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YORK
ST JOHN
UNIVERSITY



Appliance Safety Guide

Applicable for student accommodation managed by York St John University. Some variation will apply depending on allocated student accommodation.

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Introduction

Congratulations on moving in to your student accommodation. This guide will provide information regarding safe usage of appliances in your accommodation.

Key contacts

If you need assistance regarding your accommodation appliances, such as replacing a broken item, please contact Repairs on:

E: repairs@yorks.ac.uk

T: 01904 876 666

In your email, please include the following:

- Your full name
- Student ID number
- Accommodation address
- The problem you are experiencing. Please provide as much detail as possible.

Fridge and Freezer

- The temperature of the fridge and freezer should stay set at 3 for optimal performance.
- As you will be using a communal fridge / freezer, raw meat should be stored in sealed containers.
- Allow cooked food to cool before being stored.
- When storing frozen food always look at the storage guidelines on the packaging.
- Students are responsible for defrosting their freezers when needed. Campus Services recommend placing stored food in an appropriate container out of the freezer, and using bowls of hot water in the freezer to defrost.
- To clean the fridge or freezer, clean with a cloth and cleaning fluid of choice, subject to product guidelines. Campus Services advises washing up liquid for an affordable and multi-use option. In the case of a power-cut, do not open the freezer as it is able to maintain a low temperature self-sufficiently power itself for 6-18 hours.
- Please be considerate of other residents when using the fridge and freezer, and do not take up excessive amounts of space so that there is available storage for all occupants of your flat/house.
- Items that need to be stored in the fridge as follows:
 - Salad, fruit and vegetables
 - Raw meat, poultry and fish
 - Dairy products
 - Ready to eat food, such as leftovers
 - Condiments such as unsealed sauces and jam
 - Fresh juices



Small domestic electrical items

Other electrical items that are not provided in your accommodation, but you may wish to bring with you such as a kettle, are permitted only if they:

- Remain in the kitchen
- Are under 1 years old and fit for purpose
- (Or have been tested by an electrician/ suitably trained person)

Electric cooker (oven and hob)

- Be careful when removing food from the hob or oven. Use oven gloves or tongs to avoid injury. Be careful of touching the hob or oven when it is on. Avoid leaning over the appliances, and never store anything on or near them that may be a fire risk or cause injury.
- Always turn the power off at the socket before cleaning. After using the oven or hob, let it cool down, then wipe clean with a damp cloth or similar utensil.



Using an electric oven

1) Open the oven door and check the racks.

Position the oven rack at the right height for what you're cooking.

- Lower rack: baking or roasting.
- Middle rack: general cooking.
- Top rack: grilling or browning.

2) Set the oven function (if applicable).

Common functions include:

- Conventional (top + bottom heat)
- Fan oven (circulates heat evenly)
- Grill (top element only)
- Defrost

3) Set the temperature.

Turn the thermostat dial to the desired temperature (e.g. 180°C / 350°F for baking).

Some ovens beep or have an indicator light that turns off when preheated.

4) Wait for preheating.

Usually takes 5–15 minutes.

Preheating is important for baking.

5) Place your food in the oven.

Use oven-safe trays or dishes.

Close the door gently to avoid heat loss.

6) Cook for the required time.

Use a kitchen timer if needed.

Avoid opening the oven door too often.

7) Turn off the oven when done.

Turn the temperature and function dials to "off."

8) Use oven gloves to remove food.

Surfaces and trays will be extremely hot.

Using an electric hob

1) Place your pan on the correct ring.

Choose a ring size that matches the size of your pan base.

Use flat-bottomed pans for best contact.

2) Turn the corresponding knob or touch control.

Find the dial or control that matches the ring you're using.

Turn it to the desired heat setting:

- Low (1-3) for simmering.
- Medium (4-6) for general cooking.
- High (7-9) for boiling or searing.

3) Wait for the ring to heat up.

Electric hobs take a minute or two to heat.

Some models glow red when hot.

4) Adjust heat as needed while cooking.

Turn it down once the food starts to cook or boil.

5) Turn off the hob when done.

Set the dial to "0" or "off."

The ring may stay hot for a while (many models have a residual heat indicator).

Dishwasher

- Only use dishwasher-specific salt and detergent.
- Sharp objects should be facing down.
- Smaller objects should be on the top tray and larger items should be on the bottom tray.
- Dishes should be placed faced down. Make sure the spray arms can rotate freely and not blocked by dishes.
- Do not overfill the rinse aid as this can cause excessive frothing during the cycle (only fill to the max line).
- Load the dishwasher up fully rather than washing multiple half loads.
- The most efficient programmes are usually the longer ones with lower temperatures (e.g. ECO).

