

**Welcome**

# A GUIDE TO YOUR NEW HOME

## THE PASTURES

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Bouygues E&S FM UK Limited working on behalf of  
Uliving in partnership with the University of Essex

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# WELCOME

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A warm welcome to you and thank you for choosing Essex. We hope that you will enjoy your stay with us.

## About us

Bouygues Energies and Services operate The Pastures on behalf of Uliving and in partnership with the University and the University's Tenancy agreement.

This pack provides information and useful contact details to help you settle in and make the most of your surroundings.

Our staff are trained professionals who offer assistance and advice with accommodation related issues. We are always willing to provide support, especially to those who are living away from home for the first time.

Keep this guide in a safe place and refer to it when you need it.

An electronic version of this document is:

- ▶ [essex.ac.uk/student/accommodation/your-accommodation-welcome-pack](https://essex.ac.uk/student/accommodation/your-accommodation-welcome-pack)

## Terms and Conditions of Residence

With your letter of allocation you will have received a copy of the Terms and Conditions of Residence and Code of Student Conduct. The Terms and Conditions document gives full details of the contractual obligations between the University and yourself in relation to your accommodation agreement.

Both documents are available from

- ▶ [essex.ac.uk/life/accomodation/apply](https://essex.ac.uk/life/accomodation/apply)

## Management Structure of the University

Detailed information of the management structure of the University is available at

- ▶ [essex.ac.uk/governance-and-strategy](https://essex.ac.uk/governance-and-strategy)

## Where are we?

Reception for The Pastures is located on the ground floor of The Saltmarsh building.

# WELCOME

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## Contact us

### The Pastures Reception

The Pastures  
Capon Road  
Colchester  
Essex  
CO4 3ZB

**T** 01206 636060

**E** [UoE.Helpdesk@bouygues-es.co.uk](mailto:UoE.Helpdesk@bouygues-es.co.uk)

**T** 07385 935610 (Security Team – available 24/7)

### Reception Opening times

Monday – Friday 9am – 5pm

### Parcel collection

Monday – Friday 9am – 5pm

For all other enquiries regarding accommodation, official documentation, funding, International student advice, payment of rent or fees and advice about wellbeing and disability services head to the Student Services Hub on the 1st floor of the Silberrad Student Centre next to the Library on Square 5.

**Student Services Hub is open Monday to Friday from 9.15am to 5pm during term time (10am to 4pm out of term time).**

To dial any University phone number from your **VOIP** on your computer **dial 224** then the last four digits of the number, eg. 224 4000. To call from a landline outside the University or from a mobile phone you will need to dial the full number, including the area code (eg. 01206 874000).

### Student Services Hub

Silberrad Student Centre  
University of Essex  
Wivenhoe Park  
Colchester  
Essex  
CO4 3SQ

**T** 01206 874000


**VOIP** 224 4000

Live Chat

▶ [essex.ac.uk/student/advice-and-support](https://essex.ac.uk/student/advice-and-support)

▶ [essex.ac.uk/student/accommodation](https://essex.ac.uk/student/accommodation)

 /EssexAccommodation

 @accommodationessex

## Useful contact details:

### Students' Union

T 01206 86321

E [su@essex.ac.uk](mailto:su@essex.ac.uk)

### Safety and Security Centre

T 01206 872125

VOIP 224 2125

### Emergency support

T 07385 935610

### ASK4

T 0114 303 3232

E [support@ask4.com](mailto:support@ask4.com)

Live Chat

▶ [support.ask4.com](https://support.ask4.com)

📱 [@ask4support](https://twitter.com/ask4support)

**SU Homes** – for local private sector accommodation

T 01206 878978

VOIP 224 8978

E [sulets@essex.ac.uk](mailto:sulets@essex.ac.uk)

### Computer Services Helpdesk

T 01206 872345

VOIP 224 2345

E [it.helpdesk@essex.ac.uk](mailto:it.helpdesk@essex.ac.uk)

### Endsleigh Insurance Claims

T 0800 923 4042

[Download the](#) MyEndsleigh app



# YOUR ACCOMMODATION

## Keys

When you arrive, you will receive a key card (and a window key) which will give you entry into your flat and your room. On the kitchen notice board you will find a Post box key for your flat mailbox.

## Lost key/post box key

Look after your key. If you lose it you will have to pay a £20 fee for a replacement.

If you lose your window key there will be a £5 charge for a replacement and if you lose your post box key, there will be a £5 charge for a replacement.

If you lose any of your keys, take your student registration card to reception to get a new one. Outside office hours contact security at reception.

When you receive your replacement keycard and fob, you will be invoiced which must be paid within seven days, you can pay at the Student Services Hub.

If you find your key or fob and return it to us within a 3 month period, we will refund the fee.

