

Guidance on provision of equipment

Purpose

This document provides guidance on the provision of equipment for new starters, staff changing location of work or staff with new equipment requirements due to changes in role or personal circumstances.

The guidance is for both staff and their line managers as well as local budget holders. It sets out the university's approach to providing equipment for staff as part of agile working practices. This takes into account the staff member's agreed working location, and the extent to which their location and equipment requirements are determined by business need, or by another factor such as individual preference or as a reasonable adjustment due to disability, health or safety needs, or other reasons.

Introduction

When staff start in role, or at other key points in their employment journey at the university, they are provided with equipment needed to undertake their role at their primary work location and, where agreed, additional locations. Provision of equipment is managed and resourced by the line manager through normal business processes and funded from local budgets. This is the case for both standard equipment and furniture, and for items procured for other reasons such as health and safety, agile working, reasonable adjustment, or individual preference.

Determining staff equipment requirements

Staff at the university typically fall into one of three worker categories in relation to location of working and this is agreed by work contract:

- Campus only
- Remote only
- Campus and remote

Staff will usually be provided with a standard set of basic IT equipment for use at their primary working location, unless their role does not routinely require them to use such equipment.

Staff who are required to work from home or another non-university location may be eligible to be provided with equipment at this location and to be offered support with workstation assessment. However, where staff are not required to work from a non-university location but choose to do, they will usually be required to provide their own furniture and any required additional equipment and will be responsible for ensuring that their working environment is safe and secure.

Examples of equipment which may be procured in addition to standard equipment

Examples of common types of additional equipment are set out in the table below. To note, if an individual requires a chair for use in a fixed office location which is not due to a disability or health condition the standard DSE policy should be followed: <https://www.nottingham.ac.uk/safety/policies-and-guidance/dse/dse.aspx>

IT equipment	Includes but not limited to: ergonomic mouse, gel pad, wrist pad, laptop raiser, free standing monitors, adjusted keyboard
Furniture	Includes but not limited to: adjustable chair, desk for sole usage, height adjustable desk, footrest, migraine friendly lamps, magnifiers

Supply, access and storage of equipment

Once equipment has been procured through the local (departmental) resourcing arrangements, it will typically be located/stored as set out in the below table. For furniture required in a shared space, [liaise with Hubs Management Group/Workplace Experience Team](#) (see email address below).

Worker category	Who to talk to?	Where is equipment or furniture located or stored as standard?
Campus only	Manager and business unit administrator	<ul style="list-style-type: none"> • Furniture will be provided in the contractual location - one fixed office/location on campus • Only one set of IT equipment or furniture is issued as standard
Remote only	Manager and business unit administrator	<ul style="list-style-type: none"> • Furniture will be provided in the contractual location - at home • Only one set of IT equipment or furniture is issued as standard
Campus and remote	Manager and business unit administrator For furniture required in shared space liaise with Hubs Management Group/Workplace Experience Team	<ul style="list-style-type: none"> • Furniture will be provided in the contractual location – on campus - one dedicated shared space team zone or Professional Service Hub • One set of furniture is issued as standard. • Two sets of furniture are issued by exception (as outlined below) • For all types of desks, the options are: <ul style="list-style-type: none"> ○ Individuals ask for a desk to be permanently allocated in a shared space - it will be removed from Resource Scheduler so no one else can use it ○ Or if the individual requires a height adjusted desk – they can simply book this desk via the Resource Scheduler booking system (this can be done up to 6 weeks in advance) so that others may also use the desk on other days when not in use. *To note, there are height adjustable desks in every shared space both bookable and non-bookable (signalled by colour coding on the Resource Scheduler ‘map view’ and searchable in ‘list view’). • IT equipment will be provided to individuals for remote/mobile work. Another set may be provided for use on campus • Storage lockers are provided for those who do not have a fixed office location in all shared spaces and Professional Services Hubs for storing this kit

Table 1 Supply, access and storage of provision

To note, for **Campus and Remote Workers:**

- The contractual base of work is campus; by signing the employee contract, individuals have committed to being present on campus when required.
- Individuals may request two sets of IT equipment – one for home and one for use on campus.
- When it has been decided by the University that an individual requires adapted furniture as a reasonable adjustment then this will be supplied for use on campus and not at home for the length of time that the adjustment is required.

Where home working is agreed as a reasonable adjustment or as a time limited recovery plan

At times, an individual may gain agreement that, as part of a reasonable adjustment, they need to have a fixed number of days at home in order to manage a condition or disability as a permanent contractual change (agreed with their line manager and HR in writing). In such instances, furniture will be supplied both at home (by the department) and on campus where it has been agreed that the individual is based.

To note, if the agreed adjustment is that the individual needs to work remotely full time this necessitates further exploration to ascertain whether this is feasible within the role and needs to be discussed with line manager and HR as a potential contract variation as a Remote Worker. ¹ Learn more about our approach to managing [reasonable adjustments](#) on our webpage.

Temporary impairments - where travel to the office is not possible for a fixed period of time due to a temporary impairment/condition (such as an injury, or recovery from an operation), a manager has discretion, taking advice from HR and/or OH as necessary, to (i) allow an individual to work remotely; and (ii) provide additional equipment or furniture; for this recovery period if they consider it reasonable taking into account the requirements of their role. If this is agreed, it must be written in a documented time limited recovery plan. This should be managed under the [sickness absence policy](#).

Further information and support

Topic and department/team to contact	Contact details
Furniture provision in shared spaces - Hubs Management Group/ Workplace Experience Team	BR-PS-HUBS@exmail.nottingham.ac.uk
HR Advice - HR Employment Relations	hrrer@nottingham.ac.uk
Information for disabled staff including reasonable adjustments	https://www.nottingham.ac.uk/edi/characteristics/disability-staff-information.aspx
DSE Assessments and Policy - Health and Safety Office	https://www.nottingham.ac.uk/safety/hsms/hsms.aspx

¹ To note, there are very few roles agreed as suitable for 100% remote working