

NCC-048926-20 Workplace Assessments

Dear Sir/Madam,

Further to your request for information under The Freedom Of Information Act, Please see below in response to each point. We apologise for the delay in responding and hope this has not caused you any inconvenience.

Under the Freedom of Information Act 2000, please can you confirm:

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?**

This is a blended approach and risk based, self-assessment via the HSE form and issues escalated and advice from H&S or OHU including full ergonomic assessment if required of which reasonable adjustments are considered. Also greater degree of consultation via interactive home working tool during Covid period

Audit and inspection monitors compliance as well as any DSE related injury and ill health reviewed as to the cause. Changes are suggested at the time of assessment to the service user and if any additional equipment is required this is advised in the report to the manager who then is responsible to follow this up

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

COPE OHS

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

The framework via Procurement and OHU

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?**

Procurement will have this information

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

Procurement and OHU, I assume this will be embedded in individual team budgets – yes it comes from team budgets

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

7. Jennifer Rosenbaum

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

Chief executives , H&S , Procurement and OHU all within

We understand that under the Act we are entitled to a response within 20 working days of your receipt of this request.

If this request is denied in whole or in part, we politely ask that you justify all deletions by reference to specific exemptions of the Act. We also ask that you release all non-exempt material. We reserve the right to appeal your decision to withhold any information or to charge excessive fees.

If possible, we would prefer to receive the information electronically.

If you require any clarification, please contact us under your section 16 duty to provide advice and assistance if you find any aspect of this FOI request problematic.

Please acknowledge receipt of this request, and we look forward to receiving the requested information at your earliest convenience.

We trust this now resolves your enquiry. Where we have not been able to provide details we expect that this information is not held by Nottinghamshire county Council at this time.

We suggest all requesters search under our publication scheme in advance of requesting information under the freedom of information act.

Nottinghamshire County Council regularly publishes previous FOIR, s and answers on its website, under Disclosure logs. (see link) <http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords. i.e. care / home etc.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or email complaints@nottscc.gov.uk .

Kind Regards
Complaints and Information Team
Nottinghamshire County Council