## Locks

If your lock is showing an amber light, this means that the battery in the unit is running low. Please email [UoE.Helpdesk@bouygues-es.co.uk](mailto:UoE.Helpdesk@bouygues-es.co.uk) and one of the team will come to replace it.

## Locked out

Don't worry. Contact reception, or security on **07385 935610** outside office hours, and they will arrange for you to be let back in.

## Move out

When it is time to leave at the end of your contract, you are required to move out by 10am on the last day of your contract. Take a look at our moving out pages for further information in guidance on what to do, and how to donate unwanted items [essex.ac.uk/student/accommodation/moving-out](https://essex.ac.uk/student/accommodation/moving-out)

When moving out – if Reception is closed please use the drop box located outside Pastures reception, if closed please use the dropbox outside.

## TIP:

If you install VOIP for your computer you will need a microphone. If you don't have one you can buy a headset from Essex Essentials, or the University Computer Services Helpdesk.

We strongly recommend that you install VOIP on your computer. This will enable you to dial emergency numbers quickly. You will also be able to dial any University department free of charge, by simply dialling 224 before the four digit extension number (this is the last four digits of the telephone number).

## Going away?

To make sure we comply with health and safety regulations we need to know if you are going to be away from your room for more than seven days. So, if you are going home for a break at anytime do let us know by completing our online form [essex.ac.uk/student/accommodation/going-away](https://essex.ac.uk/student/accommodation/going-away)

## Internet access

You'll have access to up to 1Gb/s broadband internet speeds at your accommodation. Your internet services are provided by ASK4 at no extra charge, who will replace Glide Student. You will be able to use a wired connection for your devices using the cable provided.

ASK4 also provide, at no extra cost, a superfast Wi-Fi service with a seamless coverage across your accommodation. Additionally, you will be able to link all your devices together to create your own private and secure network. As ASK4 provide a fully-managed internet service, you won't have to worry about buying your own equipment. If you already have your own wireless router, we encourage you to make use of the ones provided instead, to ensure the best service and to avoid causing any problems and interference with your neighbours' connection.

When you arrive at your accommodation, simply connect to the ASK4 wireless network and create your account within a few steps.



# YOUR ACCOMMODATION

## ASK4

T 0114 303 3232

E [support@ask4.com](mailto:support@ask4.com)

Live Chat

► [support.ask4.com](https://support.ask4.com)

📱 @ask4support

ASK4 are open 24 hours a day, 7 days a week, 365 days a year.

## Recycling and rubbish

We are committed to reducing the impact of our carbon emissions on the environment, and take every opportunity to reduce waste and use resources wisely. There are bin stores adjacent to the cycle stores, close to all blocks.

Your Kitchen bins will be emptied once per week, in the meantime, should bins become full, you are expected to take your own rubbish to the bin stores, including recycling. There is no rubbish removal at weekends or Bank Holidays.

Please ensure when disposing of fat (oil, lard, fat from meat), that you do not pour down either the sink or toilet. The reason for this is that the fat builds up within the pipes and can cause the pipes to burst once blocked. Please securely bag up the fat and dispose of in your rubbish in the external bins. Please note that there maybe a charge if we are required to unblock your kitchen sink.

Clothing banks are available at all sites at various times of the year.

We provide recycling bins in each kitchen for food, mixed recycling including cans, plastic, glass, paper and cardboard.

Please do not put recyclable items in with the general rubbish as this effects our recycling capabilities.

## Waste reduction

Not producing waste in the first place is a great way to reduce your environmental impact. Wasting food is expensive and bad for the environment.

## Pest control

Pest infestations occasionally happen and should be reported to reception [UoE.Helpdesk@bouygues-es.co.uk](mailto:UoE.Helpdesk@bouygues-es.co.uk) as soon as possible. The contractor will respond as soon as possible. Non urgent infestations will be responded to within 72 hours.

## Gym Membership

All students living in the University's Colchester Campus accommodation will receive an Essex Sport Silver membership.

Silver membership gives you off-peak access to Essex Sport Gym and fitness classes, as well as anytime access to sports facilities, such as badminton and basketball courts and the climbing wall.

You will need to activate your membership before you can use it. Essex Sport will send you an email with instructions on how to do this. Alternatively, you can activate it at the Sports Centre upon your arrival in the Autumn Term.

