From: Freedom of Information
Sent: 08 July 2021 16:33
To:
Subject: Freedom of Information Response (Our Ref: K/21/162)

Dear

Freedom of Information Response (Our Ref: K/21/162)

Thank you for your Freedom of Information (FOI) request dated 30 March 2021, reference K/21/162. Please accept our sincere apologies for the delay in responding to your request.

Your request read:

“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?”

The University of Leeds holds this information. For your convenience we have responded to each of your questions in turn below.

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? We use an online DSE assessment training and risk assessment package for all staff.

What companies do you use for both providing workstation assessments and supplying DSE equipment recommended?
We use Brit safe for our online training and assessment. We do not specifically stick to a company to supply DSE equipment.

Were these products or services purchased through a tender or framework? If so, which one?
No – we built a relationship with Brit safe many years ago were we helped to develop the content that we use.

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?
Our contract with Brit safe has ended but we are currently negotiating an extension.

Can you confirm your annual spend on assessments and equipment?
This is not possible to calculate given these costs are spreads across the university and not from one budget.

Can you provide contact details for the person(s) responsible in procurement?
This responsibility sits with a team rather than individuals.

Can you provide contact details for the department responsible for managing this service?
safety@leeds.ac.uk

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

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 can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
      Deputy Secretary
      The University of Leeds
      Leeds
      LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted
at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

**Chloe Wilkins**  
Freedom of Information Officer

Secretariat  
University of Leeds