

FOI number: **HBC_FOI_20210074**
Date FOI Received: **4/02/2021**
Department: **Other**
Title: **DSE workstation assessments and equipment**
Description: **DSE assessments and workstation equipment**

Request: (As Redacted sent by requestor)

1. How do you complete ergonomic/DSE workstation assessments, including to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations and make "reasonable adjustments" in line with the Equality Act?
2. What companies do you use for both providing workstation assessments and supplying DSE equipment recommended?
3. Were these products or services purchased through a tender or framework? If so, which one?
4. Are you under contract with your current supplier(s) for the above assessment/supply services? If so, what is the start and end date of the contract?
5. Can you confirm your annual spend on assessments and equipment?
6. Can you provide contact details for the person(s) responsible in procurement?
7. Can you provide contact details for the department responsible for managing this service?

Response: (Response as Redacted sent by service)

1. How do you complete ergonomic/DSE workstation assessments, including to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations and make "reasonable adjustments" in line with the Equality Act?

Employees undertake self-assessments. H&S Advisors undertake DSE assessments where additional support and advice is required. Posturite are used where employees have significant concerns or where concerns are unable to be rectified in-house. Our occupational health provider is also able to carry out workstation assessments.

2. What companies do you use for both providing workstation assessments and supplying DSE equipment recommended?

Posturite

3. Were these products or services purchased through a tender or framework? If so, which one?

These are ad-hoc purchases for equipment only.

4. Are you under contract with your current supplier(s) for the above assessment/supply services? If so, what is the start and end date of the contract?

No

5. Can you confirm your annual spend on assessments and equipment?

2019/20 = £317.38 on equipment

2020/21 YTD = £90.00 on equipment

6. Can you provide contact details for the person(s) responsible in procurement?

Margaret Haynes- Corporate Procurement

Margaret.haynes@hertsmere.gov.uk

7. Can you provide contact details for the department responsible for managing this service?

Colin Tester- Asset Management

Colin.test@hertsmere.gov.uk

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

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Wycliffe House, Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 01625 545700

Website: www.informationcommissioner.gov.uk

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards

Information Services