For all DSE users, covering:
• remote working
• on-campus working
• shared workstations such as NWoW and hot desk areas

DSE user: Complete the [workstation e-learning module](#) every 12 months.

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.

Local DSE assessor:
If equipment for home working is needed, submit the DSE user's self-assessment form and a photo of their workstation to [Safety and Health Services](#).

If issues remain unresolved or further support is needed, email [Safety and Health Services](#).

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

Please also see the [home working support process](#).

This helps us provide accurate advice.

One DSE assessment can cover multiple workstations.

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