Please note that some accommodation sites, (79 Clarence Street and 17-19 Garden Street), have induction hobs.

You will need to use induction safe pans to operate these hobs correctly. The hob uses magnets to heat the pan. When the pan is removed from the hob, the connection stops and the hob automatically turns off.

Microwave

- All microwaves provided in accommodation will operate similarly, regardless of model.
- Keep the microwave on a flat and suitable area.
- Observe the microwave whilst in use to make sure that it is working properly, especially in regards to food containers.
- Do not put anything metal in the microwave, and follow cooking and packaging instructions depending on food item.
- To reheat or cook, put food in a suitable container and place in the microwave. Set the desired power level using the power control, and set the timer length. If you would like to stop the microwave, open the door, or press the stop button.



Food Safety

- Wash your hands before handling food and ensure worktops are clean.
- Keep an eye on use by dates on food products. There will normally be two dates present on the packaging of food products: **best before** and **use-by** (**emboldened**). **Best before** (**emboldened**) is relating to food quality, meaning that if the product passes the best before date, it will still be safe to eat but may not be at its best quality. **Use-by** (**emboldened**) is relating to food safety, meaning that you should never eat food after the use-by date as it can make you sick.
- Dispose of old food in a timely manner.
- Use different cutting boards and utensils when handling raw poultry, meat and vegetables, or wash thoroughly between use.
- Keep open food, such as jars, in the fridge after being opened.
- Be mindful of others in regards to diet, intolerances and allergies.
- Make sure food is cooked properly and safely. This is particularly important for items such as meat, poultry and eggs.
- Store raw food away from cooked food, and use sealed containers in the fridge.



Living Space

Vacuum Cleaner

- Do not use the vacuum cleaner outside, in wet conditions, or to clean ANY liquid.
- Store the vacuum cleaner away from heat to avoid melting. NEVER use the vacuum cleaner to clean hot substances.
- Campus Services will visit once a month to check the health of the vacuum cleaner. They will supply new vacuum bags if needed.
- Turn off the plug at the socket before unplugging vacuum cleaner.



Bathroom

Shower

- All accommodation showers are run off the domestic hot water systems used by the university.
- Generally, all accommodation showers will have the same temperature and pressure. Heat can be modified for personal use through the red and blue indicators on one of the shower dials.
- Pressure can be modified through the use of the other dial.
- All showerheads are cleaned and disinfected on a quarterly basis. The shower will be out of use for a short period of time whilst this work takes place. Students will be notified in advance of the cleaning schedule.



Bedroom

Radiator

- Radiators must not have clothes draped on them as they will overheat. This is a fire risk.
- The radiators are designed to keep the rooms at a comfortable temperature, not to dry clothes.
- The use of additional heaters not provided by York St John is prohibited



Types of radiators and location

Electric radiators

- St. John Central
- 79 Clarence St

Electric radiators (Prefect system)

- 49 Clarence St
- Robinson House
- Baldwin House
- Cruse House
- Lang House
- Grange House
- St. Mary's
- City Residence Block A
- City Residence Block B
- City Residence Block C
- City Residence Block D (some)
- City Residence Block E (some)
- City Residence Block F

Night storage electric heaters

- Boyle House
- Muir House
- Welch House
- City Residence Block D (some)
- City Residence Block E (some)

Convactor radiators

- Garden St (17-19 and 21)

Gas boiler with radiators

- Limes Court

How to use the radiators

Electric radiators

- Press the power button to turn on, and use the circular dial to control the temperature.

Wet radiator system

- To turn on, press the Boost CH button to bring on the heating for 30 minutes at 22 degrees.

Prefect electric radiators

- Prefect heaters have 3 elements: a thermostat, a heater, and a PIR.
- Thermostat - sets the heating levels of the radiator.
- Heater - controlled by the thermostat, and maintains the temperature level set. The heater will only come on when the temperature is colder than the heating level.
- PIR - These sense movement in the room. If you are not inside, the thermostat will turn down. When you enter the room, press the UP button to turn the heating back on.

Convactor radiator

- Use the Bulldog radiator valve to control the temperature of the radiator. This can be found at the bottom of the radiator.

Night storage heaters

- Designed to use energy built up during off-peak times, such as at night-time.
- Has a separate on and off switch found on the wall next to appliance. Operated through 2 controllers on right hand side of heater, the input and output buttons.
- Input – how much heat is stored. The input setting needs to be higher than the output setting.
- Output – controls frequency of stored heat which is released.



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