

COVID-19 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-19 DSE website and make as many adjustments as possible themselves

Employee to complete "COVID-19 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 to request advice or a DSE telephone assessment with the employee (if required)

If additional equipment is required refer to the "Equipment" section of the COVID-19 DSE Website for the options available to obtain equipment

Existing ergonomic equipment (including chairs)

Employee to seek managers retrieve existing ergonomic desktop items and/or chair from their office

IT equipment (standard)

Employee to seek managers approval to request standard IT equipment via the IT helpdesk OR ergonomic equipment is purchased i.e. previously used said equipment

Purchasing equipment

Manager to inform the relevant College / Service Key Contact that purchases of additional equipment is required. These requests will require approval and purchases will be sent direct to a home address or campus mailroom via the supplier courier company

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

Eye Care: The "Eyecare" section of the COVID-19 DSE website contains details of the new self-service process

Change Management

Version	Release Date	Originator	Summary of changes
V1	23 rd April 2020	H&S Team	Approved by Gold
V1.1	23 rd November 2020		Removal of Occupational Health and University Transport Services

Distribution List

Role / Electronic file location	Name
COVID-19 DSE Website	