



Management of Lone Working Risks Policy

October 2012

Reference	Title	Created	Owner	Review
HSWO-	Management of Lone Working Policy	30.08.2012	Health, Safety and Wellbeing Office HSWO-MR	01/10/2015

University of Sussex
Management of Lone Working Risks Policy
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The University of Sussex has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff and others who may be affected by the work of the University.

The University acknowledges that there may be an increased risk to the health and safety of its employees, students and third parties when working alone and is committed to making adequate provision for the health and safety of lone workers.

The key requirement of responsible persons is to carry out a risk assessment to identify risks to lone workers and to ensure that control measures are implemented to minimise the risks wherever practicable. These requirements are applicable to all work situations/activities and in particular where staff, students and visiting workers are working alone or outside normal working hours.

This policy gives information about lone working risks, sets out the responsibilities of the University and others for the managing the safety of lone workers and gives guidance on the lone working risk assessment process.

This policy applies to the management of the risks associated with lone working on or off Campus and all departments are required to have in place local arrangements that comply with this policy.

- 2.2 The policy applies to all University staff, including temporary and contract workers or who are provided by an agency, and students. Some policy areas are also applicable to contractors.
- 2.3 The policy is not intended to apply generally to staff who are the sole occupiers of an office during normal working hours unless for some reason their work presents lone working hazards, nor is it intended to apply to student residents in their Halls.

The purpose of this policy is to:

- Reduce the risks presented by lone working;
- Define responsibilities;

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Managers and Supervisors. This term is used to describe all those with a responsibility for the management of staff, in whatever category.

Risk Assessment. The HSE defines risk assessment as the process of examining work and the workplace to identify what could cause harm to persons who are the responsibility of the employer or who could be harmed by the work activities of the organisation. Workers and third parties have a right to be protected from harm caused by a failure to take reasonable control measures.

Normal working hours and out-of-hours. 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-

5.3.1 ensure that the staff, students and visitorsTBTBT1 0 0 1 201. 0.675 0.776 rg556.2 -0.01001 7.2 at

Management of Health and Safety at Work Regulations 1999
HSE (2009) Working Alone (INDG73)