

Students with Disabilities Support Information*

Here at Somerville, we have many additional arrangements in place to help students with various disabilities and conditions. Here is all that you need to know.

*All information is correct as of September 2021 as researched by the current Students with Disabilities Rep – Shelley Castle.

Important College Welfare Contacts

For Jo Ockwell, the college welfare officer email welfare.officer@some.ox.ac.uk or phone on 01865 270525, or simply by stopping by her office, House 4, if she is in her office. You can take a look through the window by the side entrance to House under the archway to see if she is there.

For the college nurse, she is contactable at SomervilleNurse@oxfordhealth.nhs.uk in term time.

The Junior Deans can be contacted at Deans.Office@some.ox.ac.uk or on 07805 784964 overnight and at weekends. For non-urgent welfare matters, they can also contact them at welfare.junior.deans@some.ox.ac.uk

For the support offered by the MCR, see our welfare tab!

Accommodation

If you are an incoming graduate student with a disability requiring adapted accommodation, and this has been declared on your application, you should be contacted by the Disability Advisory Service. They will discuss your needs with you while the application process is underway to identify a college that can support you. After a college offer has been made, arrangements will be made between yourself and the relevant college regarding suitable housing.

There are several different types of in college accommodation available, ranging from fully adapted life accessible rooms with en-suite wet rooms in ROQ West, ground floor room with communal facilities and standard rooms in the graduate buildings and the St Giles Terraces and the house on 155 Woodstock Road which can accommodate a range of disabilities and conditions

Accommodation for students who require specific accommodation may be outside of the graduate only-buildings if accommodation elsewhere would better suit the needs of the student. Most accommodation for graduate students is available from the beginning of Michaelmas to the end of Trinity term, inclusive of the Christmas and Easter breaks.

We are also one of the few colleges to offer guaranteed disabled students' accommodation in college for more than just their first year of study. This additional support is available to students who have a recommendation for college accommodation for the duration of their course on their Student Support Plan (SSP) arranged by the Disabled Advisory Service for three full years (inclusive of the long summer vacations) and so allows us to support DPhil students for the required residency period of nine terms. For example, from October 2022 to the end of September 2025. However, to ensure this support is available for the maximum number of students as possible in college accommodation, especially in adapted rooms, unfortunately, it cannot be extended beyond these three years, so you will be required to make alternative arrangements as soon as possible if you require additional time to complete your degree or are DPhil awaiting viva or making corrections.

However, while a very small number of standard rooms are usually available for students in later years awarded via a ballot system and is advertised by email during the summer, break this is not guaranteed for any students, including those with disabilities, so should not be completely relied on.

Graduate housing (both standard and fully accessible rooms) is also available from the graduate accommodation office and is located very close to the college. Standard housing is offered on Walton Street and Little Clarendon Street directly behind college. Adapted rooms, studios, and couples housing is available less than a mile from college on the universities Castle Mill site and can be provided on a rolling basis and unlike accommodation in colleges, is inclusive of the corrections period, more information can be provided by DAS and the Graduate Student Accommodation Office.

Accessible Bathrooms

A public disabled bathroom is located in the traffic quad, and the bathrooms under Hall in Maitland as marked on our college map.

Cars

No parking is provided for any student in college. However, on infrequent occasions, i.e. when moving in or out of college car or expected equipment deliveries, etc., access to the University side of the ROQ gate can be *requested* by calling Security Services 01865 272944 at their discretion as they control vehicle access to the ROQ. Please do not block access into the gates as these are a point of access for the fire service into the college.

Dining Hall

Hall is located on the first floor of house accessible by a single flight of stairs or a lift which is located via a door immediately to your right at the entrance to the building, keep going straight until you see the lift on your left as it is further down the corridor then it seems as you have to pass through two doorways.

Hall can be extremely busy, especially during the weekly formal halls, so we strongly advise that you arrive early in the meal services and events held in hall as space between tables is limited when hall is full so moving around the tables can be difficult.

Non-formal meal service is self-service or dished up by staff into trays for dine-in meals (takeaway containers are also available) if you need assistance with carrying a tray, simply ask the catering supervisor on your arrival and request assistance which they will arrange for you.

