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Academy Eye Test and Display Screen Equipment (DSE) Policy

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1. Introduction

- 1.1 As the employer of staff in the Academies Northern Education Trust (NET) recognises its statutory responsibilities related to employment.
- 1.2 Day to day staff management is delegated to the Principal and line managers in each Academy.
- 1.3 Throughout this policy reference is made to the responsibilities of the Governing Body and Principal for operational purposes. Ultimate responsibility rests with the Trust.
- 1.4 This Procedure was ratified by the Trustees on XXDATEXX following consultation with Trade Unions. It will be reviewed from time to time in full consultation with Trade Unions.
- 1.5 Where there is clear evidence that an individual's contractual terms are protected under TUPE and they are more financially advantageous than those detailed in this policy, the more beneficial TUPE protected terms will apply.

2. Aims

- 2.1 This policy forms part of the Trust's ongoing commitment to promoting a healthy workforce and workplace and both the Trust and Governing Bodies responsibility for health, safety and welfare at work for all employees.
- 2.2 In compliance with the requirements of the Health & Safety (DSE) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002, the Trust has adopted this policy with respect to the provision of employee eye tests.
- 2.3 This policy applies to all Academy users and operators of DSE as defined in 8 below and who are employed by the Trust.

3. The Trust shall

- 3.1 Ensure this policy is reviewed regularly and updated in line with any changes in legislation.

4. The Governing Body shall

- 4.1 Ensure that this policy is implemented and all employees have access to this policy and that any new staff are made aware of it.

5. The Principal/Line Managers shall

- 5.1 Be familiar with this policy and ensure that all employees understand it and their own responsibilities within it.
- 5.2 Be aware of the potential effects on performance, attendance and welfare of employees using DSE.
- 5.3 Ensure that employees are aware of the support and assistance available.
- 5.4 Seek advice from and liaise with the Trust HR function where appropriate.
- 5.5 Identify DSE users for whom they have day to day management responsibility.
- 5.6 Ensure that DSE users workstations are assessed and that those assessments are periodically monitored and reviewed.
- 5.7 Take steps to reduce the risks to DSE users so far as is reasonably practicable.
- 5.8 Ensure that DSE users are trained in, and made aware of, the potential risks.
- 5.9 Ensure that DSE users take regular breaks from their screens.
- 5.10 Ensure that workstations meet the minimum requirements of the Regulations at 2.2 above.
- 5.11 Refer DSE users to the Occupational Health service if there are concerns about the user's health in relation to his/her workstation.

6. Employees shall

- 6.1 Co-operate with management in the implementation and requirements of this policy.
- 6.2 Seek help from management if they have concerns regarding their use of DSE and/or their eyesight.
- 6.3 Act in a safe manner and not endanger themselves or others through their acts or omissions.

7. The Trust HR Function shall

- 7.1 Provide the necessary professional advice and support to the Governing Body, Principal, Line Management and Academy staff when required.
- 7.2 Assist and advise on referrals of DSE user staff to the Occupational Health service where appropriate.

8. Display Screen Equipment (DSE)

- 8.1 Users' This policy is aimed at those who regularly use DSE:
 - as the main part of their employment and
 - for more than 2 1/2 hours per day
- 8.2 All reasonable steps will be taken by the Governing Body to secure the health and safety of employees and pupils who work with display screen equipment.
- 8.3 To achieve this objective the Principal (or line manager) will:
 - identify those employees who are users as defined by the regulations;
 - carry out an assessment of each user's workstation;
 - implement necessary measures to remedy any risks found as a result of the assessment;
 - provide adequate information and training to persons working with display screen equipment;
 - endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
 - review software to ensure that it is suitable for the task and is not unnecessarily complicated;
 - advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided;
 - investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action;
 - make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

9. Entitlements

- 9.1 Staff who have been designated as 'DSE Users' are entitled to a contribution towards eye and eyesight tests and spectacles.
- 9.2 Academy staff whose usage of DSE meets the definitions above shall be entitled to (a) An eye and eyesight test of up to £25.00 and (b) contribution to spectacles of up to £45.00 where they are for Visual Display Unit (VDU) use only.

