



RADLEY

Housing Policy

March 2024

Housing Policy

EMPLOYEE HOUSING - POLICIES & PROCEDURES

INTRODUCTION

The legal framework under which employees occupy Radley College property is set out in the Service Occupancy Agreement. For the majority of staff this will have been signed prior to occupation of a College house or flat. Where it has not been signed it is nevertheless still deemed to apply.

This document is intended to supplement the Service Occupancy Agreement by clarifying what the College will or will not do in respect of each of the College houses and flats and in turn what it expects of the employee.

RADLEY COLLEGE HOUSING POLICY

Radley College owns around 140 houses and flats, which together represent a considerable proportion of the College's overall investment in property. The protection of the value of this investment is of paramount importance and thus whilst it is the College's general policy to provide its staff with the best possible quality of housing, this can only be achieved within sensible annual expenditure provisions.

In preparing these guidelines, the College is also cognisant of the tenure under which other employers may provide housing for their staff, and the arrangements that apply in the general letting market. It is a fact that for many Radley houses there can be a relatively high turnover of occupants and it is impracticable and unrealistically expensive to redecorate or refurbish on each change of occupant. The College hence seeks by this document, to create a framework of understanding under which these various pressures and constraints are balanced.

CONDITION, DAMAGE AND CLEANLINESS

Prior to an employee moving into College accommodation, the College will ensure that it is in good condition. A detailed inventory will be prepared by our external House Move Co-ordinator in conjunction with the Estates Bursar, which will identify not only any fixtures and fittings but also the quality of the decoration. Accordingly employees are expected to leave the accommodation in a similar clean state, fair wear and tear excepted.

The College reserves the right to charge an employee for the cost of making good any damage which is not due to fair wear or tear, or for cleaning (windows, walls, carpets, etc), and may do so by deducting such costs from salary payments or other sum due to the employee from the College, or by taking such other action as it deems appropriate.

To avoid such scenarios it is expected that employees will ensure the property is regularly and thoroughly cleaned so the fabric of the building is well-maintained both inside and out during their occupancy. As is the form in the general letting market, our House Move Co-ordinator will carry out a check-in meeting, annual inspection and check-out meeting during an employee's occupancy.

Employees must not, under any circumstances, tamper with or alter the main electrical installation, the plumbing or the gas installation, without the full agreement of the College.

Employees should use caution when using candles or an open fire in the property, especially where it is connected to an operational building.

HOUSING SCHEDULE

The Bursary maintains a schedule of College housing, a copy of which is available from the Estates Bursar.

REPAIRS & REFURBISHMENT

Radley College accepts a normal Landlord's responsibility for the repair and maintenance of the fabric of the building and its fixed services, which would normally include the following:-

Roof, external walls, windows and doors

Internal walls and floors

External drainage, sanitaryware and taps, internal drainage. Note: the occupant should maintain internal small pipework that from time to time may become blocked, need general cleaning and maintenance.

Electrical services and gas boiler. Note: the occupant is responsible for the servicing and annual gas safe (or the like) of all employee supplied gas/wood fires and cookers, and must ensure that this is up to date and copies of all certification are sent to the Estates office.

Kitchen fittings

The attached schedule is intended to clarify matters. Overall the decision as to whether a particular area of repair, refurbishment or decoration is, or is not, fair and reasonable, shall be entirely at the discretion of the Warden and Bursar of Radley College in consultation with the Estates Bursar and Employee.

Window and Door Security

Responsibility for the contents of all private houses rests with the occupant. However Radley College is committed to provide all accommodation with the following provisions since these are usually deemed as essential to obtain basic contents insurance cover:-

- all ground floor windows and other openings to be fitted with key operated security bolts or window locks or permanent window stops.
- all door locks will be to insurers current standards.

MAINTENANCE ARRANGEMENTS

Maintenance is co-ordinated by the Estates Bursar who has at his disposal a number of tradesmen directly employed by Radley, as well as a number of external contractors. Maintenance is carried out during normal office hours (in this instance 8.30am – 4.30pm).

The maintenance team is not available to carry out repairs to individual's domestic appliances.

Where an employee moves accommodation at the request of the College, the maintenance team will, if available, assist with disconnecting and reconnecting plumbing (eg to washing machines, dishwashers etc.) and electrics/gas, but otherwise the employee should make their own arrangements as the maintenance team will not be available to assist in house moves.

