

Delivery of Equipment via external suppliers

When equipment needs to be purchased and delivered to home addresses via a supplier company approval will need to be granted by a line manager/supervisor and requests subsequently submitted to College/Service key contacts.

- College key contacts
- Service key contacts

Type of equipment that can be purchased

There are limitations on the type of equipment that can be purchased and delivered to home addresses via suppliers once approval has been granted.

Office equipment that can be retrieved and delivered are as follows:

- Office chairs
- Height adjustable desks
- Height adjustable platforms (to be placed on existing desks)
- Ergonomic desktop equipment

NB: For some chairs and all desks these will be delivered as flat pack items which will require self-assembly by the recipient. Requestors must be mindful that they are able to take the equipment to the room within their homes and are physically capable to assemble equipment when received.

If standard desktop IT equipment is required such as a mouse, keyboard or monitor requests should be made via the [IT Helpdesk](#) in the first instance – refer to the IT equipment requests information page.

Delivery information

Information required to enable home delivery of new equipment purchased are as follows:

Delivery Address (including post code):

Contact Telephone Number:

Location of Main Entrance i.e. Ground Floor Entrance, Access Control e.g. flats/apartments:

Flats/Apartment Location e.g. ground or upper floors:

Flats/Apartments access within the building e.g. stairs only, passenger lift etc.:

Parking restrictions (delivery vehicle):

Requests should be submitted with the information above to the relevant College/Service key contact.

- College key contacts
- Service key contacts

NB: Deliveries will usually be made via a courier to main kerbside entrances only. If deliveries to an upper level is required this must be stated in advance when requests for equipment is made.

Confidentiality and disclosure of medical conditions or a disability

There is no obligation on staff/students to disclose details about their health condition, diagnosis, disability or treatment. Medical information is confidential and any disclosure should be treated with the greatest respect and confidence.

Further information

To assist with decision making regarding requests made by staff/students, further guidance can be obtained via the [Health & Safety Team](#).

CHANGE MANAGEMENT

Version	Release Date	Originator	Summary of changes
V1	23rd April 2020	H&S Team	Approved by Gold
V1.1	23 rd July 2020		Removal of Occupational Health email contact details

DISTRIBUTION LIST

Role / Electronic file location	Name
COVID-19 DSE Homeworking Website	