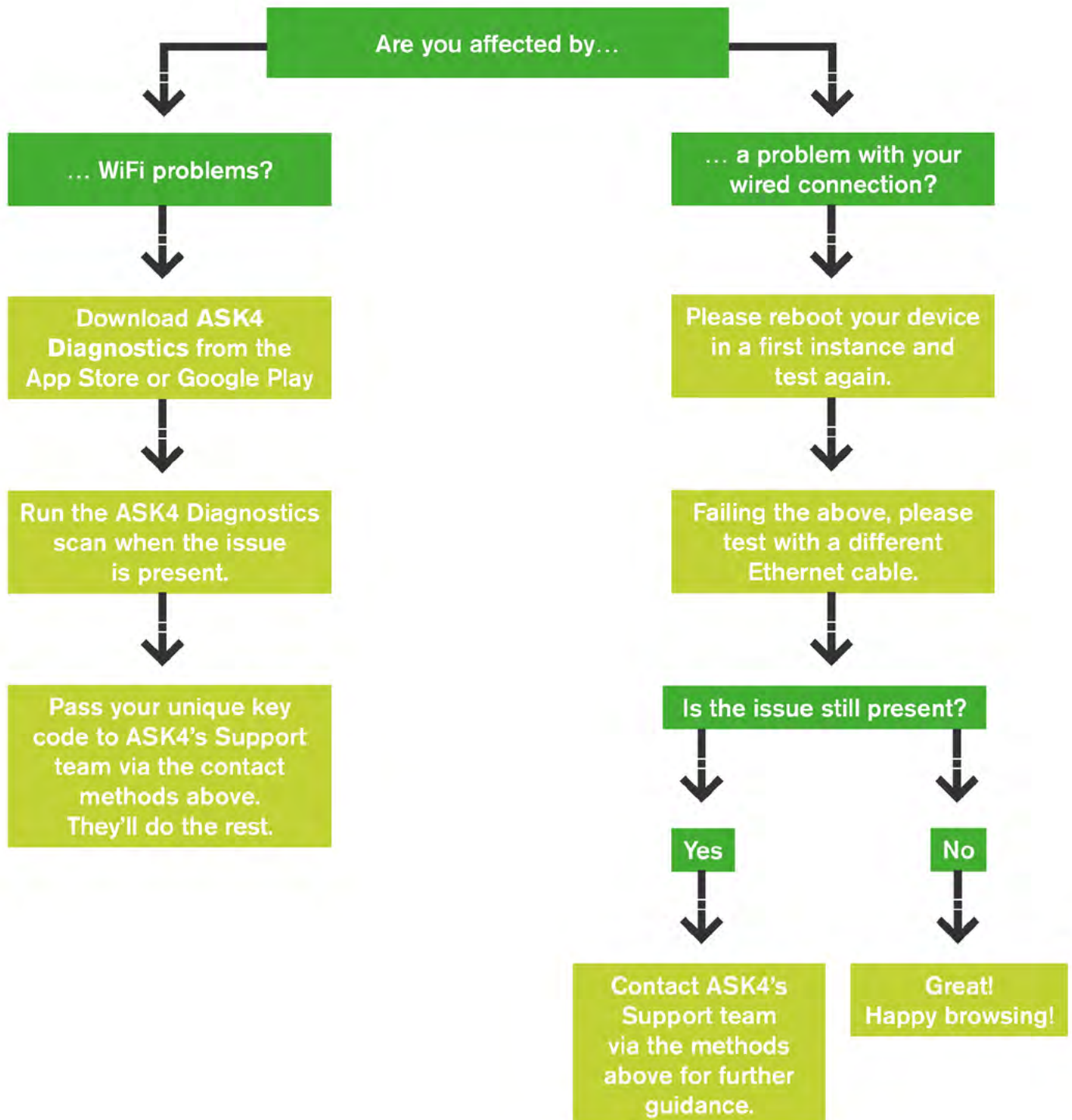
More information can be found here: [essex.ac.uk/sport/membership/student-membership](https://essex.ac.uk/sport/membership/student-membership)



# ASK4 INTERNET IN YOUR ROOM

## WHAT TO DO IF YOU HAVE A PROBLEM CONNECTING.

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# YOUR ACCOMMODATION

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## Cleaning and maintenance

We provide a cleaning service during term time to the communal areas of all our single accommodation.

Our housekeepers clean surfaces and cooking facilities, such as cookers and microwaves, but they do not clean or wash up personal items including cutlery and cooking pans.

You are expected to keep your room and en-suite, or shared bathroom clean and tidy, as well as the communal areas of your flat. This is especially important when living with other people.

Our domestic team will check kitchens weekly but please make sure that you are keeping on top of day to day cleaning. A cleaning rota will be on your kitchen notice board so you will know when a cleaner will be visiting your flat. Make sure to keep surfaces clear so that our domestic team can clean your kitchens effectively.

## Ice, snow and leaf clearing

Information regarding the removal of ice, snow and leaves during the winter season is available from reception. We will grit all pedestrian access leading to the residences in case of ice or snow. Snow will be cleared from the pedestrian vehicle access routes following heavy snowfall.

