



**REASONABLE ADJUSTMENTS
FOR YOUR WORKPLACE**

WORKPLACE SOLUTIONS

Bennett Workplace Solutions is one of the UK's leading providers of ergonomic and disability related products, ergonomic assessments, AT training and reasonable adjustments. Our aim is to help organisations increase productivity and reduce HR costs associated with staff sickness and absenteeism by promoting wellbeing, creating great places to work and facilitating disability within the workplace.

With over 25 years' experience working with people who have disabilities, we are perfectly placed to advise your organisation on all disability related issues. From supporting existing employees with physical and hidden disabilities to helping your organisation create a more inclusive environment, Bennett Workplace can assist.

We pride ourselves on providing the very highest levels of customer service and our dedicated team will do whatever it takes to ensure you, our customers, are delighted with the products and services you receive. We will ensure you have the correct training to enable you to take full advantage of any equipment which you purchase from us.

We work closely with Health & Safety Managers, Facilities Managers, Access to Work Advisors, Physiotherapists, Occupational Health Advisors and Osteopaths, together with a host of other specialists involved in providing people with the very best opportunities to excel in the workplace.



DSE & ERGONOMIC WORKSTATION ASSESSMENTS

With a wealth of experience and expertise, we are able to provide a wide range of ergonomic services to organisations from all sectors and of all sizes. Our assessment services range from basic DSE assessments required under the H&S regulations to advanced ergonomic assessments including labs, home working and driver assessments for company vehicle users.

Assessments can be arranged via our simple online form, at which point we will make contact with the employee to arrange a mutually convenient time for the assessment. Most assessments take approximately one hour, where all the relevant background information will be taken.

We procure a wide range of ergonomic equipment from various suppliers and hold substantial levels of stock at our head office in Bolton. These include various lines of posture seating, height adjustable workstations, ergonomic accessories and mobile working solutions.

1

Our assessor will identify a range of ergonomic interventions that will assist the employee in managing current issues.

2

During the assessment the employee will receive vital training to improve their awareness of workstation ergonomics and how they can proactively reduce their risk of injury.

3

Following the assessment, a written report will be produced with a range of recommendations and a quotation for any additional equipment and accessories.

DIAGNOSTIC ASSESSMENTS FOR SPECIFIC LEARNING DIFFICULTIES

A diagnostic assessment may be beneficial where an individual is experiencing significant difficulties in the workplace or in day-to-day life and does not already have a diagnosis of dyslexia or another specific learning difficulty (SpLD).

A diagnostic assessment is intended to confirm whether an individual has an SpLD or not. It provides a confirmed diagnosis of conditions such as dyslexia, as well as a clearer picture of the person's strengths and weaknesses and their individual cognitive profile. Our assessors are fully qualified to diagnose a range of specific learning difficulties and all are PATOSS members holding the relevant Assessment Practicing Certificates (APCs)

Diagnostic assessments take place in a private room at the location where the assessment has been booked (e.g. the individual's normal place of work, assessors' office, etc.). Whatever the location, a quiet room free from disturbances is essential for the duration of the assessment.

Following the assessment, a report is provided as evidence of the individual's dyslexic profile (if the individual has been confirmed as having dyslexia), signposting to other organisations or further assessments for specific learning difficulties (if required) and will include some recommendations about how to support the individual in the context of their study, the workplace or day-to-day life. Any recommendations of how an individual can be supported in the workplace are likely to be generic and not job-specific. The assessment report will be sent directly to the individual, usually by email, within around 15 working days of the completed assessment.

Following a positive diagnosis we would highly recommend a workplace needs assessment, which will focus on workplace adjustments and positive strategies to assist the employee in their day-to-day working.



WORKPLACE NEEDS ASSESSMENTS

Workplace needs assessments are a key part of the recommendations for workplace adjustments. Following a diagnosis of anything that affects employee performance, we would recommend a full assessment of need with one of our experienced assessors.

Our assessors will take a holistic approach in making recommendations and are trained to assess a range of disability types. These include but are not limited to the following: specific learning difficulties, autism and ADHD, hearing impairment, visual impairment, mental health conditions, long term musculo-skeletal injuries and mobility issues.

