student’s mobility or ability to live off campus. Individual requirements may include:

- Needing a wheelchair accessible room
- Visual or tactile alerts to emergency alarms for hearing impairment
- A ground floor room if you cannot use stairs

It is very important that you engage with SWIS so that you are provided with the right type of accommodation to meet your needs. SWIS can be contacted by emailing include@essex.ac.uk. Further information about the services SWIS provide may be obtained at: essex.ac.uk/student/accessand-disability and essex.ac.uk/student/professional-services/student-wellbeing-and-inclusivityteam.
You may be asked to complete an accommodation on medical grounds application form to give SWIS as much information as possible about your specific requirements. You may be asked to provide medical evidence. Please note, if your evidence is not in English you will be asked to provide a certified translation of the document, as well as providing a copy of the original document. If you have any disability related needs that may affect your accommodation allocation and have any questions about what is available, please do contact SWIS. SWIS will liaise with Accommodation Essex and arrange a visit for you to view rooms and/or for these to be available for a care assessment by an external occupational therapist or other health professional.

In some circumstances, we may need you to ask your doctor or specialist to organise an occupational health assessment of where you will be living so we have this specialist advice about any essential adaptations.

**Returning Undergraduate and Postgraduate Students**

If you have been identified as having an individual need, in your first year, you will be assigned a named adviser from the SWIS team.

Your adviser will be able to provide advice and information about support which may be beneficial and how to get this in place.

If you will have disability related difficulties with moving to off campus accommodation in the following academic years, you can apply for accommodation as a returning student by completing an accommodation on medical grounds application form. Your adviser will tell you about this.
Adapted Rooms

There are adapted studio flats and en-suite bedrooms with adapted shared kitchens at University Square that are suitable for wheelchair users. We also have rooms that are suitable for students with hearing impairments. Detailed information about these rooms can be seen from page 19 onwards. You can also find information about these rooms at: essex.ac.uk/life/accommodation/how-to-apply/students-with-individual-needs.

The room information provided later in the brochure details which flats and rooms have automated doors. These doors are generally via fob access. If you are not able to use a fob, please let us know as soon as possible so that we can discuss and agree how access to these areas can be facilitated.

Please be aware that all of our en-suite rooms have showers and not baths.

If you require further adaptations or specialist equipment, it is very important that you let us know at the earliest opportunity, so that SWIS, Accommodation Essex, Estates Maintenance and Fire Safety staff can work closely with you to make sure that your room is completed in time for you to move in at the beginning of term.

Please note: Delays in providing information about your required specialist equipment / adaptations and any funding you have secured for room adaptations may mean that the University cannot guarantee fitting will be completed in time for you to move in at the beginning of term.
**Personal Carers**

If you currently have, or will have, a personal carer, please let us know at the earliest opportunity. We will be able to arrange for your carer to have appropriate access to your room when you move in.

All students will need to cover the costs of their personal care needs, such as support you would need at your home address. This includes personal care assistance such as assistance getting dressed and undressed, getting up from and into bed, taking medication, eating, drinking, accessing the toilets, shopping and cleaning.

The University is not able to provide or fund personal care support. Please do consider the support needs you have between lectures during the day and to attend extra-curricular activities as this should be considered in any care assessment.

If you have been supported by family members prior to coming to Essex, then you may find it useful to keep a diary of the support they provide over a week or month, e.g. what they do, time of day or night and how long it takes, so that you have this information available. UK students should contact their local council to ask for a care needs assessment. If you are applying for UK general disability allowances for the first time, this can take a considerable time. So, as soon as you are considering living on campus, please contact your council Adult Social Care Team so they can assess your needs and agree a care plan and funding for this.

If you are an international student, please do consider how these additional costs will be met and ensure that your personal care support is organised prior to your arrival in the UK, so it is available as soon as you move into your campus accommodation. You can find local care providers via a Google search or via the Essex County Council website. You can contact them to discuss your support needs and ask for a quotation of their fees, terms and conditions.
Wheelchairs/Mobility Scooters

The University is not able to provide or cover the cost of wheelchairs or mobility scooters. If you do not currently have this equipment and/or cannot bring it with you please consider purchasing this before you come and arrange for it to be delivered to the campus ready for your arrival.