## Room inspections

We inspect all bedrooms periodically. This helps us ensure that the accommodation is being kept in accordance with our terms and conditions, and that the health and safety of all students and staff is maintained.

You will be notified of the date of these inspections via your Essex email address.

## Reporting a repair

Our Uliving portal is our resident and property management portal that gives you access to information about living in our Halls and the community within The Pastures Halls of Residence. From here you can:

- Report maintenance issues e.g. leaking taps, to the facilities team
- Complete your room and kitchen inventories
- Download your site map and Guide to Living in Halls
- Get notified when you have post or parcels to collect from Reception

Register now so you can start using the portal straight away. All you need to do is click the link below to create your user account for the portal by entering your University email address:

► [bouygues.starrezhousing.com](https://bouygues.starrezhousing.com)

## The Pastures

T 01206 636060

E [UoE.Helpdesk@bouygues-es.co.uk](mailto:UoE.Helpdesk@bouygues-es.co.uk)

This phone number will initially contact Reception which will be manned 24/7 either by our reception staff during the day or security staff outside of office hours. If they cannot answer your call, it will automatically be forwarded to the helpdesk who will escalate any urgent issues to make sure that these are resolved as soon as possible.

## De-Scaling Notice

During your stay here at The Pastures an engineer from our team will be coming to your room once every 3 months to change your shower head and hose. The engineer will always knock and if there is no answer then the engineer will enter the room to complete the relevant task. You will be given at least 1 weeks' notice prior to the engineer arriving to carry out shower head works. Please don't hesitate to visit us at our helpdesk if you have any queries, Thank you.

Please see a schedule of which rooms are due for a shower head/hose change on the notice board in your flat.

# YOUR ACCOMMODATION

## Post

Mail will be delivered daily from Monday to Friday to your post box. There is no delivery at weekends, on public holidays or between Christmas and the New Year.

Large items and those requiring a signature should be collected from Saltmarsh post room near reception. When you leave your University accommodation after your contract with us has finished, be sure to give your forwarding address (if in the UK) to the post room so they can redirect your post to you. Please note that parcel collection will only be available between 9am – 5pm Monday to Friday.

You will receive an email from reception when a parcel has been received for you. The post room cannot forward post to addresses outside the UK.

If you choose to stay with us during the summer vacation, the post room will continue to deliver your post to you.

If you would like to send anything then you can check the Royal Mail website for details of the nearest Post Office to campus [royalmail.com](http://royalmail.com)

## Utilities

Heating, hot water and electricity are included in your rental charge; but please consider the environment and try and minimise use. As well as keeping the University's carbon footprint low it helps the University lower fuel bills, which keeps rents low.

There are electric heaters located in your rooms and kitchens, these can be controlled independently as required. Do not hang anything over your heaters or use them to dry clothes as this can cause a fire.

To operate the heater, there is a thermostat located in the room where you can adjust the temperature.

## TIP:

TIP: Help save energy – remember to turn off lights in empty rooms. Don't leave electrical equipment on standby, this uses a lot of electricity.

The University Sustainability team runs competitions for saving energy and recycling. Visit [facebook.com/UoESustainability](https://facebook.com/UoESustainability) for more information.

## Paying your rent

Information on how much your rent is and when it has to be paid by can be found on your letter of allocation which would have been emailed to you before you arrived. Please make sure you are aware of when your rent is due and pay it in good time.

Further information can also be found online at:

► [essex.ac.uk/accomodation/payments](http://essex.ac.uk/accomodation/payments)

## Insurance

Your personal possessions that you keep in your room are covered by Endsleigh Insurance. This does not cover items such as your laptop and your phone when you use them outside your room. You should check that the cover provided meets your needs. If you wish to take out additional cover this can be arranged with Endsleigh direct, [endsleigh.co.uk/my-endsleigh](http://endsleigh.co.uk/my-endsleigh)

Please note that insurance cover for bikes is not currently provided by Endsleigh Insurance.

### How to make a claim

► [endsleigh.co.uk/reviewcover](http://endsleigh.co.uk/reviewcover)

E [property.claims@endsleigh.co.uk](mailto:property.claims@endsleigh.co.uk)

T 0800 923 4045

To review your cover visit

► [endsleigh.co.uk/reviewcover](http://endsleigh.co.uk/reviewcover)

[Download the MyEndsleigh app](#)



# LIVING ON CAMPUS

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## Residence Life

The aim of Residence Life is to create a community environment where students can live and study. Residence Life is a network of volunteers and members of staff that live in the residences and are available to offer support to residents during the day and to signpost to a range of support services.

The Resident Assistants (RAs) are there to help you integrate into University life and will organise a range of social activities where you can get to know other students in your accommodation, and familiarise yourself with the local area. They are also there to offer support should you have trouble settling in or are home sick.

