



Policy: **Health and Safety**
Display Screen Equipment and Eye Tests

Author: David Cousins, Chief Finance Officer

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Health and Safety Display Screen Equipment Regulations 1992 (as amended 2002)

These regulations came into force on 1 January 1993 and they control the use of display screen equipment (DSE). The regulations apply to members of staff who are defined as users. In the case of such staff their workstation must be assessed to determine the health risks and the user must be provided with a free eye/eyesight test when he/she requests it. If the tests show that it is necessary for the user to have spectacles specifically for use with DSE then these must be provided free of charge to the user.

In order to comply with Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002, the Trust provides employees with an eye care service and Display Screen Equipment online training and a checklist/assessment tool.

Members of staff who are Users can request an eye test via the Trust's HR Department.

Step 1: Definition of a User

The regulations define a user as an individual who habitually uses display screen equipment as a significant part of his/her normal work. To help decide whether an individual falls into this category, a number of factors need to be considered. These are:

- Sessions of continuous use for more than 1 hour every day then the individual is a user;
- Much display screen equipment work, especially that carried out by academics and other researchers is intermittent, which will make the previous statement difficult to apply. In these cases, the total time spent on display screen equipment over a period of a week should be considered:
 - ❖ if the average is about 2 hours a day or more, the individual is a user;
 - ❖ if the average is less than 1 hour then, subject to an examination of the type of usage, the individual is not defined as a user;
 - ❖ if the average is between 1 and 2 hours, the type of usage must be considered;

Step 2: Member of Staff to request eyesight test

Members of staff can request an eyesight test via email to the central Trust HR Department. There is a requirement to agree with the following declaration in order to submit a request:

‘Once authorised, the requester will be sent an email with an attached Specsavers eye test voucher or Safety Spectacles form, and will then need to make arrangements with any Specsavers branch to have an eye test. It is Trust policy to issue an eyesight voucher every two years. If an employee needs an early eyesight test for health reasons or has any other special requirements regarding their vision, they must advise HR who will arrange a referral to Occupational Health.

The Working with DSE on line training must be completed by relevant new starters and by relevant staff every three years before applying for a test. The workstation assessment and checklist should also be undertaken for new starters, when anything changes e.g. new desk and when staff members move desk locations.’

All requests made will be checked to ensure the individual

- Meets the definition of a user
- Has not had an eye test within the last 2 years
- Does not need a referral to occupational health
- Has undertaken the ‘Working with DSE’ on line training within the last 3 years
- Has undertaken a workstation assessment/checklist in the last 3 years and nothing has changed in the interim

To undertake the online Working with Display Screen Equipment (DSE) training, please access the Educare package to which you will have a log in.

If there are any queries regarding this criteria or further information is required please contact the HR Department via enquiries@eastern-mat.co.uk or 01553 611807.

Step 3: Specsavers Voucher

The staff member will be sent an email with an attached Specsavers eye test voucher and will then need to make arrangements with any Specsavers branch to have an eye test.

The Specsavers voucher will entitle the user to an eye test up to the value of £25 and £49 towards the cost of the spectacles if solely for DSE use. If spectacles are required but not for DSE use, no contribution will be made by the Trust.

Should they wish to upgrade to more expensive frames, lenses or varifocals this may be done at their own expense. Please note this scheme does not include the provision of contact lenses.

Some staff may already receive a free eye test (for example if they are over 60 or a glaucoma sufferer) but this does not exclude them from receiving a contribution from the Trust towards their spectacles should they require them specifically for DSE use.

Additional Information

The Trust has a contract with Specsavers for eyesight tests and for provision spectacles required for DSE use. Therefore, we are unable to reimburse the costs should members of staff choose to go elsewhere. All costs incurred in the above procedure will be charged to the appropriate Academy.