



Lone Working Policy

Date: *May 2018*

Review Date: *May 2021*

Policy Title	Lone Working Policy
Policy Number:	POL 048
Version	2.0
Policy Sponsor	Director of Library Services
Policy Owner	Assistant Directors
Committee	Business Support Committee - Board.
Date Approved	BSC – May 2018 Board July 2018
Date Equality Screening Documentation Signed	Reviewed 21 May 2018
Date Set For Next Review	May 2021
Related Policies	Health and Safety at Work Policy Safeguarding Policy

Libraries NI - Lone Working Policy

1. Introduction

- 1.1 Libraries NI recognises that single staffing/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.
- 1.2 Libraries should only be single staffed where circumstances mean that this is the most effective way to provide a service.
- 1.3 Any library which is single staffed should have the risks associated with this assessed and appropriate controls should be put in place.

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:

- single staff libraries where circumstances mean that this is the most effective way to provide a service.
- assess the risks associated with any libraries which are single staffed and put appropriate controls in place

4. Authority

Policy Sponsor: The Director of Library Services is the Policy Sponsor.

Policy Owner: The Assistant Directors are the Policy Owners.

Policy Contact: The Operations Managers are the Policy Contacts.

5. Related Documents

Policies

- Health and Safety at Work Policy
- Safeguarding Policy

Procedures

- Safeguarding Procedures
- Lone Working Procedures
- Cash Handling Procedures
- Procedure on Use of CCTV
- Induction for Staff