

Lone Working Policy

Date: February 2026

Review Date: February 2029



Policy Information	
Policy Title	Lone Working Policy
Policy Number:	POL 048
Version	3.0
Policy Sponsor	Director of Business Support
Policy Owner	Head of Human Resources
Committee and date recommended for approval	Business Support Committee 29 January 2026
Date approved by the Board	12 February 2026
Equality Screening Status	1. Screened: 21 May 2018 2. Screening Reviewed: 03 September 2025
Rural Needs Impact Assessment Status	1. Rural Needs Impact Assessed: 15 September 2020 2. RNIA Reviewed: 03 September 2025
Date Set For Review	February 2029
Related Policies	<ul style="list-style-type: none"> • Access NI Policy • Agency Workers Policy • Alcohol and Substance Abuse Policy • Capability Policy • Code of Conduct for Staff • Data Protection Policy • Domestic, Sexual Violence and Abuse Policy • Discipline Policy • Fire Safety Policy • Health and Safety at Work Policy • Job Transfer Policy • Managing Attendance at Work Policy • Safeguarding Policy • Safe and Welcoming Libraries Policy • Vehicle Management Policy

Libraries NI – Lone Working Policy

1. Introduction

- 1.1 The Lone Working Policy and associated Procedures apply to all staff, agency workers, volunteers and other work-related placements.
- 1.2 The Lone Working Policy and Procedures have been agreed between Management and Joint Trade Union representatives of the Negotiating Committee for Libraries NI.
- 1.3 Working alone is not against the law, and it will often be safe to do so. However, employers are required to comply with the law and to identify and address any health and safety risks before people work alone.
- 1.4 Libraries NI recognises that lone working can be a necessary part of service provision. Therefore, one member of staff can be in place throughout library opening / operating hours.
- 1.5 Temporary lone working may also be necessary for various reasons on an ad hoc, contingency basis and if considered safe to do so for the provision of public library services.
- 1.6 Libraries NI is committed to ensure 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 in line with the Libraries NI Health and Safety Policy, and appropriate controls will be put in place before any member of staff is requested to work alone.
- 1.7 Lone working risk assessments and appropriate controls will be discussed with staff in advance of lone working.

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
- communicate and make available risk assessments and associated controls for lone working.

4. Authority

Policy Sponsor: Director of Business Support.

Policy Owner: Head of Human Resources.

Policy Contact: The Area Managers and HR Business Partners are the Policy Contacts.

5. Related Documents:

Policies

- Access NI Policy
- Agency Workers Policy
- Alcohol and Substance Abuse Policy
- Capability Policy
- Code of Conduct for Staff
- Data Protection Policy
- Domestic, Sexual Violence and Abuse Policy
- Discipline Policy
- Fire Safety Policy
- Health and Safety at Work Policy
- Job Transfer Policy
- Managing Attendance at Work Policy
- Safeguarding Policy
- Safe and Welcoming Libraries Policy
- Vehicle Management Policy

Procedures

- Agency Workers Procedures
- Alcohol and Substance Abuse Procedures
- Capability Procedures
- Cash Handling Procedures
- Data Protection Procedures
- Discipline Procedures
- Domestic, Sexual Violence and Abuse Procedure
- Individual Grievance Procedures
- Induction Procedures
- Job Transfer Procedures
- Lone Working Procedures
- Managing Attendance at Work Procedures
- Procedure on Use of CCTV
- Risk Assessment Procedures
- Safeguarding Procedures
- Safe and Welcoming Libraries Procedures
- Vehicle Management Procedures

Guidelines

- Accident Reporting Guidance
- Domestic, Sexual Violence and Abuse Guidelines
- Expression of Interest Guidelines
- Fire Safety Manual
- Lone Working Guidelines
- Out of Hours Guidelines for staff
- Risk Assessment Guidance
- Return to Work Guidelines
- Safe and Welcoming Libraries Guidelines
- Libraries NI Drivers Handbook (professional drivers)