Visual Impairments

There are no adapted rooms specifically for students who have severe visual impairments. If you require adaptations that will help with your independence in your room and shared areas e.g. lighting, high contrast (toilet seats / shower curtains) or textured surfaces please discuss these with SWIS.
Permission to have a fridge in your accommodation room

If you have medication that needs to be kept refrigerated, you can request to have a small fridge in your room. Please email include@essex.ac.uk with your request. You will need to provide evidence that your medication needs to be stored in a refrigerator. If your request is approved, we will arrange for a fridge to be provided in your room.

If you wish to have a small fridge in your room for any other reason, you will need to request permission for this and supply your own fridge. Please email askthehub@essex.ac.uk.

Permission to have alternative desks, chairs, beds in your room

All furniture should meet the necessary fire standards and you may be asked to provide proof of this. In standard rooms with no adaptations, desks and beds may be in a fixed position and height. If this is a concern for you please do let SWIS know by emailing include@essex.ac.uk, so that they can liaise with Accommodation Essex about this. Accommodation Essex can arrange to remove standard fixtures and fittings where appropriate for your individual needs.

Accommodation Bursary

If, because of the nature of your impairment, it is essential that you have a wheelchair accessible room and / or en-suite bathroom facilities you can apply via SWIS to be considered for an accommodation bursary which will give a set rent reduction for your accommodation.
How we can help you

The following University services work together to help ensure that room adaptations are carried out:

- **SWIS**
  provides advice on:

  1. Possible sources of funding for personal care need.
  2. Liaison with Accommodation Essex.

  You can email include@essex.ac.uk or call +44 1206 874635.

- **Accommodation Essex**
  provides information on the standard adaptations already available in University accommodation and advises on accommodation arrangements for live in personal care assistants. More information can be found at: essex.ac.uk/life/accommodation/howto-apply/students-with-individual-needs.

  You can email askthehub@essex.ac.uk or call +44 1206 874000.

- **Estates Maintenance**
  provides technical compliance support if external suppliers are to be used for the installation of specialist equipment. External suppliers will be required to follow University policies to access the accommodation and work in a safe way. They will need to provide the required documentation to Accommodation Essex, who will liaise with the Estates Management team to facilitate the work. We will need to have sufficient advance notice, prior to any work commencing on campus. More information can be found at: essex.ac.uk/information/emergencies-security-and-safety/contractor-health-and-safety.

  You can email askthehub@essex.ac.uk or call +44 1206 874000.

- **Fire Safety Manager**
  provides fire safety information and training to you and your personal care assistants on basic fire safety, safe evacuation and, where necessary, use of specialist evacuation equipment. More information can be found at: essex.ac.uk/student/fire-safety.

  The Fire Safety Manager will also assist you with your Personal Emergency Evacuation Plan (PEEP). You can find more information at: essex.ac.uk/student/fire-safety/peep.

  You can email safety@essex.ac.uk, or call +44 1206 872944.
How you can help us

We need your help to ensure suitable adaptations are carried out in time for your intended arrival and for the safety of you and your personal care assistants (if applicable) whilst living on Campus, please contact the Student Wellbeing and Inclusivity Service (SWIS) at: include@essex.ac.uk, to discuss your individual needs.

If you require further adaptations or specialist equipment to your room, such as a hoist, special bed or to help with your visual impairment or have a personal carer, you will need to:

• Liaise with your local Social Services / NHS continuing care team with regard to a care plan and the funding available to you for specialist equipment and / or personal assistants. Please provide a copy of this to your named adviser. If this is not confirmed, please speak to your named adviser.

• Provide your named adviser with written confirmation of funding for any additional rooms for personal care support provision from your local council/Social Services / NHS continuing care team.

• Provide your named adviser with written confirmation of funding for any specialist equipment and installation (for example, a hoist).

