

Appendix16 – POEL9K Chair Selection and Purchasing

Managers are responsible for the ordering/purchasing individual equipment for staff where a requirement been identified via a Workstation/Display Screen Equipment (DSE) assessment or an Occupational Health (OH) referral report.

This POEL is designed to help managers identify possible equipment that may resolve some of the problems employees have identified or where recommendations have been made.

Chairs

Several different chairs are available via the Office Update contract, each offering various levels of support to meet differing needs of the individual. The contact at Office Update is Gavin McAndrew on 0116 222 3636 or on his mobile: 07852 27 8318. Please ensure you ask Gavin to arrange to set up the chair when he delivers, so you will need to make sure the person for whom the chair is intended is available that day.

1. Cambridge Posture Chair



- High back operators chair with standard features.
- Ratchet back height adjustment, seat slide, 3 lever mechanism (seat tilt), inflatable lumbar pump support, height adjustable foldaway arms.

Ideal for all users

Available to loan for 7 days

Please provide contact name, telephone, address/dept. details

A Purchase Order Number must accompany all requests

2. Astro Posture Chair



- Square back operators chair
- High back & ratchet back height adjustment
- 3 lever mechanism (seat tilt) larger seat pan
- Choice of arms
- Additional options – seat slide & inflatable lumbar support

Suitable for larger users

Available to loan for 7 days

Please provide contact name, telephone, address/dept. details

A Purchase Order Number must accompany all requests

3. Inflexion Posture Chair



- Extra High back posture chair with shaped sculptured back rest
- Ratchet back height adjustment
- 3-lever mechanism (seat tilt)
- Inflatable lumbar pump support
- Height adjustable
- Foldaway arms.
- Additional options - Head/neck rest & seat slide

Ideal for taller users

Available to loan for 7 days

Please provide contact name, telephone, address/dept. details

A Purchase Order Number must accompany all requests

4. Impact Posture Chair



- Square back operators chair
- High back & ratchet back height adjustment
- Synchro mechanism
- Seat slide and inflatable lumbar pump support
- Choice of arms

Suitable for all users

Available to loan for 7 days

Please provide contact name, telephone, address/dept. details

A Purchase Order Number must accompany all requests

5. Important Information

Office Update require the following information to assist them to supply the most suitable 'trial chair' over a 7 day period. Please provide:

- Your name and the name of the employee who'll be trialling the chair.
- Contact numbers
- Location/room number where the chair needs to be delivered.
- Purchase Order number
- Height & Weight (please advise if over 19st or of petite stature) of the person who'll be trialling the chair
- Do you require arms for the chair?
- Do you require a sliding seat pan?
- Do you require a headrest?
- Do you require a coccyx cut out?

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- And a brief description of any other special requirements you may need to sit comfortably in the workplace.

For further info on purchasing office equipment please see [GEORGE](#)

Other Specialised or Ergonomic Workstation Equipment

There are various pieces of equipment available that can help staff achieve a safe and conformable workstation. There vary from a simple document holder or monitor stand to a complex ergonomic keyboard or a sit-to-stand desk.

Leg Rest



Product Code: BCS2071-SG, BCS2071-DB

- Height and angle adjustable (the image shows the leg rest fully-articulated but it can be adjusted to fully-horizontal)
- Rotates 360 degrees
- Various height ranges are available
- Bends under the knee at the top part of the leg rest for added comfort

Available from [Back Care Solutions Ltd](#)

A Purchase Order Number must accompany all orders.

Below are some examples of other suppliers and links to their websites/catalogues so you can explore what they offer:

1. Serco IT catalogue - [Click Here](#)
2. Ufficio – Specialist in computer workstation ergonomics - [Click Here](#)
3. Osmond Ergonomics – [Click Here](#)
4. Posturite – [Click Here](#)

A Purchase Order Number must accompany all orders.

For further information on purchasing good and services please see the **GEORGE** pages below.

[Purchasing](#)

[Approving Purchases](#)

[Purchasing Options](#)

[For further information and guidance please see G13 webpage](#)