



Eye & Eye Sight Testing Policy

Prepared by:	Director of HR (WHMAT) in consultation with whole school staff & trade unions
Applies to:	DSE users in all WHMAT Academies
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1.0 Introduction

- 1.1 The Board of Trustees of Washwood Heath Multi Academy Trust (“WHMAT”) is committed to ensuring that it meets its legal obligations regarding staff well-being in the workplace. It also acknowledges that Employees who are "users" of display screen equipment (DSE) (also known as visual display units or VDUs) under the Health and Safety (Display Screen Equipment) Regulations 1992, have a legal right to an eye and eyesight test (defined as a test of vision and examination of the eye), on request, and to basic spectacles if they meet the eligibility requirements below at 2. Any reference to the CEO contained within this documents also now refers to the Depurt CEO.
- 1.2 By reimbursing relevant employees for eye and eyesight tests and basic glasses, WHMAT aims to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.

2.0 Definition of a DSE user

- 2.1 An employee will be eligible for a paid eye-test and basic glasses if they are a DSE user. This means meeting all of the criteria below:
- 2.1.1 the individual normally uses DSE for **continuous or near-continuous spells of an hour or more at a time;**
 - 2.1.2 the individual **uses DSE this way on a daily basis (see 2.1.1);**
 - 2.1.3 fast transfer of information between the user and screen is an important requirement of the job; and
 - 2.1.4 the individual depends on the use of DSE to do his/her job;
 - 2.1.5 the individual has no discretion over the use of DSE;
 - 2.1.6 the individual needs significant training and/or particular skills in the use of DSE to do his/her job; or
 - 2.1.7 the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.
- 2.2 The HSE guidance “*Work with display screen equipment*” gives examples of employees who are and who are not DSE users. DSE users include journalists, secretaries, typists, word processing operators, data input operators, call centre workers dealing with account enquiries, telesales or customer complaints, microelectronics assembly workers, TV editing technicians and security control room operatives.
- 2.3 Examples of employees who may be users, depending on the circumstances, include scientists and technical advisers, client managers in a large management accountancy consultancy, building society customer support officers, airline check-in clerks, community care workers and receptionists.
- 2.4 An example of an employee who is not a DSE user is a senior manager who uses DSE only for occasional monitoring or presentations.

3.0 Entitlement to eye and eyesight tests

- 3.1 Provided that the employee meets the eligibility requirements at 2 above and presents a receipt and completed form from their optician (see appendix 2 attached), the cost of an eye

and eyesight test (**up to the value of £20**) will be reimbursed by the base academy in which the employee works. This includes employees who are DSE users and employees who are being recruited to work as DSE users (including existing employees being transferred).

- 3.2 Where a DSE user, who experiences visual difficulties that could be caused by his/her DSE work, wishes to request an eye and eyesight test, they should complete the form (at appendix 1) before they attend the opticians.
- 3.3 HR, in discussion with the employee's Line Manager as appropriate, will then assess whether or not the employee meets the definition of a DSE user at 2 above as soon as reasonably possible and will either: a) write to the employee to confirm that they are eligible or b) write to the employee to confirm that they are not an eligible DSE user under 2 above (see Managers Toolkit for letters).
- 3.4 The employer will provide eye and eyesight tests at regular intervals following the first test. The employer will be guided by the clinical judgment of the registered ophthalmic optician/registered medical practitioner with suitable qualifications as to the frequency of repeat testing. Their recommendations will be set out at appendix 2.
- 3.5 There is no obligation on relevant employees to have an eye and eyesight test even if they meet the criteria in this Policy.

4.0 Arrangements and payment for eye and eyesight tests

- 4.1 WHMAT expects relevant employees to attend the eye & eyesight test in their own time and **does not provide paid time off to attend this.**
- 4.4 Employees may make their own arrangements with a registered ophthalmic optician or registered medical practitioner with suitable qualifications, and the cost will be reimbursed by the base academy on receipt of written confirmation from the examining optician that the eye and eyesight test has been carried out (see appendix 2).

5.0 Payment of glasses

- 5.1 Where an eye and eyesight test shows that glasses are necessary to correct eye or vision defects for the purposes of DSE work, the employer will pay for the cost of basic frames and prescribed lenses **up to a value of £60.** Employees will be required to pay any excess or for special tints, photochromic lenses etc.
- 5.2 Reimbursement to the employee for basic spectacles will only be made if the chosen optician completes the form at appendix 2 in full and attaches a receipt for the eye test and glasses.

6.0 Policy Review

- 6.1 This Policy will be reviewed by WHMAT on an annual basis in consultation with relevant employees.

Appendix 1 – Form for Employee to Complete Requesting an Eye & Eye Sight Test

To be completed by employee	
<p>By completing this form you are requesting an eye and eyesight test under the Health and Safety (Display Screen Equipment) Regulations 1992. Please hand it to your Line Manager, who will discuss and consider whether you are eligible, with HR.</p> <p>If you are entitled to be provided with an eye and eyesight test, you will be contacted by HR regarding the arrangements for the test.</p>	
Name	
Job title	
Department	
Signature	
Date	

ELIGIBILITY CRITERIA

To be completed by HR (in discussion with employee’s Line Manager)		
Eligibility Criteria *	Yes	No
1. The individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time ; AND		
2. The individual uses DSE this way on a daily basis ; AND		
3. Fast transfer of information between the user and screen is an important requirement of the job; AND		

4. The individual depends on the use of DSE to do his/her job; AND		
5. The individual has no discretion over the use of DSE; AND		
6. The individual needs significant training and/or particular skills in the use of DSE to do his/her job; OR		
7. The performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.		
I confirm that the employee meets WHMAT's eligibility requirements for an eye and eyesight test and wishes to undergo an eye and eye sight test in relation to his/her DSE work. I authorise that he/she can have his/her eyes tested in accordance with WHMAT's eye and eyesight policy.		
Name		
Job title		
Department		
Signature		
Date		

*Criteria taken from Health & Safety (Display Screen Equipment) Regulations 1992

Appendix 2 – Record of an eye & eye sight test (to be completed by optician)

<p>Please use this form to keep a record of an eye and eyesight test provided under the Health and Safety (Display Screen Equipment) Regulations 1992.</p> <p>To be completed by optician:</p>		
Name of employee		
Job title		
Department		
<p>An eye and eyesight test was completed on: [date]</p> <p>by [name and address of registered ophthalmic optician/registered medical practitioner with suitable qualifications who carried out the test]:</p>		
The employee does not require corrective lenses	Yes	No
The employee requires corrective lenses but not specifically for use with DSE	Yes	No
The employee requires corrective lenses for DSE use only	Yes	No
<p>Recommended date of next eye and eyesight test:</p>		
Name		
Job title		
Signature		
Date		
<p>One copy to be retained by optician/one copy to employee</p>		