**New or additional adjustments required for home working**

It is recognised that, after the workstation set-up guidance has been followed and the [Home working self-assessment form (COVID-19 version)](http://www.exeter.ac.uk/media/universityofexeter/healthandsafety/COVID-19_-_Home_Working_Self-Assessment_Form__March_2020_%281%29.xlsx) checklist has been completed, additional or new support needs to accommodate homeworking may be required.

**Process**

In the first instance, staff/students need to discuss their new or additional requirements with their line manager/supervisor and the outcomes may be as follows:

* Support needs are straightforward and equipment can be provided (a one-to-one telephone Health & Safety Team or Occupational Health assessment is not required)
* Support needs require assistance with decision making and a one-to-one telephone Health & Safety Team or Occupational Health assessment is required
* Line manager/supervisor must authorise transportation or purchase of equipment required prior to requests being processed
* Staff/students or the line manager/supervisor should contact the College/Service key contact who will facilitate the ordering of equipment to be delivered to a home address direct from suppliers or via the University’s delivery service if items are available on campus whichever is the most appropriate
* College key contacts
* Service key contacts
* The [IT Helpdesk](https://universityofexeteruk.sharepoint.com/sites/ITSM) can be contacted for any requests for IT hardware equipment or Assistive Technology

**Approval**

All requests made by staff/students to loan or purchase equipment for home use must be approved by the line manager/supervisor and/or in some instances i.e. complex cases recommended via the Health & Safety Team or Occupational Health.

**Further information**

To assist with decision making regarding the issues raised or the need to purchase equipment, further information can be found within the COVID-10 Homeworking DSE webpage .