DSE risk assessment flowchart

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 and 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 issues or concerns remain, complete the [DSE self-assessment form](#) and submit this to your local DSE assessor.

Local DSE assessor:
- Review the DSE self-assessment form.
- Give your advice and recommendations to the DSE user.
- Record actions in the action plan within the DSE self-assessment form.
- If applicable confirm support of request for ergonomic/specialist equipment for home use (see app FAQs for more info).

Both standard and ergonomic equipment / furniture for use at home can be requested.

One DSE assessment can cover multiple workstations.

If ergonomic items are being requested for home, the DSE user will be asked to discuss this with their DSE assessor and provide the completed self-assessment form.

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

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

If issues are health related, a referral to the [Occupational Health Service](#) may be appropriate.

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April 2023