



Reference: FOI3456

Request:

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?

All employees identified as "DSE Users" are required to complete a DSE self-assessment of their workstation which is reviewed and approved by their manager. Homeworkers are also required to complete a Homeworking DSE Self-Assessment. In both cases, where issues are identified as part of the self-assessment, the manager of the affected employee will first attempt to identify basic reasonable adjustments can be made internally to rectify the problem. For more complex issues, additional advice and guidance, and/or a general DSE workstation assessment can be provided / undertaken by the NTC Health and Safety team. Where multiple complex and specialist issues exist, such as medical conditions which impact an individual's comfort and DSE setup, then specialist ergonomists may be contacted to make a more thorough evaluation of the issues and provide specialist recommendations for improvement.

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

The preferred supplier for general and specialist DSE equipment is Albany Contract Furniture. Where a specialist ergonomist is required to assess the individual or workstation, the preferred supplier is Vergo UK

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

** Albany are ranked 1 under Lot 1 Office Furniture on the current NEPO Framework for the Provision of Furniture. There was no formal tender process used for the selection of preferred DSE assessment provider, instead a market evaluation of various providers was undertaken to determine the most suitable supplier for our needs (Vergo UK)**

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?

There is no overarching Contract with Vergo or other 'Specialist'. Albany appointed via NEPO Framework which expires in August this year. The date for commencement of a replacement Framework is 1st September 2021.



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

**NTC spend on assessments are carried out via Vergo (agreed supplier) for the current Financial year to date (wef 01/02/20) is £8472. Spend on any identified equipment is with Albany (agreed supplier), however there is no way to identify the equipment as the records are not held centrally and are coded under general office furniture. Orders are raised by individual service areas with a spend over £250 can be found using the following link

<https://my.northtyneside.gov.uk/category/1271/transparency>**

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

Mark Perry - mark.perry@northtyneside.gov.uk

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

Anthony Laing CMIOSH Senior Occupational Health & Safety Manager Mob: +44 07812 484 012

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