A catalogue of recommended standard equipment can be found here.

If issues remain unresolved or further support is needed, email Safety and Health Services.

Applies to all staff who are DSE users, working both on and off campus.

DSE user: Complete the workstation e-learning module every 12 months, then make adjustments to workstation(s) and working habits.

DSE user: Use the DSE visual checklist to set up correctly every time a new workstation is used.

DSE user: If home working, read the home working guidance and complete short checklist at the end.

DSE user: If blended working is adopted and standard equipment is needed to work at home, request this locally through the local DSE assessor.

If issues or concerns remain (including a need for ergonomic/specialist equipment), complete the DSE self-assessment form and submit this to your local DSE assessor.

Local DSE assessor:
- Review the DSE self-assessment form.
- Provide advice and recommendations to the DSE user.
- Record actions in the action plan within the DSE self-assessment form.

If issues are health related, a referral to the Occupational Health Service may be appropriate.

One DSE assessment can cover multiple workstations.

Ask your local safety adviser or line manager who this is.

October 2022