The RAs will arrange to meet with you and your flatmates to help you agree on some of the day to day issues that can arise, such as cleaning of communal spaces and quiet times. The RAs are also able to give information and support if you experience anti-social behaviour.

A contact telephone number for the RA in your area can be found on your flat notice board or online at

► [essex.ac.uk/life/accommodation/living-on-campus/residence-life](https://essex.ac.uk/life/accommodation/living-on-campus/residence-life)

## Guests

You cannot request permission for a guest to stay until two weeks after your contract has started because it is disruptive to the process of students settling in. After then, you are allowed to have a guest for an occasional stay of up to three nights duration (you must let the team know you have a guest to stay.) If you would like your guest to stay for longer you must gain permission by contacting the Student Services Hub. Please let the team know the name of the person staying, as well as their contact details and how long they are staying for. We may also ask for the gender of your guest, if you are living in a single gender flat. (children under the age of 16 are not permitted to stay in the accommodation).

## Circuit laundry app

You can now use our smart-scan technology Circuit Laundry app for paying for your laundry via your smart phone. This makes doing your laundry less of a hassle. The laundry app lets you top-up your Circuit app account in seconds and then you are good to go. Just turn up at either the The Pastures laundry, load your laundry, scan a machine's QR code and select the programme you want to start – job done! Once the washer or dryer gets going, the app will give you a countdown that tells you how long until your laundry is done.

Students who do not have an apple or android phone and therefore cannot use the Circuit App will be able to get a card from reception that will allow you to use the Laundrette. This card will be free, just like the app.

Check out the useful guide online, which shows you how it all works [circuit.co.uk/help-support/video-guide](https://circuit.co.uk/help-support/video-guide)

For further information on how to use the Laundry please go to this link [circuit.co.uk/i-want-to-do-my-laundry/laundry-help](https://circuit.co.uk/i-want-to-do-my-laundry/laundry-help)

## Laundrettes

The laundrette is located on the ground floor of Block A Briza House at The Pastures. The location reference for the laundrette at The Pastures is 480337.

The laundrettes are operated by Circuit. To ensure a consistent level of service, it is very important that you report faults directly to Circuit on:

**T 01422 820026** or visit

► [circuit.co.uk/contact-us/report-a-fault](https://circuit.co.uk/contact-us/report-a-fault)

The University with BYES will not accept responsibility for any items left in the laundrette, please ensure you do not leave your belongings unattended.



# LIVING ON CAMPUS

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## Food and drink

You won't go hungry at Essex – If you don't want to cook for yourself we offer a wide choice of cafés, restaurants and bars to suit all tastes and budgets. From tasty 'grab and go' snacks to traditional, home-cooked cuisine, we aim to cater for all.

► [essex.ac.uk/information/food-and-drink](https://essex.ac.uk/information/food-and-drink)

## Sport

The University has excellent sports facilities with a fitness studio and the Evolve Gym, as well as a range of outdoor facilities. There is something for everyone. Further details can be found at:

► [essex.ac.uk/sport](https://essex.ac.uk/sport)

## Car parking and bike storage

There is no provision for students (other than disabled students) living in University accommodation to register a car to park on campus. There are two disabled parking bays at The Pastures.

Further information about registering your vehicle is available at:

► [essex.ac.uk/student/travel-and-transport/parking-for-students](https://essex.ac.uk/student/travel-and-transport/parking-for-students)

You may park a motorcycle on campus. Your vehicle must be registered with the University estates department, but you will not need to pay any parking charges. Parking for motorcycle is available under podia or in the North Campus car park.

Bike storage is available at The Pastures. Please be aware that you park your bike at your own risk so always remember to lock it before you leave. We recommend that you take out appropriate insurance cover for your bike.





# SAFETY AND SECURITY

## Fire

Please make sure you are familiar with our fire safety procedures which can be found online at [essex.ac.uk/student/accommodation/safety-and-security](https://essex.ac.uk/student/accommodation/safety-and-security). Fire safety information is available in your room and the kitchens of all flats.

If you discover a fire:

### SHOUT OUT

Raise the alarm. Alert other people and activate the fire alarm by breaking the glass alarm panel near the exit to the building.

### GET OUT

Follow the fire exit signs and leave the building. Go to the designated assembly points which is Capon Road Car Park, opposite Saltmarsh Block. Do not go back to collect personal belongings.

### STAY OUT

Do not re-enter the building until a member of staff or the Fire Service inform you it is safe to do so.

Watch our Fire Safety video for tips on how to stay safe.

► [vimeo.com/145121411](https://vimeo.com/145121411)

## Fire Alarms

Interlinked smoke and heat detectors are fitted throughout the accommodation.

Cooking or showering with the door open or using aerosols near the detectors may cause the alarms to be activated.

