

Clear Workspace Protocols

North Central London CCG is committed to efficient and effective working practices. In support of this objective, we have introduced some Clear Workspace Protocols.

The implementation of these is straightforward; at the end of the working day, or following use of a workspace, the area should be left tidy, clean and clear of personal possessions and paper work – ready for the next occupant. The protocols are applicable to all workspaces including desks, meeting rooms and other ad-hoc storage places such as tops of filing units, under desks and window sills.

What will a clear workspace do?

- ❖ Contribute to a productive and pleasant working environment
- ❖ Support the introduction of desk sharing arrangements by ensuring that all staff have access to a clean and tidy workstation
- ❖ Ensure the security and confidentiality of all CCG data and information is maintained
- ❖ Help the environment by reducing unnecessary paperwork
- ❖ Project a professional image to CCG visitors and customers
- ❖ Improve the health and wellbeing of our staff. Research has shown that having a tidy desk can reduce the number of workplace accidents

How to achieve it?

- ❖ When you leave a desk, it should be clean and clear of personal possessions and paperwork
- ❖ Try to handle documents only once – act on it, file it or bin it.
- ❖ All paper files should be stored away when not in use. All staff will have access to a personal locker.
- ❖ Check your retention schedule and discard paper whenever possible.
See the Department of Health, Records management, [NHS Code of Practice Guidance](#)
- ❖ Use a shredder or the secure recycling points for confidential waste. Other papers should be recycled.
- ❖ Do not print emails to read them. When possible, read on screen.
- ❖ Clear the workspace when leaving it for more than two hours, not just at the end of the day.
- ❖ Consider scanning paper items and filing them on your PC.
- ❖ Ensure that all confidential papers to be retained are locked away and that you either logoff or lock the computer screen for periods of absence.
- ❖ Laptops or PC's should always be in 'locked' mode or shut down completely if left unattended.

Practical arrangements

Both managers and staff are jointly responsible for the implementation of Clear Workspace Protocols. There is an expectation that all staff will uphold the spirit of the policy and managers will support employees in doing so.

Employees are responsible for:

- ❖ Ensuring that following the use of a workstation, desks are left tidy, clean and clear of personal possessions and paperwork
- ❖ Storing paperwork and hard files away when not in use
- ❖ Setting aside a regular date and time to clear paperwork that is no longer required.

Managers are responsible for:

- ❖ Ensuring all staff are aware of the Clear Workspace Protocols, adhere to them and maintain a clear workspace
- ❖ Ensuring their workspace reflects the protocols
- ❖ Supporting staff in the transition to clear workspace arrangements and to ensure they also role model the required approach.