DSE Risk Assessment Process

Online training is undertaken DSE Training - Working with Computers then the individual completes the DSE Risk Assessment. Completed DSE Assessment and training completion certificate sent to Line Manger (LM) who reviews.
Are there any issues?

NO → If no issues –record kept.

YES → If there are issues - LM arranges meeting

Immediate actions agreed and put in place, is further action needed?

NO → If no further actions – record kept

YES → Further action needed – refer to H&S Manager

Form and immediate actions reviewed by H&S Manager and recommendation's provided to individual and LM.
Is an additional assessment or new/ bespoke equipment needed?

NO → LM updates individual and arranges standard/ existing equipment with IT/ Estates.

YES → HR arranges assessment with individual and any bespoke equipment with Line Manager

LMr contacts individual to review adjustments.
Have the adjustments resolved the issues identified in the risk assessment?

NO → Issues resolved – record kept and H&S Manager updated

YES → Issues not resolved – process restarts