

## **DSE GUIDANCE 5**

### **RECORD OF WORKSTATIONS ASSESSMENT FOR DSE WORK**

Following completion of DSE Guidance 3, managers must ensure that a copy is kept by the Group/Division and a copy on the individual's personal file.

**Name of Individual:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Group/Division:** \_\_\_\_\_

**Staff Number:** \_\_\_\_\_

**Date of Assessment:** \_\_\_\_\_

**Location of Workstation:** \_\_\_\_\_

**Assessment Carried out by:** \_\_\_\_\_