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, 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 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.

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

One DSE assessment can cover multiple workstations.

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

A catalogue of recommended standard equipment can be found [here](#).

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

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