

Desk Share Guidance

1. Purpose of the Guidance

This document sets out standards and behaviours to ensure good practice is carried out when desk sharing within NHS Lanarkshire

2. Responsibilities

Responsibilities lie with the individual employees while hot desking.

3. Desk Share Procedure/Clear Screen Policy

- Book desk in advance.
- Standard wired equipment such as mouse, keyboard and docking station must not be removed from desk.
- Keep personal items on desks during the day and at the end of the working day store these items in appropriate storage area, such as individual pedestals/lockers where these are provided.
- Headphones should be used by each person when making phone calls or Teams calls. You should be mindful of colleagues during meetings and long calls.
- Desks should be wiped down with antibacterial wipes at the end of the working day.
- If equipment set to individual specification, please return to original settings at the end of the workday.
- Reposition the desk and chair as they were at the start of the day. If individual specific chair moved, please return at end of the working day.
- If specialised equipment is used during the working day this should be removed and stored securely before returning standard equipment to desk.
- If equipment or workstation is faulty or broken, please notify your line manager or team leader and then arrange for removal/make condemnation request. If possible, order replacement or ask your line manager or team leader to do so.
- Although screens will lock automatically after a specified time period, you should not rely on this to protect the information on display or to restrict access to the systems. When leaving your workstation unattended, you must manually activate the screen lock.