

GREATER LONDON AUTHORITY

[REDACTED]
(By email)

Our reference: MGLA050221-5465

21 December 2021

Dear [REDACTED]

Thank you for your request for information which the Greater London Authority (GLA) received on 5 February 2021. Firstly, please accept our apologies for the significant delay in responding to your email. Your request has been considered under the Freedom of Information Act 2000.

You requested:

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?*

[REDACTED]
Please find below the information we hold within the scope of your 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 GLA employees complete a DSE assessment based on a form. Any action arising from the completed form will be picked up by the employee and their line manager. The form was designed by a GLA H&S consultant.

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

The assessment is a self-assessment and if necessary it is supported by local H&S coordinators. DSE equipment can be provided by a multiple of suppliers depending on the recommendations.

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

The tenders are managed by Transport for London (TfL), our shared services procurement team. Please find more information on: <https://tfl.gov.uk/info-for/suppliers-and-contractors/opportunities>

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?*

Banner and Computacenter are our two suppliers. This is under a TfL contract and we do not hold further details on their contract start / end date.

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

There is no annual expenditure because separate records are not kept to distinguish DSE equipment.

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

Please see TfL website on the above link

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

Our Facilities Management team are responsible for this area of work and can be contacted via mayor@london.gov.uk

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA050221-5465.

Yours sincerely

Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at: <https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>