Emergencies do however arise and there is an emergency call out facility telephone (07795 626976). However this is an expensive facility and is primarily in place to look after the boys' safety and comfort during term time. It should not be used by occupants of private homes other than in situations where the fabric of the accommodation or personal safety is at risk. The rule

to apply before calling the emergency number is "would you call out an emergency contractor if it was your own house and you were having to pay the full invoice (including premium rates for evening or weekend work. These can be high, often not being less than £100)". Problems with central heating, hot water systems and electrics, whilst frustrating, are not usually considered emergencies and should await the next working day. Non-essential emergency call outs will be charged at the appropriate rate.

Frost protection: Most housing units have been fitted with frost protection. Occupants are reminded that they must not, under any circumstances; switch off boilers during the winter holidays when they may be away from Radley. Water damage, as a result of frozen pipes after central heating systems having been turned off, will be charged to the occupants.

Pests: This may include rats, mice, squirrels, wasps and bees and similar. These may be both unwelcome and unpleasant but unless they are causing damage to College property, responsibility for their removal rests with the employee. The local authority carry out this service, details of which can be found on their website www.whitehorsedc.gov.uk

Animals: Please refer to the Service Occupancy Agreement.

WASTE DISPOSAL

The Vale of the White Horse District Council (VoWHDC) collects domestic rubbish from staff houses on a weekly basis (the day varies depending on location). Residents are responsible for providing their own dustbins and putting them out on collection days together with materials for recycling. Full details of the Vale's recycling services can be found on their website (as above) and a waste collection calendar is available to download [here](#). New or replacement green recycling bins may be obtained from the VoWHDC by telephoning during office hours on: 03000 610610 or by emailing: admin.vale@biffa.co.uk.

The VoWHDC collects and recycles most plastics, glass, metal, cardboard and paper. In addition, an excellent recycling centre is located two miles away just at the north end of Kennington, at Redbridge, Old Abingdon Road, Oxford OX1 4XG.

The VoWHDC also provide brown wheelie bins for garden waste. You can order by calling 01749 341247 or [email](#) or [online](#).

Dustbins and refuse are not to be left out other than on collection days and occupiers must make sure that waste and rubbish is not allowed to collect other than in designated areas. Empty bins can be a safety hazard if left out on windy days.

The College's commercial waste disposal skips are not to be used for domestic refuse. Any employee found using the College's skips will be liable to a charge. The Vale also offers a bulky waste collection service <http://www.whitehorsedc.gov.uk/services-and-advice/recycling-rubbish-and-waste/your-recycling-and-waste-collections/bulky-household>

The Gardens staff do not collect old Christmas trees, grass clippings, or other garden refuse from private gardens. These are to be disposed of by mulching, using the brown wheelie bins (above) or by taking to a Council recycling centre.

The College reserves the right to amend and update this policy document from time to time.

SCHEDULE OF RESPONSIBILITIES

Note: There is a separate additional supplement for Tutors, PHMs and Sub-Tutors.

	Employee	Radley
EXTERNAL		
<i>Walls, windows and Doors</i>		
Redecorate render		✓
Redecorate downpipes/gutters		✓
Redecorate timber windows externally		✓
Redecorate front door		✓
Change colour of front door (Estates Bursar to approve)	✓	
Install doorbell		✓
<i>Roof</i>		
Replace broken tiles (occupant to report)		✓
INTERNAL - Finishes		
<i>Hallway, Living room, Dining Room, Study, Bedrooms</i>		
Floor Covering. Upon new occupation these will be in good condition. All new carpets to be from Radley "Standard" range.		✓
Replacement of floor covering during occupancy.	✓	
Wall/ceiling and woodwork. In good decorative order at handover. All houses will have white woodwork and 'timeless white' walls.		✓
Redecoration of wall/ceiling and woodwork during occupancy.	✓	
Supply of paint for the above. College will supply white gloss and 'timeless white' only.		✓
Redecorate walls/woodwork on vacating the property if colour not standard.	✓	
Damage to walls. Charged to employee.	✓	
Wallpapering by occupant is not acceptable, and will only be carried out in properties by the College in exceptional circumstances.	✓	
Removal of doors, shelving and other College fixtures is permitted provided they are replaced in good condition prior to vacating the property.	✓	
<i>Kitchen</i>		
As above except:		
Wall tiling, plain white splashbacks, standard tiling		✓
Non-standard tiling (subject to College approval)	✓	
Amendments to tiling to install bespoke cooker splashback	✓	

