

Step One

- Read the CEC [DSE Guidance](#) and watch the HSE video [Workstation set up at home and in the office](#).
- Complete the CEC [DSE self-assessment checklist](#) and share outcomes with line manager.
- If no further action is necessary, only review the assessment if circumstances change.
- If further action is necessary, then this should be addressed by the individual and/or their line manager.
- Line manager is responsible for ordering any additional equipment that is needed at this stage.
- If the line manager is unable to resolve an issue, the line manager should go to **Step 2** below.

Step Two

- Line manager should seek input from the [Corporate Health and Safety](#) team for advice on any issues that cannot be resolved following the self-assessment.
- If the Corporate Health and Safety team cannot assist in resolving the issue, or there has been an unsuccessful trial of equipment, a referral for external specialist advice may be required. Go to **Step 3** below.

Step Three

- 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](#).

Note that the above steps should be applied for office and home workstation set ups.