Appendix A – University of Huddersfield –Building Operating Schedule 



Appendix B – Event Booking Process

Please note: any request for out of hours building access should be carefully considered, including any safety/fire/security concerns.

Prior to booking:

Step 1: Seek approval from Dean or Director.

Step 2: Complete risk assessments.

It is the responsibility of the Dean or Director to ensure appropriate risk assessments for the event are completed (Estates and Facilities may require sight of these ahead of the event).

Step 3: Once approved, contact Timetabling.

On the day

Step 1: Attendees are required to report to the Security Hub, Main Reception, Harold Wilson Building, which is staffed 24 hours/day. There, they will sign in and be provided with access to the building required.

Step 2: Attendees must also report to Security when they leave to sign out, this will ensure Security are aware they have safely left the building.

Step 3: Security Team to lock and alarm the building.