

## School of Psychology

### Guidelines for Running Experiments Out of Hours

#### University document:

Policy for lone working and working outside normal working hours on the university campus

<http://www.sussex.ac.uk/hso/healthandsafety/policies>

- 1. Definition of out of hours:** Out of hours are considered to be before 9am or after 5.30pm weekdays, at weekends or during University closure days.
- 2. Restrictions on who should work out of hours:** Doctoral students, non-student research assistants, technicians, postdocs, faculty and administrative staff are able to run experiments out of hours. Where possible, we would encourage doctoral students not to work alone out of hours. In the case of doctoral students and postdocs it is the responsibility of the faculty supervisor to ensure that the individual has received enough training to be able to run the experiment out of hours and that they are familiar with emergency procedures. No undergraduate or taught postgraduate students (Masters students) should be allowed to run experiments out of hours without written authorisation from the Head of School, and even then they must be accompanied by someone from the above list. Undergraduate and taught postgraduate students must only undertake low risk work and must be familiar with the School safety regulations and emergency procedures.
- 3. Restrictions on the type of work that can be done out of hours:** If possible experiments should not be run out of hours, although it is understood that this may be necessary based on the nature of the experiment (including pressure on equipment, subject recruitment). All experiments that are run out of hours should have undergone a risk assessment by the faculty supervisor/PI. The assessment should initially allocate the activity to one of the following three categories low risk, medium risk or high risk activities (see *Policy for lone working and working outside normal working hours on the university campus* (link above) for details). All staff should be aware that the University's rapid response team is not available and that, should an emergency arise, normal emergency services would need to be used.
- 4. Logging of out of hours work:** All out of hours experiments should be logged with security as follows: security should be phoned prior to the start of the experiment ext. 8234 (01273 678234) and informed of where the experiment will take place, who will be involved, and what time the experiment will end. At the end of the experiment security should be phoned to inform them that the experiment has ended.
- 5. Participants:** All participants should be informed that the experiment is occurring out of hours and therefore the University's rapid response team is not available (i.e. normal emergency services would need to be used). The researcher must remain with the participants at all times. In particular, participants must be escorted from the building by the researcher (i.e. the researcher must witness them leave the building). If participant payment is offered, researchers should keep as little money as possible in the testing room to minimise vulnerability to financial theft.