• Put suitable arrangements in place for the regular inspection / maintenance / cleaning of equipment (as specified by the equipment supplier). All electrical equipment must have a current PAT Test certification and all equipment must comply with current Fire Regulations.

• Confirm to Accommodation Essex the details of any specialist equipment that is installed into your study room. And provide Accommodation Essex with a copy of the equipment maintenance contract/s and servicing schedule/s covering the period of your study. Please note: the University will not be responsible for any maintenance or associated costs of specialist equipment you have had installed, unless this is agreed in advance in writing by Accommodation Essex.

• Recruit, appoint and arrange payment for your carers (you may prefer to consider an external service provider who will do this on your behalf).

• Have an emergency arrangement for your support in place should a personal care assistant be ill or unavailable.

• Arrange for your personal care assistants to have information and training appropriate for their role, including orientation of campus, moving and handling of people training and use of any specialist equipment. You will also need to make sure they have ongoing support and supervision to ensure safe working practices are followed.

• Liaise with the Fire Safety Manager to ensure that you and your personal care assistants receive fire safety training and that your PEEP is in place.
It is very important that you engage with us at the earliest opportunity so that we can work with you to make sure your room is ready for you to move into at the beginning of term. An accommodation manager will visit you within the first two weeks of you moving in to check everything is fine.

When you move out of your room, you must arrange for the removal of any specialist equipment and the cost of making good, so that the room is returned to its original condition. Please confirm to Accommodation Essex when you have put these arrangements in place.

**Residence Life**

There are many routes for social interaction with your peers or welfare advice and support if you feel that you may need this.

The team of Residents’ Assistants (RAs) are here to help you settle into university life, answer any questions you may have, organise fun events so you can meet new people and help you solve flat issues or disagreements via flat meetings. Residence life don’t offer targeted specialised support to students with individual needs, however the service aims to help students have a positive experience of living and learning at Essex. Our events are open to all students and you can find them on the University What’s On page. The RAs can also offer low level welfare support by providing a listening ear and signposting to the appropriate services. If you live in University accommodation, you will be assigned an RA who will be in touch with you. However, if you are unsure who your RA is, please drop us an email and we will put you in touch.

RAs also provide support to off-campus students and help build the larger Essex community. They run Residence Life Open Door drop-ins for students who live off-campus and who are looking to get some advice or guidance. Whether you want to have a chat, don’t know where to find the solution to your problem, or have a question to ask - our RAs are here to help.

- Webpage
- Events Page
- Social Media
## Adapted rooms and kitchen information, room plans and images

### Accessible University Square Self-Contained Studio

<table>
<thead>
<tr>
<th>Door information</th>
<th>All Studios</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building entrance door automatic</td>
<td>✔</td>
</tr>
<tr>
<td>Studio door automatic</td>
<td>✔</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bedroom area information</th>
<th>All Studios</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashing beacon in smoke detector</td>
<td>✔</td>
</tr>
<tr>
<td>Disabled refuge pull cord, beacon and reset panel</td>
<td>✔</td>
</tr>
<tr>
<td>Wheelchair accessible non-adjustable desk</td>
<td>✔</td>
</tr>
<tr>
<td>Wheelchair accessible desk shelving</td>
<td>✔</td>
</tr>
<tr>
<td>Automatic window blinds (wall switch operated)</td>
<td>✔</td>
</tr>
<tr>
<td>Automatic windows (wall switch operated)</td>
<td>✔</td>
</tr>
<tr>
<td>Heater controls adjacent to bed</td>
<td>✔</td>
</tr>
</tbody>
</table>
Adapted rooms and kitchen information, room plans and images

### Accessible University Square Self-Contained Studio

#### En-suite area information

<table>
<thead>
<tr>
<th>Feature</th>
<th>All Studios</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled refuge pull cord x2 and beacon and reset button in kitchen area</td>
<td>✔</td>
</tr>
<tr>
<td>Wheelchair accessible handbasin with safety mixer tap and grab rails</td>
<td>✔</td>
</tr>
<tr>
<td>Adjustable shower head on riser rail</td>
<td>✔</td>
</tr>
<tr>
<td>Fold up shower seat with grab rails</td>
<td>✔</td>
</tr>
<tr>
<td>Raised toilet with grab rails</td>
<td>✔</td>
</tr>
</tbody>
</table>