Allergies can be entered into your meal booking account, but it is advisable to double-check on arrival at formal halls, so you are given the corrected notice card on check-in.

Lodge and College Gates.

The lodge is the front entrance to the college and is step-free during the day when the main doors are open. However, if you need access at night when the doors are closed, you can use either the intercoms or call the lodge directly on 01865 270600, and the duty porter will open the doors fully for you. We also have a step-free side entrance on the library side of the college known as the ROQ gate, *please note that this gate is extremely heavy and difficult to open*. Access to this gate is normally limited opening hours of 6am to 11pm, but consideration may be given to requests for 24 hour access on grounds of disability, requests should be made through Jo Ockwell.

The student mailroom is also located in the lodge area directly opposite the lodge itself. Both the lodge and the post room are accessed via a small step if you require a porter or post. Simply ring the doorbell on the right of the porter's door a porter will assist you. Note post cannot be collected after 9pm.

Library

The front door to the library is a top three narrow steps and opens outwards and so is not usable by students with sight or balance impairments or wheelchair users. So, students with these disabilities are given special access to the library via the fire exit door, which is step-free. This is the large white door on the ROQ side of the building for your bod/ID card to be authorised, please email the library team at library@some.ox.ac.uk, who will do this for you. But do be careful when using this door as it is also used as an exit by staff and when a one-way system is required.

The library dates from 1900 and is a listed building and so cannot be altered from its original condition due to its historical significance, therefore, there is no lift, so the upper floor is not accessible to all students with disabilities, if you require books from the upper floor email the library staff during a standard working day (as the library isn't staffed 24 hours) with its name and call number and they will fetch the book for you.

If you need to use a certain type of desk, e.g. a ground floor desk, away from the clocks or our height adjustable desk, again email the library staff when you would like to visit the library and they can try to set aside/allocate specific desks for you as required, but this will be on a first-come, first-serve basis.

The library also provides a stock of external DVD drives, book stands, laptop stands, height adjustable desk, adjustable colour/brightness lamp, and desktop magnifiers requested from the help desk or by email. The purchase of additional more specialised equipment maybe authorised by the library if it is thought to be a reasonable purchase simply email the library staff with your requests for their consideration.

You can also always email the team if you have any questions about access to the library and its collections. If you have specific requirements/study needs, feel free to email Jo Ockwell.

Taxis

001 is a local taxi company charging a minimum spend of £5 between college and most locations within a mile or so of college.

For some MCR events, a taxi will be provided on request to disabled students free of charge by emailing the social secs

Equipment in Student Rooms

If you need a fridge, kettle or microwave on disability or other dietary reasons, these can be requested by emailing Jo Ockwell or Saphire Richard before your arrival. However, if you discover you need something after you have arrived, contact housekeeping.desk@some.ox.ac.uk with your requests. If you arrive with your own office chair, you will be required to use a plastic floor mat under it to protect the carpet. These are provided by housekeeping.

Fire evacuation

Any students on upper floors of college housing who cannot use stair (graduates are typically housed in ROQ west in this instance) and require assistance in evacuating in the event of a fire should use the white phones by the lift and protected by a fire door to contact the lodge and inform them that you are there and your location which the lodge will cross-check with the location as indicated on the phone. This should be done in the event of a drill and if a real fire is suspected. The lodge team will assist in the event of a real fire. **However**, students will not be removed during a drill due to the possibility of unnecessary injury. An evacuation chair is located at the bottom of the ROQ west stairs to facilitate this.

Note that when the fire alarms sound, even when the alarm is tested, the fire doors located along the corridor automatically close and will have to be pulled open once the alarm has stopped sounding until they lock in place.

In the first few days after your arrival as a new student at Somerville, the lodge will ask you to complete a fire evacuation plan that will be specific to your needs. Therefore, if anything changes regarding your needs, Lodge manager Mark, or either Deputy lodge managers, Julian or Aga, know as soon as possible so that your safety can be assured.

The MCR

While we await the completion of the new ramp assess over the last five steps to the MCR wheelchair users do not have access to the MCR as it is only accessible via two staircase one is internal within Margery Fry House itself and the second is external via the terrace where the ramp will be placed. Once this has been completed the MCR will be assessable via the lift in the terrace bar.