

Clear desk guidance for safe and secure working

We want to ensure that the CCG's open plan offices continue to be a safe and welcoming place to work, in addition to complying with both Infection Prevention and Information Governance requirements. With this in mind, NHS Hull Clinical Commissioning Group is introducing new clear desk guidelines from June 2020.

As a consequence of the safer way of working there will be fewer desks available for team members, and therefore necessary for desks to be kept free from all paperwork or personal items when not in use. This means that, when you have finished with a desk, or have finished work for the day, it is essential to leave a clear desk behind you for other team members to use. It is also important for CCG security reasons to ensure that any items of value are locked away.

A clean and tidy office and desk area:

- reduces the chance of confidential information being compromised;
- reduces workplace accidents and spills;
- ensures information will be held securely whilst not in direct control of the owner;
- ensures workspaces will be kept clear for the next user; and
- helps the cleaning team have clear access to clean working surfaces;

Please help to keep the office safe and clear by following the guidelines below:

1. Keep desks clear of non-essential clutter; the items on your desk should be what you need to work that day.
2. Always lock away highly sensitive documents before you leave the desk you are using for any length of time.
3. All items such as laptops, USB data sticks, mobile phones, cameras, smart cards and ID badges should be securely locked away when not in use or taken with you at the end of the day in line with your team's Business Continuity Plan.
4. Only essential personal items (drinks bottles / cups / etc.) should be present and these should be put away when you have finished with them.
5. Wipe clean desks before and after use. Wipes and hand sanitiser is available at cleaning stations within the main offices.

Everyone who works at the CCG is responsible for the tidiness of their working area.

Thank you for your support with this.

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