	Employee	Radley
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<i>Bathroom</i>		
As above except:		
Wall tiling, plain white splashbacks, full height around showers, standard tiling		✓
Non-standard tiling (subject to College approval)	✓	
INTERNAL - Fixtures and Fittings		
<i>Hallway, Living room, Dining Room, Study, Bedrooms</i>		
Standard swish curtain tracks to all windows		✓
Removal of swish tracks and installing occupant supplied curtain poles or similar	✓	
Curtains and blinds (Velux only will be fitted by Radley)	✓	
Installation of all door and window locks to current insurers standards		✓
All furniture/fixtures/fittings that require fixings. Occupant to make good walls/floors on removal	✓	
Standard spur style shelving in study		✓
Additional/Alternative shelving	✓	
Security systems and external lights	✓	
Installation of woodburner including amendments to building fabric (if possible). <i>Note: If this becomes an integral part of the property it becomes the property of the College on vacating the property (see also Mechanical & Electrical services section)</i>	✓	
Chimney swept (occupant must advise Estates office if chimney is being used)		✓
Intruder alarm installation, maintenance and servicing	✓	
KITCHENS		
Kitchen units and space for appliances		✓
Change of sink and taps	✓	
Plinths, décor ends, special panels/units	✓	
Change of kitchen/doors/worktops/taps	✓	
Cooker, fridge, freezer, dishwasher, washer/dryer and any other appliance	✓	
Installation of gas and electric cookers. (Installation certificates to be kept by the Estates Bursar.)		✓
Gas appliance testing (except main boiler). Annual certificates must be sent to the Estates office	✓	
Amendment of plumbing, water, electrical services, units, worktops, tiling or flooring due to relocation of appliances and subsequent reinstatement (Estates Bursar's permission required)	✓	

	Employee	Radley
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BATHROOMS		
Bathroom suite including shower and extractor		✓
Shower screen or pole for curtain		✓
Shower curtain	✓	
Bathroom cabinets and mirrors	✓	
Toilet roll holder and towel rail		✓
PETS		
Dog/cat flaps	✓	
MECHANICAL AND ELECTRICAL SERVICES		
Electrical testing (every 5 years)		✓
Annual servicing of gas/oil boiler (certificates to be held by Estates Bursar)		✓
Repair of occupant damaged electrical fittings and equipment	✓	
Pendant lighting to all rooms, with low energy contained fittings to bathroom and kitchen		✓
Replacement lightbulbs	✓	
Changing standard light fittings to occupant supplied	✓	
Moving location of/additional electrical points (with Estate Bursar's permission)	✓	
1 No. telephone point and 1 No. broadband point		✓
Additional telephone/broadband point	✓	
Smoke and Carbon Monoxide detectors		✓
Regular testing and provision of fresh batteries	✓	
TV Ariel - 1 point		✓
Additional TV point	✓	
Satellite dish (Subject to Estate Bursar's and planning approval), and must be removed on vacating the property	✓	
Installation and testing of woodburners; annual certification and install certificates must be sent to the Estates office	✓	
Simple plumbing issues such as blocked sinks	✓	
FIRE ESCAPE		
Ensure unobstructed route through property, especially if property is integrated into an operational building	✓	

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GARDENS - incl. Trees, Fencing and Hedging		
<i>Note: Separate Arrangements apply to Tutors' gardens</i>		
Maintaining lawns and borders, including regular cutting, weeding of borders and pruning/cutting of shrubs	✓	
Supply of tools and lawnmower	✓	
Existing tree maintenance will be reviewed on a specific basis. <i>Note:</i> Fallen branches/dangerous trees to be notified to the Estates Bursar immediately		✓
Trimming and maintenance of hedging	✓	
Trimming and maintenance of hedging where visible on main campus roads and boundaries		✓
Preparing concrete base for shed (occupant supplied shed)		✓
Planting trees and subsequent maintenance require the consent of the Estates Bursar. <i>Note:</i> Leylandii and other fast growing trees will not be permitted	✓	
Regular maintenance of any climbers attached to house, garage or fencing. <i>Note:</i> Should this affect the fabric of the building, repairs will be charged to the employee.	✓	
Fencing to boundary of the College/boundary of property within village to non-College neighbours. Fencing between College properties will be reviewed on a specific basis.		✓
No commercial vehicles to be kept at the property	✓	
CLEANING		
Window cleaning	✓	
Regular cleaning of surfaces and ventilation to stop black spot mould	✓	
Cleaning of any mildew on tiles and grouted joints	✓	
Professional clean of house prior to vacating the property.	✓	