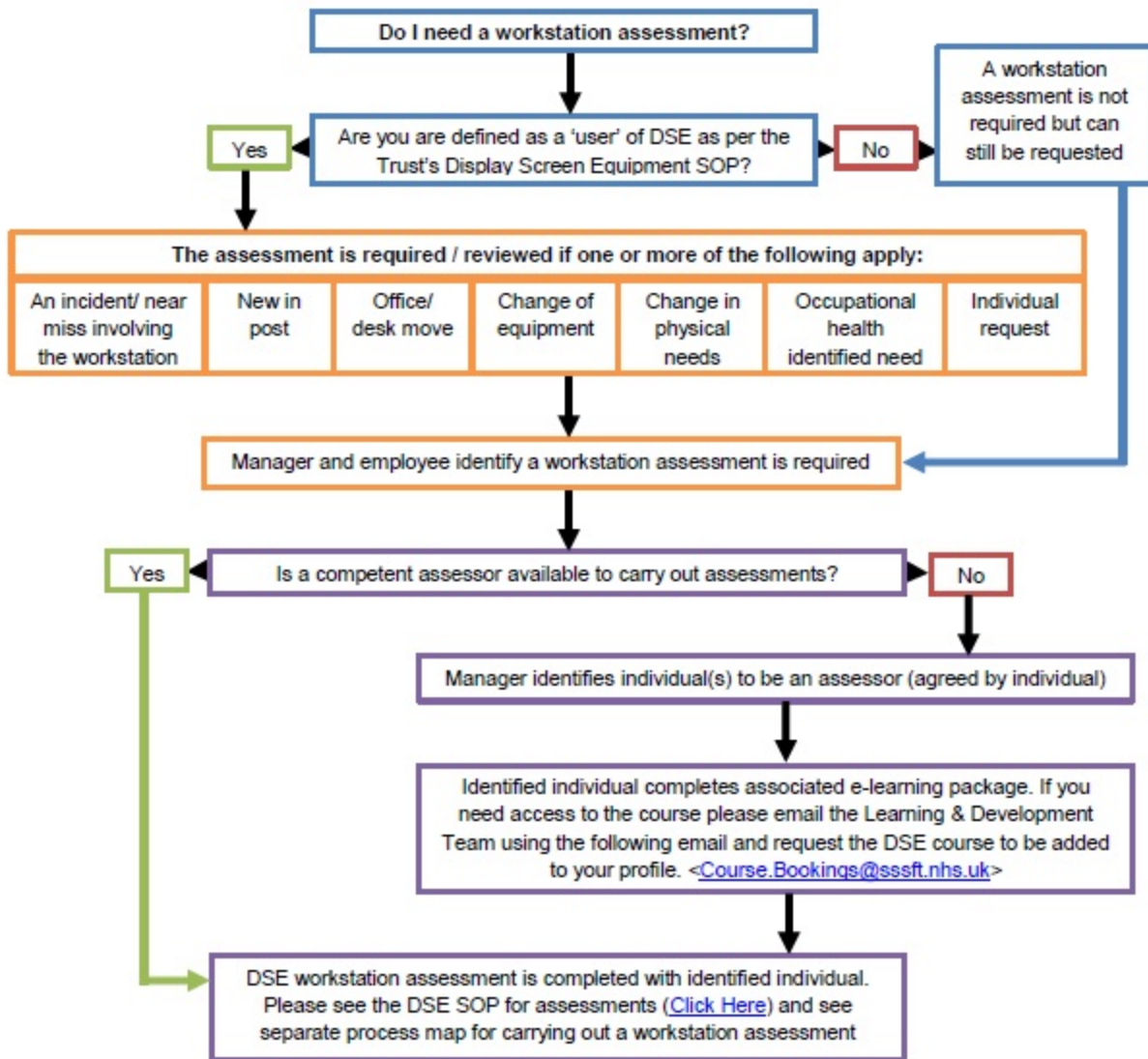


## Process Map for Requirements of Workstation Assessments (including DSE)



# Process Map for Carrying Out a Workstation Assessments (including DSE)

Do I need a workstation assessment?

Yes

Are you defined as a 'user' of DSE as per the Trust's Display Screen Equipment SOP?

No

A workstation assessment is not required but can still be requested

The assessment is required / reviewed if one or more of the following apply:

An incident/ near miss involving the workstation

New in post

Office/ desk move

Change of equipment

Change in physical needs

Occupational health identified need

Individual request

Manager and employee identify a workstation assessment is required

DSE workstation assessment is completed with identified individual. Please see the DSE SOP for assessments ([Click Here](#))

Yes

Has the assessment identified any issues for attention?

No

Assessor and individual staff member agree as applicable:

- The equipment required
- The urgency / timescale for action
- If interim arrangements are required and what they are

Staff member, assessor and manager sign completed assessment and agree target dates for actions as required

Action as required (minor/low level needs):

All minor equipment requirements e.g. adjustable monitor, foot rest etc. should be ordered by the individual for manager sign off/approval

All environmental changes e.g. changing/fixing a light bulb should be logged with Facilities and Estates Helpdesk by the individual

Action as required (complex/high level needs):

Manager informed of outcome of assessment

Referral/self-referral to occupational health

Self-referral to the Access to Work scheme  
<<https://www.gov.uk/access-to-work/overview>>

Staff member, assessor and manager sign completed assessment

A record of the assessment is kept:

- On staff file
- Locally by employee

Assessment is reviewed as required

Covered by assessment

Not for assessor to address

Re-assess once changes are made