



St Oswald's Catholic Academy Trust Display Screen Equipment Users Policy

Ratified by BOD:
Review Date:

Document Control	
Applies To:	Employee's identified as DSE users
Approval Date:	
Comments:	New policy implemented in line with DSE Regulations
Approved By:	BOD
Adopted From:	Kier Business Services

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 The Regulations require employers to provide users who so request it with an appropriate eye and eyesight test. If the test shows that the user needs glasses specifically for DSE work, the employer must pay for a basic pair of frames and lenses.
- 1.3 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. Self-employed are not entitled to eye tests from the organisation they are working in.

3.0 Policy Detail

- 3.1 Where users choose to exercise their entitlement, the academy must offer an examination by a registered ophthalmic optician, or a registered medical practitioner with suitable qualifications.
- 3.2 In accordance with the above regulations the academy 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.

- 3.3 The Academy is required under the regulations to inform users about the arrangements in place to provide eye and eyesight tests to those who require them.
- 3.4 The arrangements made to provide eye and eyesight tests can vary. The academy may arrange for all their users to visit a particular optician or doctor nominated by the academy or allow users to make their own arrangements with a preferred optician and reimbursing the costs afterwards; by a voucher scheme; or any other means. Users need to be made aware what arrangements are in place and understand what the academy will and will not pay for.

3.5 The academy only need to provide glasses for the DSE work. If users' normal glasses are suitable for DSE work, the academy does not need to pay for them nor does it have to pay for expensive frames or lenses (over the basic appliance required). If users wish to choose more costly appliances (for example with designer frames, or lenses with optional treatments not necessary for the work), the academy is not obliged to pay for these.

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 academy is restructured, workloads revised or new hardware/ software is installed.

4.3 If the request is authorised, the employee will be made aware of the arrangements in place to access an eye and eyesight test.

4.4 The employee will be responsible for making an appointment direct with their chosen provider or the academy's elected provider who will carry out a display screen eye test and recommend if corrective appliance (normally spectacles) are required for use with a display screen.

4.5 Where employees are given the option to arrange additional testing and/or cosmetic improvements to any required basic appliance they will be responsible for these additional costs and must settle them directly with the provider.

4.6 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.