

Workstation Assessment at Home - Steps for Action

01

- Complete Display Screen Equipment (DSE) eLearning module on [CECiL](#).
- Read the [DSE Guidance](#) and complete the self-assessment checklist at the end of the guidance.
- If no further action is necessary, only review if circumstances change.
- If further action is necessary – this should be addressed by the colleague and/or their line manager.
- If the line manager is unable to resolve the issue, the line manager should go to **Step 2**.

02

- Line manager should seek input from the Corporate Health and Safety team via email - healthandsafety@edinburgh.gov.uk.
- If Corporate Health and Safety can't resolve the issue, or there has been an unsuccessful trial of equipment, a referral for external specialist advice may be required. Go to **Step 3**.

03

- Line manager to refer colleague to the [Council occupational health provider](#) for a specialist workstation assessment.
- Further advice can be sought from wellbeing@edinburgh.gov.uk.
- If the employee is disabled, specialist equipment or adaptations may also be available from [Access to Work](#).