Adjustments may include practical changes in the workplace, assistive technology software and hardware, coping strategies and assistive technology training.

Following the assessment, a detailed written report is provided with a range of recommendations and justifications for the proposed solutions.

COPING STRATEGIES TRAINING (EMPLOYEES AND LINE MANAGERS)

We offer a range of on-the-job coaching services for employees and their employers that meet Equality Act 2010 obligations to provide reasonable adjustments. We have been delivering strategies training since 2011 and have some amazing workplace coaches throughout the UK.

Our most common help is given in the form of Workplace Coping Strategies. This means a BWS coach comes to your workplace to look at what is working

well, what is not working so well, and helps to develop strategies that focus on your specific responsibilities and your key strengths as an individual.

On average, training will consist of 4 x 2-hour sessions spread out over two months. We also work with line managers, and whole organisations to raise awareness and improve communication. This can take the form of general disability awareness training (for groups) or assistive technology awareness sessions (lunch and learn format).

SUPPLY OF ASSISTIVE TECHNOLOGY AND TRAINING

BWS are able to supply and train on a broad range of AT software and hardware products. Following a workplace needs assessment, a range of assistive software and hardware may be recommended to assist the employee in their work-based tasks.

Some of these packages include Dragon Naturally Speaking (voice activated), text to speech and literacy support tools, mind mapping and note taking solutions, screen magnification and screen reading products. All BWS trainers are highly experienced and accredited by the software developers to train on these products.

We are able to offer highly flexible training packages, either online or face to face. Our online sessions are the most flexible and we can provide training seven days per week between the hours of 9am and 9pm.

WORKPLACE SOLUTIONS

WORKPLACE ENVIRONMENTS

HEIGHT ADJUSTABLE DESKS

Relief from static muscle loading may only be achieved through frequent movement. Increased blood flow to fatigued muscles occurs when standing and walking, which re-energises the muscles. Research tells us that people need to get out of their chairs and move at least five minutes per hour and that alternating between sitting and standing positions is critical for us to keep our bodies healthy and prevent illness.

Height adjustable desks allow easy adaptation of a single desk to a wide variety of users, rather than trying to adapt a diverse workforce to one or two fixed desk configurations. This adaptability allows users to work using their bodies' optimal "neutral posture" which is the work posture where your body is at its strongest and most efficient. Employees who alternate between sitting and standing positions will have more energy, experience reduced fatigue levels and reduce their risk of injury caused by working in one body position too long, thus reducing absenteeism.

We provide a range of aesthetically sharp, cost effective, height adjustable desks which allow multiple users to quickly move the work surface to meet their individual needs.



MEETING SEATING

Meeting rooms can create a great first impression for prospective clients and employees. Many will have sat in meetings in which they have been uncomfortable, shifting many times in badly designed seating and being much less productive than they otherwise could have been. We work with designers and manufacturers to meet your exact requirements based on an initial consultation.

We provide a range of aesthetically sharp, cost effective, height adjustable desks which allow multiple users to quickly move the work surface to meet their individual needs.



TASK SEATING

Many of us spend hours each day sat in sedentary positions at our workstations which creates poor posture, leads to ill health and ultimately makes us less productive. One of the most effective ways to improve comfort and wellbeing in the workplace, and in turn increase productivity and reduce absenteeism, is to promote comfortable and functional ergonomic seating.

Through our portfolio of market leading partners including Nomique, PSI and Orangebox we provide well designed, aesthetically pleasing ergonomic task seating which will satisfy a multitude of requirements and budgets.



BREAK OUT / SOFT SEATING

Providing aesthetically pleasing and comfortable environments for informal meetings in breakout and reception areas within your business has a positive impact on staff recruitment and day to day productivity.

We work closely with our partners to create stunning break out and reception areas, supplying seating to suit your corporate image - whether that is subtle, neutral colours and designs or a combination of striking design and comfort with attractive features which lend themselves to contrasting upholstery.





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