



**Date:** 8<sup>th</sup> November 2010

**To:** Estates, IT Security, Executive

**Re: Campus opening hours and building access for term time holidays**

Dear all,

The following details the Institutes opening hours and the access permitted for undergraduate students during academic holidays such as mid-term breaks (i.e. academic holidays but administration and technical staff are on campus).

Building Opening times during mid-term holidays are

- All Campus Buildings including Block K and L open at 8.30 and close at 6.00 pm Monday to Friday. (Note: see exceptions below)
- All campus buildings are closed Saturday and Sunday

Undergraduate students will be allowed access during building opening times, to conduct **Category 1 activities** i.e. Work undertaken in Low hazard areas such as class rooms, computer rooms, project rooms or studios that **do not** have machinery, live equipment or chemicals present.

- No permission is required for Category 1 activities when conducted between 8.30 am and 6.00 pm Monday to Friday.

Exceptions

- If the apprentices are timetabled to be on campus during academic holidays then Block M shall remain open until 9.00 pm for students to undertake Category 1 activities.
- No permission is required for Category 1 activities conducted by apprentices after 6.00 pm Monday to Friday until 9.00 pm in Block M.

I would be grateful if you could inform employees in your area of the above arrangements.

Regards,

Yvonne Roache  
Health and Safety Officer