

FREEDOM OF INFORMATION REQUEST

RF23-688

Request:

1. The date of the decision was made by the Trust that all new chairs provided must be 'operator chairs with brake loaded casters as standard'?
2. Is this a standard or a policy or if neither what is it classified as?
3. Where can this information be found on the Trust website please?
4. How have managers in all wards and units been made aware that all new chairs provided must be 'operator chairs with brake loaded casters as standard'?

Response:

We can confirm East Kent Hospitals University NHS Foundation Trust (EKHUFT) holds the information you have requested.

1. Specification for new chairs to be used on vinyl flooring i.e. brake loaded was submitted in 2018
2. The Trust's Display Screen Equipment Policy states "the manager can request a new or replacement standard chair via Procurement". However, the policy does not specify what the standard is. The Trust has a Workstation / Display Screen Assessment Tool (included as an appendix to the policy) which includes questions about chairs and provides advice, from which the chair's characteristics can be determined:

Is the chair stable on a five-star base? Do castors move easily and are they compatible with flooring? Is the chair generally in good condition? (legal requirement)	Change chair or replace castors.
Is the seat adjustable for height? (This is a legal requirement) and tilt? (desirable) Users hips should be slightly above knees	Replace chair
Is the seat backrest adjustable in terms of both height and tilt? (legal requirement)	Replace chair
Does the chair support the small of the back?	Replace chair
Are the individuals back naturally aligned, supported and relaxed? Seated user's ears should be vertically aligned with shoulder and hip	Adjust position until posture achieved
Do the arms of the chair (where fitted) allow the user to get close enough to the desk to use the keyboard comfortably, without hunching the shoulders?	Replace chair or remove the arms
Is the seat correctly adjusted for the user? Forward tilt takes knees slightly below hips and can be effective for low back ache sufferers.	Adjust seat regularly throughout day to avoid static posture and change pressure points
Does the user know how to adjust the chair?	To be instructed on chair adjustment
With the chair adjusted to the correct height for the user & desk, is a footrest required? User must be able to rest both feet flat	Purchase a footrest

Is the chairs maximum load and height range sufficient for the user?	Change chair
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Please also see the 'Chair Display Screen Specification' document.

3. The DSE policy is available to staff on the Trust's intranet.
4. This is communicated to end users during enquiries or if a requisition is received without the appropriate castors

(DATE OF RESPONSE: 15 NOVEMBER 2023)