



Lone Working Policy

Date: *April 2016*

Review Date: *April 2018*

Policy Title	<i>Lone Working Policy</i>
Policy Number	<i>POL 048</i>
Policy Author/Owner	<i>Assistant Directors</i>
Committee	<i>Business Support</i>
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Related Policies	Health and Safety Safeguarding
Date Set For Review	April 2018

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 will never 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
- Safeguarding

Procedures

- Safeguarding Procedures

- Cash Handling Procedures

Guidelines

- Lone Working Guidance