

## UNIVERSITY OF SUSSEX – Health and Safety Office

### Guidance on Lone and Out-of-Hours Working

Lone and Out-of-Hours working on campus should be undertaken having made reference to the University Lone Working Policy, with appropriate steps being taken to ensure safety and security of persons and property.

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=microsoft-word---lone-working-policy.pdf&site=332>

**In an emergency** : to summon the emergency services (Fire, Ambulance and Police) or if you need **first aid assistance**, **dial 3333** to contact University Security, and tell them :

- your location (building, room number or other identifier)
- the nature of the emergency
- how you can be contacted – landline or mobile number

If an alarm sounds, or there is an emergency situation in a building where you are either working alone, or out-of-hours, **you must leave the building** by the nearest available exit.

If you are unable to do so, you must telephone Security (**3333**) to tell them where you are and the assistance you may need.

**In all cases where lone or out-of-hours working takes place, access to a telephone is required.**

It is useful to store the University Security numbers in your mobile phone :

Non-emergency : 01273 678234

Emergency : 01273 873333

If you require further advice and guidance, please contact the University Health and Safety Office on (87) 7116 or, e-mail [safety@sussex.ac.uk](mailto:safety@sussex.ac.uk)