

2 Bristol Avenue,
Colindale, NW9 4EW
25 February 2021
Our ref: 6994904

Thank you for your request received on 5 February 2021, for the following information:

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?

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and the answers to your questions are below

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 office/Workstation staff is assigned DSE module and DSE assessment on E-learning portal. New Staff are required to complete this within 4 weeks of starting their role, other staff are required to retake this module and assessment every 4 years unless there is a change in workstation or an individual situation/condition then they would be required to retake the assessment earlier.

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

The council have its own trained DSE assessor in an individual services including in the Health and Safety team. If there is any technical assessment that cannot be completed by the DSE assessor then this would be sourced from an external provider such as Posturite. Equipment would be sourced from Posturite, and Online Ergonomics.

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

The service provider Posturite and Online Ergonomics are part of the Barnet Framework.

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 contractual arrangements, its adhoc arrangement where service is commission as and when required .

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

N/A this varies depending on individual requirement.

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

This is managed by the Customer and Support Group (CSG) contract.

<https://open.barnet.gov.uk/dataset/23d3v/customer-and-support-group-csg-contract>

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

All department are responsible for managing their service requirement, Health and Safety team provides the overarching guidance, advise and support.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications

Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.