#### Kitchen area information

<table>
<thead>
<tr>
<th>Feature</th>
<th>All Studios</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoke / heat detector with integrated flashing beacon</td>
<td>✔</td>
</tr>
<tr>
<td>Non-adjustable wheelchair accessible sink, worktop and hob</td>
<td>✔</td>
</tr>
<tr>
<td>Disabled refuge pull cord, beacon and reset switch</td>
<td>✔</td>
</tr>
<tr>
<td>Automated window blinds (wall switch operated)</td>
<td>✔</td>
</tr>
<tr>
<td>Automated windows (wall switch operated)</td>
<td>✔</td>
</tr>
</tbody>
</table>
Examples of Adapted Studio Room – University Square

Example 1, University Square studio
Example 1, University Square studio
Example 1, University Square studio
Adapted rooms and kitchen information, room plans and images

### Accessible University Square En-suite room

<table>
<thead>
<tr>
<th>Door information</th>
<th>All Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building entrance door automatic</td>
<td>✓</td>
</tr>
<tr>
<td>Flat floor automatic</td>
<td>✓</td>
</tr>
<tr>
<td>Bedroom door automatic</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
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<th>Bedroom information</th>
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</tr>
</thead>
<tbody>
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<td>✓</td>
</tr>
<tr>
<td>Wheelchair accessible non-adjustable desk</td>
<td>✓</td>
</tr>
<tr>
<td>Wheelchair accessible desk shelving</td>
<td>✓</td>
</tr>
<tr>
<td>Automatic windows (wall switch operated)</td>
<td>✓</td>
</tr>
<tr>
<td>Heater controls adjacent to bed</td>
<td>✓</td>
</tr>
</tbody>
</table>
Adapted rooms and kitchen information, room plans and images

**Accessible University Square En-suite room**

<table>
<thead>
<tr>
<th>Bedroom en-suite information</th>
<th>All Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled refuge pull cord x2, beacon and reset button</td>
<td>✔</td>
</tr>
<tr>
<td>Wheelchair accessible handbasin with safety mixer tap and grab rails</td>
<td>✔</td>
</tr>
<tr>
<td>Adjustable shower head on riser rail</td>
<td>✔</td>
</tr>
<tr>
<td>Fold up shower seat with grab rails</td>
<td>✔</td>
</tr>
<tr>
<td>Raised toilet with grab rails</td>
<td>✔</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shared kitchen information</th>
<th>Kitchen Type 1</th>
<th>Kitchen Type 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height adjustable sink, worktop and hob (crank handle operated)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wheelchair accessible oven with side opening door</td>
<td>✔</td>
<td>–</td>
</tr>
<tr>
<td>Wheelchair accessible oven with under oven door slider</td>
<td>–</td>
<td>✔</td>
</tr>
<tr>
<td>Electronically controlled windows (wall switch operated)</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>
Examples of Adapted En-Suite Room – University Square

Example 2, University Square en-suite room
Example 2, University Square en-suite room
Example 2, University Square en-suite room
Examples of Adapted Kitchen – University Square

Example 3, University Square shared kitchen
Example 3, University Square shared kitchen
Example 3, University Square shared kitchen
How do I find out more?

Visit our website essex.ac.uk/life/accommodation
For more information including photos and video tours.

You can find our rental charges on our website as soon as they are available at:
essex.ac.uk/life/southend-campus/accommodation/rent-charges

Student Services Hub

Southend Office
2nd floor of The Forum
Elmer Ave
Southend-on-Sea
SS1 1NS

Contact details

Telephone
01702 328400

Website and Live Chat
essex.ac.uk/student/advice-and-support

Office Hours
Monday - Thursday: 9am - 5pm
Fridays: 9.00am - 4.45pm

Office hours currently under review and may change.

Social Media

UniSquare
@AccommodationEssex

essex.ac.uk/accommodation