**Manager’s Guidance**

**Process Map for Issue of Temporary DSE Equipment to Staff**

Staff have completed the self-assessment checklist and it has been reviewed by the manager. DSE resource is essential where reasonable adjustment cannot be made at home

Identify workstation equipment required or discuss specific requirement with the SHaW team on [shaw@barnet.gov.uk](mailto:shaw@barnet.gov.uk)

Workstation precautions required?

Victoria Seriki to arrange for DSE item in liaison with the Estate team as agreed and notify the manager/employee when its ready

Complete the Covid-19 Workstation Equipment Loan record form [Covid-19 Workstation Equipment Loan Record.xlsx](file:///C:\Users\jay.patel2\Desktop\Covid-19%20Workstation%20Equipment%20Loan%20Record.xlsx) and return the form to [SHaW@barnet.gov.uk](mailto:SHaW@barnet.gov.uk) or [Victoria.seriki@barnet.gov.uk](mailto:Victoria.seriki@barnet.gov.uk)

Authorised

Employees can pick up the item from agreed location

Has the employee got underlying health condition?

Arrange for item to be delivered– Contact Victoria Seriki or SHaW for further advice.

Yes. Identify precautions required.

Repeat process from 1 to 7