

Equipment loan arrangements and loan form

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1. Scope

Safety and Health Services hold a stock of ergonomic equipment that can be loaned out to members of staff. This document provides information on how to access this equipment.

2. Introduction

Safety and Health Services hold a stock of ergonomic equipment that can be loaned out to members of staff for an initial two week period.

Members of staff who wish to borrow equipment should complete the online order form which can be viewed here:

https://forms.office.com/Pages/ResponsePage.aspx?id=MH_ksn3NTkqI2rGM8aQVG_W_vd6n53VFi9cHEH8xhRdUOEK4TE81RzFGOUhRUEXCVzlyUEJOS1NBTS4u

Alternatively, the loan form at the end of this document can be completed and returned to Safety and Health Services by internal mail or by email (bristol-safety@bristol.ac.uk). When the loan item becomes available we will contact you to arrange for its collection.

After the two week trial period, the loan equipment must be returned to Safety and Health Services and the member of staff should make a decision as to whether they wish to obtain their own ergonomic equipment. Equipment should be purchased by the individual department from the following University approved suppliers:

Insight - http://www.bristol.ac.uk/safe/Purchasing/uk_insight.html

Office Depot - http://www.bristol.ac.uk/safe/Purchasing/office_depot_uk_ltd.html

Chairs: Safety & Health Services have a range of desk chairs which can be viewed. Whilst these are not available to loan, the local DSE assessor can arrange for individuals to try out the chairs at 1-9 Old Park Hill by making an appointment (email bristol-safety@bristol.ac.uk or call 88780). A local DSE assessment should have been completed before viewing chairs and submitted to the local DSE assessor. Full details of the DSE risk assessment process can be found here: <https://www.bristol.ac.uk/safety/media/gn/dse-assessment-flowchart-gn.pdf>

Office chairs can be purchased from Bridgend Office Furniture (BOF Group Ltd) - <http://www.bristol.ac.uk/procurement/>

N.B. For a standard replacement chair where there are no underlying health conditions, the "coast" chair (from BOF) can be ordered from the marketplace section in myERP. This chair is suitable for most individuals. In these cases, there will be no need to view the more specialist chairs at S&HS.

**** Important Information ****

In order to ensure that as many staff as possible have the opportunity to try equipment, orders are limited to no more than two items at any one time, and no more than one item of any particular type; for example one keyboard and one mouse.

Items will be reserved for collection for up to five working days, after which the order will be cancelled and the items offered to anyone on the waiting list.

Failure to return the equipment on time may result in a charge to the school/service, and if equipment is found to be damaged upon return the school/service will be charged for its replacement.

3. Available equipment

3.1 Cordless Trackman Optical Mouse:



This mouse allows for no clutter or cables cluttering your desktop. It provides precision and smooth tracking. Its shape makes it very comfortable to use.

3.2 Cordless Trackman Wheel Mouse:



Designed to help with precision, speed and comfort. Good for people experiencing shoulder problems, eliminating shoulder movements. Excellent for people who are short of space or have problems with the mouse wandering.

3.3 Evoluent Mouse:



The Evoluent Vertical Mouse has a patented shape that supports your hand in a neutral, relaxed position which eliminates forearm twisting. Available for right- or left-handed mouse users.

3.4 Bakker DXT Precision Ergonomic Mouse:



The DXT precision ergonomic mouse ensures a natural, neutral hand position with a precision grip for very accurate navigation. Suitable for both larger and smaller hands, this mouse can be used by right- and left-handed users.

3.5 Marble Mouse:



Comfort of an advanced mouse but with the convenience and precision of a trackball, whether you are right- or left-handed.

3.6 3M Ergonomic Optical Mouse:



Can help reduce muscle strain and discomfort. Using a vertical grip mouse encourages your wrist to remain locked, reducing the pressure on your delicate median nerve.

3.7 Logitech touchpad mouse:



Wireless rechargeable touchpad, Windows 8 and Windows 7 compatible.

3.8 Posturite penguin mouse:



Enables right and left hands to share the workload and avoid exaggerated movements of the wrist joint that can increase pressure on the soft tissues in the carpal tunnel. Regular switching of hands throughout the day helps prevent static muscle strain (SMS) in the arm and shoulder.

3.9 Rollermouse:



The Rollermouse sits under the keyboard and is activated by a scroll bar and buttons that lie below the spacebar. This prevents stretching the arms out to the sides and may prevent shoulder pain. The Rollermouse also acts as a wrist support.

3.10 Microsoft Ergo Keyboard 4000:



Natural Ergonomic Keyboard 4000 allows you to work in a more natural position. A natural arc and a curved key bed brings the keys closer to your fingers to reduce reach and unnecessary motion, while encouraging a more natural typing position. It also comes with a cushioned wrist rest that encourages better arm and wrist alignment.

3.11 Mini Keyboard:



A compact keyboard with no number pad on the right-hand side. The absence of a number pad allows the mouse to be used closer to the centre of your body, reducing twisting and leaning and encouraging a better posture.

