



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN
ARDEN MULTI-ACADEMY TRUST**

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| Name of Policy | Eye Care for VDU/DSE Users Policy | |
| Lead | Martin Murphy, Chief Executive Officer | |
| Governor Committee | Business & Personnel Committee | |
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| Amendments | | |



Eye Care for VDU/DSE Users Policy and procedure

Introduction

The Health & Safety Regulations 1992 (Display Screen Equipment Regulations) and as amended, requires employers to minimise the risk of Visual Display Unit (VDU) working by ensuring your place of work and your job is well designed.

The regulations apply where you, as an employee, are deemed to be a 'user' of VDUs as a significant part of your work. In effect this means that many staff members may be considered users. As a guide, you are likely to be a user if you use a VDU for continuous periods of an hour or more with limited scope to vary your activities.

Provision of eye testing

If you are deemed a user, then you are entitled to ask for an eye test paid for by Arden Multi-Academy Trust, to be carried out by a qualified ophthalmic optician. Repeat testing is carried out under this policy according to the clinical judgement of the ophthalmic optician. Arden Multi-Academy Trust has chosen Specsavers to provide all users' tests and any spectacles that may be required.

How to request an eye test

You must request your eye sight test by completing the Eyesight Test Referral Form in Appendix 1 of this document. The form should then be submitted to your line manager who will sign the form to confirm that you are deemed a regular VDU user and, therefore, have an entitlement to an eye sight test. The form should then be countersigned by as Associate Headteacher/Head of School. The completed form must then be forwarded to the HR Team. (If there is doubt about whether you are considered a user, your line manager should contact the Human Resources team for clarification.)

Upon receipt of the Eyesight Test Referral Form, HR will supply you with a Specsavers voucher to take along to your appointment. You can then make an appointment at any Specsavers for a display screen equipment (DSE) eye examination. Appointments can be made via their website or directly with the chosen outlet.

After the eye test

Your optometrist will complete the referral form confirming the outcome of the test. Please return the copy marked 'Employer' to the Human Resources team. This will be kept on your personnel file.

This will state whether spectacles are needed and, if so, for what purpose. The Trust will only pay for basic corrective spectacles that are required solely for VDU use. No other type of corrective spectacles will be paid for.

If you need spectacles that are solely for VDU use, the Trust will pay for a pair of Specsavers spectacles in the £49 range as detailed on the voucher (please note that these spectacles must be ordered at the same time as the eye test). If you want more expensive frames, the additional cost

will be entirely a matter for yourself. You must pay Specsavers the difference at the time of ordering.

Further eye tests

Recommendation will also be made for a re-examination date. Usually this is approximately every 2 years, but may, of course, vary according to individual need. It will be your responsibility to make arrangements for a retest at the appropriate time.

You will need to complete the Eyesight Test Referral Form and obtain the Specsavers referral form from Human Resources each time you require a test.

Other Arden Multi-Academy Trust policies relevant to this statement

The Trust recognises that there are other hazards associated with VDU use including musculoskeletal problems, visual fatigue and stress. These should be addressed via the Risk Assessments Policy.

A full range of Trust policies including the Health & Safety Policy can be viewed on the Trust website:

<https://www.ardenmat.org.uk/about-us/policies-and-procedures/>

Specsavers

<https://www.specsavers.co.uk/book/location>

Appendix 1

Arden Multi-Academy Trust EYESIGHT TEST REFERRAL FORM (DISPLAY SCREEN EQUIPMENT USERS)

Name:.....

Job Title..... Department:

School/Academy:.....

Contact Tel. No:

I have identified the above member of staff as a regular VDU user and request an eyesight test in accordance with the Arden Multi-Academy Trust Eyecare Policy.

I note that the full cost of a Specsavers eye test and the minimum standard cost of corrective appliances shown to be required for **VDU use only**, will be met by Arden Multi-Academy Trust.

Our above member of staff has been advised to bring any spectacles/contact lenses normally worn when attending the appointment.

Name of Referring Manager

Manager's Signature **Date**.....

Authorisation..... **..Associate Headteacher/Head of School**

I confirm that I am a regular VDU user and request an eyesight test.

I note that the full cost of a Specsavers eye test and the minimum standard cost of corrective appliances shown to be required for **VDU use only**, will be met by Arden Multi-Academy Trust.

I have been advised to bring any spectacles/contact lenses normally worn when attending the appointment.

Employee's signature..... Date.....

School email address

Please send this completed form to the Human Resources team by email to

humanresources@arden.solihull.sh.uk

Upon receipt HR will email you a Specsavers eyecare voucher.

The Optician will complete the eyecare Form to confirm the results of the test and give you 2 copies, one for you to keep and the employer's copy which you must send to HR without delay. Should you require spectacles for **VDU use only**, you must order these from the specified range at Specsavers immediately. As detailed on the vouchers, £49 spectacles will be paid for by Arden MAT; if you would prefer more expensive spectacles you must pay the difference directly to Specsavers.

The possible outcomes of the test are as follows:

VDU REPORT FORM – TEST RESULTS CLARIFICATION

A. Spectacles are not required.

B. Spectacles are required for general use.

In this instance, the client needs (or currently wears) spectacles for general, everyday distance or reading requirements. Should this client use a VDU as part of their job, then it is highly likely that they would continue to wear their spectacles whilst performing this task. In other words, they wear spectacles because they need to wear them for other duties than just the VDU.

Under the VDU legislation, the employer would not be expected to pay for general purpose spectacles as they are not required solely for VDU purposes.

Arden Multi-Academy Trust will not make a contribution in this case.

C. Spectacles are required for general use, incorporating a special prescription for VDU use.

In this instance, the client needs (or currently wears) spectacles for general, everyday distance, reading (or both) requirements. An example might be a client who currently wears bifocal lenses, enabling them to see distance and near without having to remove their specs, but now additionally requires help for the intermediate distance occupied by the VDU screen. This problem may be overcome via the prescribing of trifocals or varifocals, which incorporate a correction for the desired middle distance.

Arden Multi Academy Trust will not make a contribution in this case.

D. Spectacles are required solely for VDU use.

Here, the client does not need or wear spectacles for general purposes but does need them to work, without symptoms at the VDU workstation. The simple rule of thumb would be that the employee should be able to leave their VDU spectacles at their workstation at the end of the day and not require them for any other purpose. It is most likely that the spectacles prescribed here would be single vision. There is a case, however, for special VDU bifocals, where the top part is focused for the intermediate screen distance (rather than the more usual far distance focus), whilst the lower bifocal portion is focused for the keyboard or hard copy. Such spectacles would only be used for the VDU.

Under the VDU legislation, the employer would be expected to meet the costs of such spectacles.

Arden Multi-Academy Trust will pay for spectacles in accordance with the policy as detailed above.