group policies and procedures

# shared space protocol

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| Category | Corporate Governance |
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**Related policies and guidance**

**Document revision and approval history**

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| Version | Date | Author | Approved by | Comments |
| V1 | Nov 2023 | SF | FC & JL |  |

# purpose

The purpose of this Protocol is to set out agreed working practices within the shared Castleman office space at Canford Heath Group Practice.

# pROTOCOL

**Use of Space**

The Castleman office space in Canford Heath Group Practice has been set up as a hot desking space. There are a variety of roles working for Castleman and it is important that the space is appropriate for all to access and use across the week.

The Office is booked for some specific days with some flexibility on the other days. The booking system is on TeamNet and you will note that Tuesdays and Thursdays each week are booked for use by the Castleman Board only.

In view of the need to adhere to GDPR guidance and out of necessity to ensure patient confidentiality, it would not be appropriate for Castleman Board members to be present when clinical staff are conducting patient calls and having other clinical conversations or meetings, hence the introduction of the booking system to ensure that there is no cross over of meeting types.

The booking rota for the room has been set up on TeamNet. This can be accessed by selecting Menu > Management > Resource Booking. Here you will be able to see the Castleman Healthcare Office listed and which days are booked (highlighted in green) and which days are available throughout the week. Please book on here if you would like to use the room by selecting the required date and time and inputting your details. Please keep this updated so others can see when the room is free and available for use and cancel room bookings if no longer using.

It is important that the booking system is followed to ensure that there is no overlap and the room can be used appropriately by everyone.

**Security**

Please note that the room is available for use **only by Castleman staff** or those attending together with Castleman staff unless otherwise agreed by email. Please do not allow any external staff to use the office if you are not also in attendance.

The room code **should not** be given out to anyone other than Castleman employed staff. High value Castleman assets are stored within the office and the door should be kept locked at all times.

**Clear Desk Policy**

As the office is operating as a ‘hot desk’ type space it is important to maintain a clear desk policy and leave the space clean and tidy at all times.

Please do not leave out any paperwork or personal items. Recycling bins are available in the copier room within the practice opposite the secretaries room and also in the first floor meeting room.

**Tea/Coffee/Milk**

Castleman will provide tea/coffee/milk etc for use by all. Please feel free to use the fridge, but be mindful not to leave food stored beyond its use by date. Mugs and spoons are available for use, but please do not leave these in the practice kitchen or dishwasher. These should please be washed and returned to the office before leaving.

**Hygiene**

In order to maintain a hygienic environment Castleman have provided sterile wipes for use. Please clean up any spillages and wipe down desks and keyboards after use.

Please be mindful of others and leave the room as you would wish to find it. Please also be environmentally aware – please switch off lights when leaving, ensure the window is closed and reduce the heating if you have changed the standard setting at all.

If you have any issues or needs or have queries in relation to bookings please contact Becks at [rebecca.green@dorsetgp.nhs.uk](mailto:rebecca.green@dorsetgp.nhs.uk)