



Display Screen Equipment Users - Eye and Eyesight Testing For School based staff

Adopted By: Holmwood School

Date: 25.11.19

1.0 Introduction

- 1.1 The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 aim to protect the health of people who work with DSE (i.e. computers and laptops). These Regulations only apply to those who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.
- 1.2 This policy and associated documents provides a process for employees who are identified as being DSE users to access an eye and eyesight test.

2.0 Scope

- 2.1 All employees identified as being DSE users.

3.0 Policy Detail

- 3.1 In accordance with the above regulations the school will:
- a) Grant paid time off for eye and eyesight tests if appointments are not available in non-working time
 - b) Pay for eye and eyesight tests to determine the need for corrective appliances due to the use of display screen equipment
 - c) Pay for special corrective appliances where these tests prove a need for them

NB: 'Special' corrective appliances (normally spectacles) provided to meet the requirements of the DSE Regulations will be those appliances prescribed to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned. 'Normal' corrective appliances are spectacles prescribed for any other purpose.

4.0 Procedure

- 4.1 An employee who uses display screen equipment as part of their normal duties may request an eye test under this policy by completing **Form HR/EP4B**. When considering the request the Headteacher (or nominated person) should consider:
- If the employee works almost continuously on display screen equipment
 - Normally uses display screen equipment daily for continuous spells of more than an hour

- 4.2 It is important that DSE user status is re-assessed if working practices change, the school is restructured, workloads revised or new hardware/software is installed.
- 4.3 If the request is authorised, the employee will be given letter of authorisation **(HR/EP4C)** and a purchase order for Specsavers, Newport Road, Middlesbrough (vendor number 807875).
- 4.4 Specsavers will invoice schools directly for the costs, which are to be charged to the school budget. The current charge agreed for an eyesight test is £13.50 and £29.00 for an appliance if required.
- 4.5 **Please note, the school will not reimburse employees who choose to use another optician.**
- 4.6 The employee will make an appointment direct with Specsavers, Middlesbrough (01642 222234), who will carry out a display screen eye test and recommend if corrective appliance (normally spectacles) are required for use with a display screen.
- 4.7 Employees will be given the option to arrange additional testing and/or cosmetic improvements to any required basic appliance or chose an appliance over and above £29. However, the employee is responsible for these additional costs and must settle them directly with Specsavers.
- 4.8 Employees may request a display screen user eye test every 2 years, unless there is a medical reason for the test to take place sooner.