

**University of Sussex**  
**Faculty of Media, Arts and Humanities**  
**Guidance on Lone Working and Working Off Campus**

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

On campus, normal working hours are considered to be between 08:30 hours to 17:30 hours on weekdays (does not include bank holidays, minimum service days or weekends). Therefore, on campus 'out-of-hours' is anytime outside of these normal working hours.

Working off campus could involve lone working in any number of different scenarios, so it's important that you plan your activities in advance, taking guidance from staff where necessary, and complete a risk assessment if there could be a risk to you or the equipment you are using.

Working off campus or out of hours, the following guidelines should be followed:

- Where possible, work in pairs or in a group.
- If working alone, let someone know where you are, what you are doing and for how long.
- Try to work in public places where there are other people around, for example when conducting interviews
- Be contactable at all times, by phone or other means.
- Do not undertake any high-risk activities such as working near live electricity or steep drops.
- Do not work in extreme weather conditions such as torrential rain, thunder/lightening, flooding, etc.
- Avoid dangerous situations such as fire, areas where there are wild animals, construction sites, etc.
- Avoid restricted areas such as private property or prohibited spaces such as airports, armed forces training grounds, etc.
- Ensure you have suitable transport for yourself and any equipment you require.
- Ensure you are suitably dressed for the conditions you are working in.
- Ensure that all equipment is safe and secure at all times and is protected from adverse weather conditions.
- Carry out a risk assessment where necessary and ensure the risk assessment for the task to be undertaken permits lone working.

When lone working, particularly off campus, you are advised not to undertake any of the following:

- Working at height.

- Working in remote places where you could be vulnerable.
- Engaging with people you do not know.
- Putting yourself in a situation where things could escalate, e.g. protests/riots.
- Moving large and/or heavy items.
- Any task that has been assessed as requiring two people to complete safely.

**In an emergency:** to summon the emergency services (Fire, Ambulance and Police) or if you need **first aid assistance, dial 01273 873333** 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 (01273 873333) 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

Please read this guidance in conjunction with the University's [Management of Lone Working Risks Policy](#)

Please report any incidents or near misses to one of the MAH Faculty Health & Safety Co-ordinators:

John Williams, [J.S.Williams@sussex.ac.uk](mailto:J.S.Williams@sussex.ac.uk), 01273 873434

Carmen Long, [C.Long@sussex.ac.uk](mailto:C.Long@sussex.ac.uk), 01273 678023

Danielle Salvage, [d.salvage@sussex.ac.uk](mailto:d.salvage@sussex.ac.uk), 01273 677538