## Fire alarm testing

Fire alarms are tested each week. Briza, Leymus and Saltmarsh on a Tuesday and Foxtail and Woodrush on Thursday with a time slot of 11.30am.

## TIP:

Keep yourself safe, don't wear headphones in bed as you may not hear the fire alarm if it goes off.

## Fire doors

For your safety, doors in the residences are fitted with self closing mechanisms. They are designed to prevent the spread of smoke and fire and must not be wedged open.

## Cooking

All flat kitchens are fully equipped so you can prepare and cook meals. We use induction hobs in The Pastures, so you will need magnetic pans, which are available from Essex Essentials [essex.ac.uk/online\\_shop/EssexEssentials](https://essex.ac.uk/online_shop/EssexEssentials)

You must not cook food in your bedrooms. This is a serious fire risk; food should only be cooked in the kitchen.

## Fire blankets

Fire blankets are available for you to use in an emergency. Please make yourself familiar with how to use one. They are located in each shared kitchen and in every studio



## Candles

The use of lighted candles, incense sticks, aromatic oil heaters or any other device which has a naked flame, is prohibited in University owned or administered residential accommodation, except with the prior written permission of the Registrar & Secretary.

Candles and other prohibited devices will be removed from residential accommodation by university staff including where these are for display purposes only.

## Halogen Lamps

Please note that halogen heaters and lamps are not permitted in accommodation.

## Flammable materials

You are not permitted to store any kind of flammable material in your accommodation.

Disciplinary action may be taken for breaches of any of the above conditions.

# SAFETY AND SECURITY

## E-scooters

E-scooters are not permitted on campus, which includes accommodation. E-Scooters should not be taken into your accommodation for charging or storage. Should an e-scooter be found during our annual inspections, then it will be reported and may be confiscated. This is because the equipment can produce significant heat which could start a fire or cause injury.

## Personal emergency evacuation plans (PEEPs)

If you think you might have difficulty exiting a building in an emergency, we can prepare a PEEP for you. This can also be done if you have temporary mobility difficulties such as broken limbs.

To request a PEEP contact:

**University Fire Safety Officer**

**T 01206 874847**

**E [fire@essex.ac.uk](mailto:fire@essex.ac.uk)**

► [essex.ac.uk/student/fire-safety/peep](https://essex.ac.uk/student/fire-safety/peep)

## First aid emergency, accident or illness contact security

There are trained first aiders in reception.

In the event of a serious accident or illness, please call reception and give your location.

In the event of a medical emergency or you require emergency assistance please call security on **07385 935610** and they will contact emergency services if necessary and direct them to the exact site of the emergency without delay.

If you require medical assistance call:  
**07385 935610**

## Emergency intercom

Emergency Intercom Systems with cameras are located in the residences (in the lobby of each core/block) which will connect you to Security.



## Smoking

Smoking, including e-cigarettes is not permitted in any area of University provided accommodation. This means you must not smoke in your room or the communal areas or corridors of the accommodation. This includes e-cigarettes. There are no smoking shelters at The Pastures. The bins have ashtrays incorporated into the unit which can be used, however, smoking is not encouraged at this site. Further information is available at [essex.ac.uk/student/values/code-of-student-conduct](https://essex.ac.uk/student/values/code-of-student-conduct)

Further information is available at [essex.ac.uk/governance-and-strategy/governance/regulations](https://essex.ac.uk/governance-and-strategy/governance/regulations)

Smoking within the accommodation will result in disciplinary action.

## Electrical safety

If you are an overseas student, you must ensure that your electrical equipment is compatible with the UK mains power supply which is 220-240V, 50 Hz. If your equipment has a different rating it may not work properly and could be dangerous to use.

The plugs on your electrical equipment may require an international adapter so they fit a UK three pin mains socket. Adaptors must be fused and comply with UK and University safety standards.

Fused travel adaptors and other electrical appliances approved by the University are available to buy online from [essex.ac.uk/online\\_shop/essexessentials](https://essex.ac.uk/online_shop/essexessentials)

Guidance on electrical safety and pictures of the recommended travel adaptor are available on the webpage, [essex.ac.uk/student/accommodation/safety-and-security](https://essex.ac.uk/student/accommodation/safety-and-security)

## TIP:

Add the emergency number in this book into your mobile phone.

# SAFETY AND SECURITY

## Windows

To ensure the safety of everyone on campus, you must not throw any items out of the windows of the accommodation. This is an offense under the Code of Conduct and could result in disciplinary action; further details are available at [essex.ac.uk/governance-and-strategy/governance/regulations](https://essex.ac.uk/governance-and-strategy/governance/regulations)

## Stay safe

Our campus accommodation provides a safe and secure place to live, however you should take precautions to ensure that you keep yourself and your belongings as safe as possible.

