

Lone Working Policy

Date: September 2020

Review Date: September 2023



Policy Information	
Policy Title	Lone Working Policy
Policy Number:	POL 048
Version	2.0
Policy Sponsor	Director of Business Support
Policy Owner	Head of Human Resources
Committee and date recommended for approval	Business Support Committee 24 September 2020
Date approved by the Board	15 October 2020
Equality Screening Status	1. Screened: 21 May 2018 2. Screening Reviewed: 15 September 2020
Rural Needs Impact Assessment Status	1. Rural needs impact assessed: 15 September 2020
Date Set For Review	September 2023
Related Policies	Health and Safety at Work Policy Safeguarding Policy Managing Attendance at Work Policy Code of Conduct for Staff Vehicle Management Policy

Libraries NI - Lone Working Policy

1. Introduction

- 1.1 The Lone Working Policy and Procedures apply to all staff, volunteers and other work related placements.
- 1.2 The Lone Working Policy and Procedures were agreed between Management and Trade Union representatives of the Negotiating Committee for Libraries NI
- 1.3 Libraries NI recognises that lone working is a necessary part of service provision as some libraries do not attract a level of use which would justify having more than one member of staff in place throughout library opening hours.
- 1.4 Working alone is not against the law and it will often be safe to do so. However, the law requires employers and others to think about and deal with any health and safety risks before people work alone.
- 1.5 Libraries NI is committed to ensure the safe working practices are in place for staff who work alone. Any library where lone working occurs will have the risks associated with this assessed and appropriate controls put in place. A risk assessment will be carried out and appropriate controls put in place before any member of staff is requested to work alone.
- 1.6 Libraries should only be single staffed where circumstances mean that this is the most effective way to provide a service.

2. Purpose

- 2.1 The purpose of this policy is to set out Libraries NI's approach to lone working.

3. Policy

Libraries NI will:

- address the safety and wellbeing of staff who work alone.

4. Authority

Policy Sponsor: Director of Business Support.

Policy Owner: HR Manager.

Policy Contact: The Service Development Managers are the Policy Contacts.

5. Related Documents

Policies

- Health and Safety at Work Policy
- Safeguarding Policy
- Managing Attendance at Work Policy
- Code of Conduct for Staff
- Vehicle Management Policy

Procedures

- Safeguarding Procedures
- Lone Working Procedures
- Cash Handling Procedures
- Procedure on Use of CCTV
- Induction for Staff
- Managing Attendance at Work Procedures
- Risk Assessment

Guidelines

- Managing Unacceptable Behaviour Guidelines