3.12 Mini Keyboard and separate number pad:



A two-part keyboard and number pad. The separate number pad allows flexibility over where it is placed. For example it can be used only when needed (e.g. data entry) or located on the opposite side of the mini keyboard to the side the mouse is used thereby reducing leaning and twisting and encouraging a better posture.

3.13 Gold Touch Keyboard:



This keyboard can be split both horizontally and vertically to achieve the most personally comfortable position. This design minimises the effects of splaying the hands outward, turning the hands downwards over the keyboard, and flexing the hands back at the wrist.

3.14 Microsoft Sculpt Keyboard:



The split keyboard is formed with an arc to keep your wrists and forearms in a relaxed position to offer a more natural way of typing, while the cushioned palm rest adds support. This keyboard is similar to the Microsoft Natural ergonomic keyboard but is smaller and lighter. The separate number pad gives you the flexibility to position it anywhere on the desk. Please note the wireless receiver is stored inside the battery section on the underside of the keyboard.

3.15 Winged Roll:



The winged roll provides the support you need exactly where you need it. This can be used in the home, office or car. This product is designed to provide both lumbar and lateral support. Provides enough support to maintain the inward curve of the lumbar spine.

3.16 Lumbar Support Cushion (circular and D-roll available):



The Lumbar Roll provides the support you need where you need it. This product is ideal for use in the home, office or car. The circular roll is usually of most benefit to those users who have a particularly pronounced inward curving of the spine and require a little extra support. The D-roll is for those who do not need such a pronounced shape but could benefit from a little extra support.

3.17 Posture Curve:



This small precisely shaped pad fits behind the small of the back and supports the spine in its natural shape to help relieve symptoms of back-pain. The Posturite Curve can be used in many different types of seat.

3.18 Posturite Back Support



The Posturite Back Support encourages a healthy position for the spine and gives lateral and lumbar positioning. It can be used in different types of seats including softer seating which may not have as much support.

3.19 11 Degree Wedge:



The 11 degree wedge will allow you to sit down for long periods with the pelvis tilted correctly and the spine in its natural position. This will significantly decrease muscle fatigue and pain across the lower back.

3.20 Professional Series Ultimate Back Support:



Innovative Tri-Tachment™ ensures stability eliminating constant readjustment. 3 Section lumbar support expands and contracts to natural body curvature. The fully adjustable design allows it to fit most office chairs, simply place support on chair, position your back and clip the straps.

3.21 Cricket Laptop Stand:



Height adjustable laptop stand. Press button to adjust 6 screen heights from 11 to 60 degrees for optimal laptop screen height. Easy fold out setup and extremely portable. The design enhances airflow keeping the notebook cool, whilst keeping the laptop well supported. Elevates laptop screen to comfortable viewing height and enables use of full-size keyboard for more efficient computing. Also works with tablet PCs - Adaptable design means it can be used as a stand for smaller devices. Please note: this item is designed to be used in conjunction with a separate mouse and keyboard as part of a laptop workstation, in order to improve body posture and increase comfort & productivity. Please ensure the top of the screen is at eye level. Taller individuals may find this stand does not raise the laptop high enough and may wish to use an additional method to raise the height of the screen.

3.22 Fellowes Laptop Quick Lift:



With 7 angled adjustments to choose from, the I-Spire Quick Lift stand folds flat for easy portability and convenience and is suitable for laptops up to 17" and with a maximum weight of 4 kg.

3.23 U Top Pro Laptop Stand:



Document Holder and unique magnetic securing facility. Six height settings. Easy set-up and folds flat for transportation and storage. Non-slip rubber feet. 4 Cable storage slots. Light weight less than 250 g, and only 3 mm thick.

3.24 Office Chairs:

Safety & Health Services also have a range of desk chairs which can be viewed. Whilst these are not available to loan, the local DSE assessor can arrange for individuals to try out the chairs at 1-9 Old Park Hill by making an appointment (email bristol-safety@bristol.ac.uk or call 88780). The local DSE assessor should accompany the individual trying the chairs to the appointment to help explain adjustments and setting up the chair. A local DSE assessment should have been completed before viewing chairs and submitted to the local DSE assessor. Full details of the DSE risk assessment process can be found here: <https://www.bristol.ac.uk/safety/media/gn/dse-assessment-flowchart-gn.pdf>

4. Computer workstation loan equipment form:

Name:
School/section:
E-Mail address:
Contact number:
School/Service Safety Adviser (SSA):
Date display screen equipment assessment carried out:
Equipment requested :
Recipient's signature:
Authorised signature: (SSA / Line Manager / Display Screen Equipment Assessor)

N.B. Damaged equipment or equipment not returned to Safety and Health Services within the loan period may result in a charge.

To be completed by Safety and Health Services:

Date request received:
Date equipment issued:
Due date of return:
Actual date of return:
Returned in good condition?:
Safety and Health Services signature: