

School of Media, Arts and Humanities

Guidance on Lone Working and Working Out of Hours

Lone workers are described as those who are 'working by themselves without close or direct supervision'. Use of the facilities in MAH may sometimes involve lone working, particularly out of hours, and this guidance applies to all students and staff who are working, studying or carrying out research on behalf of the University.

Normal working hours are considered to be between 0830 hours to 1730 hours on weekdays (does not include bank holidays, minimum service days or weekends). Therefore 'out-of-hours' is anytime outside of these normal working hours.

Out of hours, the following guidelines should be followed:

- Work in pairs or in a group
- If working alone, let someone know where you are, what you are doing and for how long
- Do not undertake any high-risk activities
- Carry out a risk assessment where necessary and ensure the risk assessment for the task to be undertaken permits lone working
- Report any incidents that occur

Examples of prohibited lone working tasks include:

- Working at height
- Work with electricity e.g. testing
- Moving large and/or heavy items e.g. stage props or lighting rigs
- Engagement with someone who may be unpredictable e.g. journalism
- Any task that has been assessed as requiring two people to complete safely

University of Sussex [Management of Lone Working Risks policy](#)

**In an emergency, immediately call the
Security Office on ext. 3333
(01273 873333 from an external or mobile
phone)**

You can also phone Security for First Aid assistance. Never call 999 (Security will do this for you), as emergency services need to be met at the entrance to campus and guided to the incident location.

Please report any incidents or near misses to one of the School Health & Safety Coordinators:

John Williams, J.S.Williams@sussex.ac.uk, 01273 873434

Carmen Long, C.Long@sussex.ac.uk, 01273 678023