



Eye Sight Test – Display Screen Users Policy & Procedures

1 Introduction

The aim of this procedure is to set out how Display Screen Users can request an eyesight test. It has been developed using current internal procedures, the Health and Safety (Display Screen Equipment) Regulations 1992, the Health and Safety (Miscellaneous Amendments) Regulations 1992 and advice from the Health and Safety Executive.

The Health and Safety Executive has reported that extensive research has found no evidence that Display Screen Equipment can cause disease or permanent damage to eyes. But long spells of work with Display Screen Equipment can lead to tired eyes and discomfort. Planning time for other tasks away from the Display Screen Equipment and ensuring the equipment is well positioned can help your eyes. However, if you are a Display Screen User, you can request an eyesight test.

This policy applies to all school based employees where the governing bodies of individual schools have adopted the policy.

2 Who is a Display Screen User?

The Health and Safety Executive suggests several factors to help decide who is a defined Display Screen User. Generally, anyone who uses a display screen continuously each day for an hour or more will be a 'defined user'. Your Head Teacher will confirm if you are a "defined user".

3 How often can a Display Screen User have an Eyesight Test?

The School pays for regular eyesight tests; which will come out of the School budget. Most Opticians recommend retests every 2 years. In certain cases, the Optician may recommend a retest before 2 years. Evidence that this is necessary will be required.

4 Which Optician can I use?

Your eye sight test voucher can only be used at Specsavers, but can be used at any Specsavers branch.

5 When can I make an appointment?

Employees must make their appointments in their own time. The appointment **must** be made with a Specsavers branch. **If you undertake an eye examination at any other Optician, the School will not reimburse you for any expenses incurred.**

6 What is the procedure?

- You should check with your Head Teacher, to confirm that you qualify to be a 'defined user'.
- If you are, you should make an appointment at any Specsavers branch.
- Contact the HR Service Centre who will arrange for you to be issued with an eye sight test voucher. Your eye sight test voucher will be emailed to you.
- The eye sight test voucher provided entitles you to a full eye examination. The voucher is only to be used at a Specsavers branch and cannot be used at any other opticians.
- Your school will be charged for the voucher; please ensure it is used before the expiry date.

7 What if I need spectacles?

If the eye examination shows that you require dedicated glasses for DSE use, then the same voucher will entitle you to a pair of single vision glasses with Pentax lenses from the £45 range in the Specsaver store. If you wish, you can upgrade to a higher price range and use the voucher as a £45 contribution towards a pair of higher priced DSE glasses only. **No assistance will be given to the cost of spectacles purchased in any store other than Specsavers.**

The School will not provide Bifocal, Varifocal or Multifocal glasses for DSE use. If you require glasses other than solely for DSE use, you are entitled to use the premium club aspect of the voucher. This entitles you to £20 off a pair of glasses if chosen from the £99 range or above in the Specsaver store. Please ask in store for further details.

Choice of frames/lenses

If you wish to purchase frames and lenses of your choice, you should use the voucher as part payment and contribute the difference yourself, However, it should be noted that the use of multi-focal prescriptions (i.e. varifocal lenses) for DSE work can cause additional problems due to the user having to make repeated adjustments to their neck/head position, or adopting an awkward position in order to look through the appropriate part of the lens. For this reason, unless the Optometrist recommends the use of multi-focal prescriptions for DSE work (having first been provided with information relating to the nature of work, workstation and the workplace layout), only dedicated single vision spectacles should be used.

I am entitled to free eye tests, what do I do?

You can make your appointment at any Optician providing them with your proof of exemption.

If the eye examination shows that you require dedicated glasses for DSE use you will have to obtain an eye sight test voucher and undergo a further examination at Specsavers. You will have to request an eye sight test voucher from the HR Service Centre, this will be emailed to you or your Head Teacher. If the eye examination confirms that you require dedicated glasses for DSE use, then the same voucher will entitle you to a pair of single vision glasses with Pentax lenses from the £45 range in the Specsaver Ltd store. If you wish you can upgrade to a higher price range and use the voucher as a £45 contribution towards a pair of higher priced DSE glasses only. **No assistance will be given to the cost of spectacles purchased in any store other than Specsavers.**

8 Equality and Diversity Statement

The School is committed to promoting equality and valuing diversity. An equality check was carried out in March 2018. No equality implications were identified in this policy.

Policy approved by Governors:	Nov 2021
Date of next review by Governors:	Nov 2022