

COVID-19 Homeworking DSE Flow Chart

Employee reviews their current home workstation set up

OR

Employee identifies a musculoskeletal condition either work related or non- work related which is impacting on their ability to work with DSE

Employee to refer to the "Guidance" provided on the COVID Homeworking DSE website and make as many adjustments as possible themselves

Employee to complete "COVID DSE Self-Assessment" reflecting the adjustments made as per the guidance

DSE self-assessment Score 0-18

Review existing improvements made and discuss any further improvements with line manager

DSE self-assessment score 19-40

Employee and manager to consider and implement any additional reasonable adjustments to reduce the risk further

DSE self-assessment >41

Discuss with manager in the first instance and the manager to contact the Health & Safety team via safety@exeter.ac.uk or Occupational Health via occupationalhealth@exeter.ac.uk to request advice or to arrange a DSE telephone assessment with the employee (if required)

If additional equipment is required refer to the "Equipment" section of the COVID Homeworking DSE Website for the available options to obtain equipment

Existing ergonomic equipment (including chairs)

Employee to seek managers approval prior to engaging the Transport Team to deliver existing ergonomic desktop items and/or chair from an office if the home address is within a 30 mile radius of Exeter City Centre

IT equipment (standard)

Employee to seek managers approval to request standard IT equipment via the IT helpdesk.
NB: If the home address is within a 30 mile radius of Exeter City Centre items will be delivered via the Transport Team. If beyond 30 miles items will be couriered to a home address

Purchasing equipment

Manager to inform the relevant College / Service key contact that purchases of additional equipment is required when a home address is beyond a 30 mile radius of Exeter City Centre. These requests will require approval and purchases will be sent direct to a home address via the supplier courier company

NB: If after adjustments have been made, symptoms persist employees should contact their GP for further advice

Eye Care: If an emergency eye test is required refer to the "Eyecare" section of the COVID Homeworking DSE website for information

CHANGE MANAGEMENT

Version	Release Date	Originator	Summary of changes
V1	23rd April 2020	H&S Team	Approved by Gold

DISTRIBUTION LIST

Role / Electronic file location	Name
COVID-19 DSE Homeworking Website	