

# Hot Desking

## General Advice for SCC Employees



### Aim and purpose

This document is designed to give guidance to managers and employees of SCC on the arrangements for hot-desking.

### General principles

“Hot-desking” is taken to mean the practice of not allocating workstations to specific employees. Any employee is able to use any desk allocated as a hot-desk.

Ownership of a hot-desk is not permitted in any way so personal effects and paperwork are to be cleared at the end of the working day and employees should not develop a pattern of always sitting at the same desk.

Banks of desks will be allocated to teams in an effort to ensure effective communication between team-members but this is not to say that only members from that team are able to sit within their bank.

### Legislation

There is no specific legislation relating to hot-desking, however the arrangements set out in this document incorporate reference, where appropriate, to SCC’s obligations under health and safety legislation. The Health and Safety (Display Screen Equipment Regulations) 1992 apply to all permanent and temporary workstation alike.

### Health and safety

Employees will be required to participate in a DSE assessment and to take any necessary corrective actions. Employees are not expected to undergo this risk assessment each time they sit at a new desk, rather they should remain mindful of the need to observe safe working practices, e.g. adjust the chair to attain a neutral posture and the height of the display screen to a comfortable level, whenever sitting at a hot-desk.

Users who work from a laptop are only permitted to use them for a maximum period of 2 hours, with a break half way through. After this time separate peripherals are required so either a separate screen or keyboard must be used in conjunction with the laptop.

### Hygiene

Before starting work, clean the desk surface, keyboard, mouse and telephone, including dialling buttons and the handset mouth and ear piece using antibacterial wipes. Do this again when you have finished so that it is ready for the next person to use.

## **IT equipment**

Each hot-desk will be furnished with standard equipment such as screen, keyboard, mouse, docking station etc. A standard supply of stationery will also be made available as will internet access.

Each employee will be provided with a laptop, for which they will remain responsible. Employees will therefore be able to work from any desk allocated as a hot-desk by either slotting their laptop into the cradle provided or

At the end of the working day the laptop will need to be stored securely following local arrangements. Alternatively, the employee could take it home with them, remaining mindful of relevant IT policies.

IT equipment provided to the employee to support the hot-desking arrangements is for the exclusive use of that employee alone. The employee is not permitted to allow family members or friends to use equipment provided to them.

## **Telephones**

Employees working under hot-desking arrangements will be provided with an Avaya phone, enabling a personal telephony service at any hot-desk upon logging in. At the end of the working day the phone should be logged out prior to leaving.

## **Storage of personal effects**

Employees working under hot-desking arrangements will be allocated storage in which to keep their personal effects. At the end of the working day, these are to be locked and stored neatly in the space provided.

## **Storage of paperwork/documents/files etc.**

Hot-desks are to operate under a clear-desk policy. That is to say at the end of the working day no paperwork/ documents/files etc. should be left on them.

All materials are to be stored in the department's allocated filing system or scanned to electronic filing systems and returned to off-site storage where possible.

## **Confidentiality**

Employees remain subject to confidentiality clauses contained within their contract of employment at all times. With regards to hot-desking this means that employees must not leave sensitive or confidential materials unsecured, rather all confidential paperwork/documents/files etc. must be securely stored in the department's allocated filing system or scanned to the electronic filing system and marked confidential as appropriate.

If employees find papers or documents not belonging to them at a hot desk they are using or wish to use then they must inform their manager immediately.