

Information Governance Department
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Web: www.wwl.nhs.uk

Ref: FOI/2023/9274

Date Received: 6th October 2023

Response Due: 3rd November 2023

Date: 31st October 2023

Dear Sir/Madam

You asked:

- 1. Can you confirm how many in person DSE workstation assessments been carried out across the Trust in the last 3 years. Can you break this down into the different years.**

Period: 01/10/2020-30/09/2021 = 0

Period: 01/10/2021-30/09/2022 = 8

Period: 01/10/2022-30/09/2023 = 27

Total: 35

- 2. How many in person DSE workstation assessments are outstanding?**

None

- 3. How many have been outstanding for over 12 months?**

None

- 4. Has everyone who works from home had a DSE workstation assessment carried out?**

All staff working from home should have completed a DSE workstation assessment in line with the Flexible Working (incorporating Agile Working) Policy.

- 5. Who has carried out the home DSE workstation assessments and what training have they been given to carry out this task?**

Face to face DSE Assessments for staff working at home have been completed by trained members of the Health and Safety Team. For all others, the DSE training and assessment is completed using an online externally hosted programme. The Trust's Flexible Working (incorporating Agile Working) Policy contains a comprehensive toolkit for the management of DSE for home workers.

- 6. How many DSE workstation assessors does the Trust have?**

7. How much time is allocated to each assessor to carry out the assessment role?

Each in-person assessment takes approximately 1 hour

8. Is there a record kept of the people who have had the workstation assessment training?

Yes held on the externally hosted online programme

9. How often is update training carried out for these assessors?

Every 3-years

10. Who assesses the assessors to ensure that assessments being done are being done in a consistent manner?

Competency is checked at the point of DSE Assessor training.

11. Are consistency checks made across the Trust?

Health and Safety Team, who are externally trained DSE Assessors, periodically review assessments for consistency.

12. What DSE assessment is made for mobile workers?

An externally hosted online training and risk assessment programme is available for all staff identified as DSE Users.

13. Is the Trust aware of how many mobile workers there are? Can you confirm the number and the number who have had DSE assessments completed.

This information is not centrally recorded.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Juliette Tait
Chief People Officer

PLEASE NOTE:

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 should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111