Hot-desking made easier
Practical workstation support guide

A quick setup check for office, home and shared desks. Adjust the workstation to suit you each time you change desks, then keep opportunities for movement in your working day.

1. Set up before starting

Check	What to do
Chair	Adjust the height so you can use the keyboard with relaxed shoulders. Set the backrest to support your lower back.
Feet and legs	Support your feet on the floor or a footrest. Leave a small gap between the seat edge and the backs of your knees. Keep legroom clear.
Screen	Centre your screen an arm's length away, top at eye level. Adjust text size for easy reading.
Keyboard	Keep it directly in front of you, just below elbow height. Avoid a setup that makes you lift your shoulders to type.
Mouse	Keep it close to the keyboard so you can use it without reaching.
Laptop	Use a separate keyboard and mouse for sustained desk work. Raise the laptop screen or connect to an external monitor.
Light and glare	Adjust the screen position, blinds or lighting if reflections make the display difficult to read.
Desk space	Clear enough space to work comfortably. Keep frequently used items within easy reach.
Paper documents	Place paperwork on a document holder beside your screen to limit head movement.

These are starting points for a comfortable setup. Individual needs should guide adjustments.

2. Keep movement practical

- Change position during the day.
- Alternate screen work with activities that let you stand, walk or use a different position.
- Take short breaks regularly, before fatigue builds.
- Make breaks a genuine change of activity (not from computer to a phone).

3. Make hot-desking work

Employees should:

- Check the setup each time they change desks.
- Ask for missing equipment or help.
- Report recurring discomfort.

Employers should:

- Keep adjustable furniture and essential equipment available and working.
- Provide a reliable arrangement for employees who need specific equipment or adjustments.
- Give employees a clear reporting route.
- Record each issue, assign someone to resolve it and check whether the change helped.

The checklist supports the process; it does not replace a suitable workstation assessment.

4. Act on discomfort

Do not assume that every ache comes from the desk. Report discomfort, review the setup and seek individual advice when symptoms persist, recur or interfere with work.

Use this simple action record:

Issue	Change needed	Responsible person	Review Date
Example: feet unsupported after chair adjustment	Provide a suitable footrest and check the setup	Named workplace contact	Agreed date

Flow Osteo offers DSE-informed workstation guidance, **practical** education and on-site osteopathic consultations and treatment. Support can **help** employees identify useful adjustments and **discuss** concerns that **need** individual assessment.

This guide provides general guidance on setting up a shared desk, reducing everyday frustrations and knowing when to ask for support. It is not a clinical diagnosis or a completed DSE assessment. Employers remain responsible for assessing and addressing workplace risks.