## TIP:

Always close your windows when you leave your room – especially if you live on the ground floor. This will deter opportunist thieves and prevent windows from closing sharply during windy conditions.

Don't hold building or flat doors open for other people if you do not know them.

Don't prop flat main entrance doors open.

Don't leave belongings unattended within your communal areas.

## Door Screamers

There will be a door screamer at each interconnecting door between flats. As soon as the flap is lifted, the screamer will go off. This is to prevent the use of the interconnecting doors to keep you and your belongings safe. These will fail-safe in a fire.

## For the Emergencies such as floods

Emergency phones which are located on the ground floor of each core in each Block, these are to be used to report any emergencies such as a flood, first aid, intruder. There is also our help desk number **01206 636060** which is manned 24/7.



# HEALTH AND WELFARE

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## Health services

You are required to register with a local doctor for the duration of your studies at the Essex and you can do this online at [rowhedgesurgery.co.uk](http://rowhedgesurgery.co.uk) for our own Health Centre, located on the north side of campus, behind Raleigh Tower. Here they offer a full range of NHS services including GP appointments, a nurse and specialist clinics for asthma, diabetes, sexual health and contraception.

**T 01206 794484**

## Prescriptions

The Health Centre is unable to dispense prescriptions, however, the Students' Union (SU) offer a prescription service.

If you drop off your prescription at the SU reception by midday, it will be ready for you to collect by 3pm the following day.

For more information on healthcare for students, visit the website

► [essex.ac.uk/student/healthcare](http://essex.ac.uk/student/healthcare)

## Consent and keeping yourself safe

Sexual consent is when someone willingly agrees to sexual activity with another person(s) and they are free and able to make their own decision. Sex without consent is rape or sexual assault so understanding what consent means really matters. Consent needs to be enthusiastic, freely given, and can be withdrawn at any point during a sexual encounter.

If you are still unsure about consent and how it works then watch this short video clip [youtube.com/watch?v=oQbei5JGiT8](https://www.youtube.com/watch?v=oQbei5JGiT8) or check out [pauseplaystop.org.uk](http://pauseplaystop.org.uk)

## Report and Support

Your safety is paramount. You can use this online tool to report incidences of physical assault, sexual harassment, hate crimes, online harassment, stalking, bullying or discrimination. For more information [reportandsupport.essex.ac.uk](http://reportandsupport.essex.ac.uk)

## Student Services Hub

Our Student Services Hub offers confidential advice and information on many welfare issues to assist you through your time here at Essex. These include adjusting to University life, financial concerns and immigration issues or if you just need to talk. They provide support to disabled students including advice and assistance regarding any adaptations you may require in your room (further details are available at [essex.ac.uk/student/advice-and-support](http://essex.ac.uk/student/advice-and-support)). They also provide support to students with specific learning difficulties, mental health difficulties or long term medical conditions, as well as offering a counselling service.

### Student Services Hub

Silberrad Student Centre

**T 01206 87 4000**

**VOIP 224 4000**

**E [askthehub@essex.ac.uk](mailto:askthehub@essex.ac.uk)**

► [Live Chat](#)

## Harassment advisers

The Harassment Advisory Network (HAN) is part of our commitment to promoting equality and diversity. The HAN is made up of a team of appointed and trained Harassment Advisers who offer a confidential 'signposting' service for students, staff and visitors who may be experiencing some form of harassment or bullying.

**T 01206 874334**

**VOIP 224 4334**

**Text 07948187107**

**E [harass@essex.ac.uk](mailto:harass@essex.ac.uk)**

# ROOM INVENTORIES

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## Welcome to Essex!

We want you to have a wonderful stay here at Essex and to enjoy living in your new home. We have provided all the necessary furnishings in your room to make your stay comfortable and to help with your studies.

To ensure all the furnishings remain in good condition we have a rolling programme of refurbishments and we check your room to ensure everything is in order prior to you moving in. We will also perform room inspections during the year to review the condition of the furniture in your room.

## Reporting Repairs

- Check your room when you arrive and report anything that needs repairing
- Report any repairs that are needed during your stay

If repairs occur which are due to wear and tear we will repair or replace the item.

If you report a repair that is not due to wear and tear you may be charged for the repair or replacement of the item.

You may be charged for any repairs noted by staff at the end of your license period that you have not reported. Please note: LED strip lights are prohibited. Please do not put these on walls.

**Please note** that an administration fee of £20.00 will also be applied.

## Our contact details

Please call, email or visit your local accommodation office if you have any repairs to report. Please call, email or visit your local accommodation office if you have any repairs to report. Contact us at [UoE.Helpdesk@bouygues-es.co.uk](mailto:UoE.Helpdesk@bouygues-es.co.uk)

## Bed and Mattress Size

The bed size within the rooms at The Pastures is:  
**Width 1m 26cm x Length 1m 93cm and  
Depth is 23cm** (UK double bedding size will fit).