10. Applying for Eye and Eyesight Tests and Liability for Costs

- 10.1 DSE users wishing to apply for an appropriate test will be required to complete a DSE User application form (Appendix 1).
- 10.2 The Academy will reimburse the costs associated with the provision of approved eye and eyesight tests and of corrective appliances as prescribed for DSE work.
- 10.3 The Academy will cover the cost of a basic appliance only which is of a type and quality adequate for its function.
- 10.4 If an employee wishes to choose a more expensive appliance (e.g. with designer frames or lenses with optical treatments not necessary for the work), s/he will be liable for those additional costs.
- 10.5 As indicated at 9.2 above, payment by the Academy will not exceed (a) £25.00 for an Eye and Eyesight test and (b) £45.00 contribution towards spectacles.
- 10.6 Under the DSE regulations staff identified as DSE users are entitled to a contribution towards an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use), this can vary depending on medical advice.

11. Reimbursement of Costs

- 11.1 Costs incurred by an employee will be reimbursed by the Academy upon receipt of the appropriate Reimbursement Application form and the production of the Optician's Certification and receipt (Appendix 1).
- 11.2 Reimbursement will not exceed the limits indicated at 9.2 and 10.5 above.

Appendix 1 DSE User Application

Any **employee** who is a **user** of display screen equipment is entitled, on request, to receive a contribution towards an eye and eyesight test. Employees are expected to bring this request to the attention of their Line Manager by completing this form. The optician determines the frequency of repeat eye and eyesight testing for users. This is usually every two years, but it can vary for individual patients. The academy must also meet costs of repeat testing. The Academy will contribute up to £25 for the cost of an eye test.

Where the optician recommends an employee be provided with eyesight correction (e.g. glasses) **specifically** for their work with DSE, the law requires that the Academy meet reasonable costs. A reasonable contribution is regarded as up to £45 and this contribution will be kept under review. There is no requirement on the Academy to contribute where 'normal' glasses, provided for reading, watching TV, or driving, are adequate for DSE use.

The procedure is as follows;

1. Section 1 to be completed by the member of staff requesting an eye test.
2. Authorisation completed by Principal before booking an eye test.
3. Employee attends eye test with optician of their choice. The Optician to complete section 2.
4. If glasses are required solely for DSE use, the employee chooses a pair and is entitled to receive up to £45 as a contribution from the Academy. The employee must pay for their eye test and any glasses and then claim for the costs through their usual expenses claim procedure. If you have any doubt about how to claim, contact the Academy Business Manager.

If no corrective lenses are required, pay for your eye test and claim through your usual expenses claim procedure of up to £25.

Please note:

- The Academy will not contribute towards glasses prescribed for any use other than DSE work
- The Employee is responsible for meeting any costs incurred over the amounts listed above
- Authorisation must be obtained prior to the eye test
- All claims must be supported by receipts

1) EMPLOYEE/PERSON AUTHORISING TO COMPLETE

Employee name: _____ Academy: _____

Employee signature: _____ Date: _____

(I declare that the information provided above is correct, that I understand the terms of this agreement and that I agree for the test results to be disclosed to the academy)

Print name: _____

Signature _____ Date: _____
(Principal)

(I confirm that the above employee is a DSE user and uses DSE as a significant part of their normal work)

2) OPTICIAN TO COMPLETE

	Please tick one
1) Spectacles have not been prescribed	
2) Spectacles are prescribed solely for DSE use	
3) Spectacles are prescribed, but not specifically for DSE use	
Recommended re-test date	
Other comments (e.g. recommend referral to the Occupational Health)	
Optician's name (PRINT) _____ Optician's signature: _____ (I confirm a full eye test has been completed on the above named employee) Date: _____	OPTICIAN'S STAMP

CONTACTS

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Employees are also encouraged to contact their trade union representative for advice and support where appropriate.