The mattress size is:  
**Width 1m 26cm x Length 1m 93cm  
Depth is 23cm**



# ROOM INVENTORIES

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## Furniture Costs

Furniture in your room varies depending on the area you are living. Listed below are all the types of furniture that we provide and the cost of how much it would be to replace each item (including VAT).

Remember, you may not have all of these items in your room.

### Bedrooms

Bed – £319.00  
Mattress – £267.30  
Mattress Protector – £17.60  
Headboard/Side Protector – £157.30  
Wardrobe – £532.40  
Desk – £221.10  
Drawer Unit – TBC  
Bookshelves – £196.90  
Dado Rail – £150.00  
Noticeboard – £137.50  
Desk Chair – £136.40  
Mirror – £70.00  
Coat Hooks – £20.00  
Wastepaper Bin – £7.00  
Window Blind – £234.00  
Electric Heater – £100.00  
Pelmet Light – £45.00

### Kitchens

Kitchen Units – £134.20  
Fidge/Freezer – £350.00  
Worktop – TBC  
Microwave/Mini grill – £250.00  
Hob – TBC  
Oven – TBC  
Sink – TBC  
Taps – TBC  
Extract Hood – TBC  
Dining Table – £394.90  
Dining Chair – £84.70  
Kettle – £44.00  
Sink Bowl – £10.00  
Dish Drainer – £20.00

Cutlery Tray – £15.00  
Fire Blanket – £15.00  
Shelving – £196.90  
Sweeping Brush – £15.00  
Dustpan & Brush – £5.00  
Mop – £10.00  
Bucket – £10.00  
Ironing Board – £36.30  
Ironing Board cover – £20.00  
Vacuum Cleaner – £187.00  
Waste Bins – £18.70

### Lounge

Sofa – £684.20  
Coffee Table – £151.80  
Noticeboard – £137.50  
Electric Heater – £150.00

### Bathrooms

Mirror – TBC  
Towel Rail – TBC  
Soap Dish – £15.00  
Toilet Roll Holder – £20.00  
Shelf – TBC  
Toilet Brush & Holder – £20.00  
Coat Hooks – £20.00  
Shower screen & Door – TBC  
Shower Curtain – £15.40  
Shower Curtain Rail – £30.00  
Wall Panels – TBC  
Toilet – TBC  
Basin – TBC  
Taps – TBC  
Shower Head & Hose – TBC  
Shower Tray – TBC

### Other

Replacement Key Card – £11.00  
Replacement Mailbox Key – £5.50  
Wall Repair/Redecoration – £275.00  
Floor repair/Redecoration – TBC



# POSTAL ADDRESSES

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To ensure that your post reaches you, please be sure to use the correct postal address:

## The Pastures

Name and number followed by Flat/Room

University of Essex

Capon Road

Colchester

Postcode:

Briza: CO4 3ZA,

Woodrush: CO4 3ZB,

Saltmarsh: CO4 3ZU,

Foxtail: CO4 3XJ,

Leymus: CO4 3WZ

# MAKING A COMPLAINT

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We aim to provide students with accommodation which is clean, well maintained and allocated as set out in our Allocation Policy.

We aim to provide you with an excellent service at all times, so we need you to tell us if we have made a mistake. This procedure explains how you can do this, and how we will deal with your complaint.

If you have any concerns about the service you have received from us, you should raise them with a member of staff at your earliest opportunity. We will always try to resolve your complaint quickly and informally.

## Stage 1 – make a formal complaint

If you do not believe your complaint has been dealt with correctly, you can ask the relevant manager to look into your complaint formally. You can make a complaint in a number of ways:

- face-to-face
- by email: [UoE.Helpdesk@bouygues-es.co.uk](mailto:UoE.Helpdesk@bouygues-es.co.uk)
- by letter
- Services and Administration online form

We will investigate your complaint and send you an email response within 10 working days. Sometimes we will need another department to provide us with information to investigate your complaint fully. If this is the case, we will let you know if your complaint will take longer than 10 working days to respond to. Further details about how to make a complaint can be found at [essex.ac.uk/student/accommodation/accommodation-complaints](https://essex.ac.uk/student/accommodation/accommodation-complaints)

## Complaints about a member of staff

If your complaint is about a member of staff, you can ask to speak to their manager directly. If you make a complaint about a member of staff you must be prepared to make a formal statement and to attend any disciplinary hearing that might result.

**[essex.ac.uk/accommodation](https://essex.ac.uk/accommodation)**

**[essex.ac.uk/student/accommodation](https://essex.ac.uk/student/accommodation)**