



Policy on Eye Tests and Glasses for regular use of Display Screen Equipment

1. Policy

- 1.1 The purpose of this policy is to provide a framework for St Mary's staff who are users of Display Screen Equipment at work to have company paid eye tests and if appropriate, glasses.
- 1.2 This policy will be reviewed on an annual basis in accordance with any legislative changes.

2. Principles

- 2.1 The University recognises its duty to comply with the Health & Safety (Display Screen Equipment) Regulations 1992 (amended 2002), which includes provision for eye tests and glasses required specifically for use with Display Screen Equipment (DSE).
- 2.2 While there is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, it may make users with pre-existing vision defects more aware of them. This may give some users some temporary visual fatigue or headaches. Uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and correcting defects can improve comfort, job satisfaction and performance' (Health and Safety Executive, HSE Guidance Notes on DSE Regulations 1992, (Amended 2002).

3. Eligibility

- 3.1 The employee's line manager must confirm that using display screen equipment (DSE) is an essential part of their work and that they use DSE for a significant part of their normal working hours. The line manager can send confirmation via an email to the HR Helpdesk.
- 3.2 The Health & Safety (DSE) regulations apply to employees who use DSE daily, for an hour or more at a time. These are termed "users". The regulations do not apply to individuals who use DSE infrequently or only for short-periods of time.

4. Requesting an Eye Examination Voucher

- 4.1 An employee who has been identified as being eligible for an eye test should contact the HR Helpdesk to request an eye examination voucher – HR will then confirm if the employee is eligible for an eye test i.e. checking when the last eye test took place, etc.
- 4.2 The University has engaged a voucher provider (currently Edenred) who will send out a voucher to the individual's home address.
- 4.3 Eye examination vouchers are priced at **£19.95** (as at February 2023) and cover the full cost of an eye test regardless as to how much the optician may charge for a private eye examination. The eye examination voucher can be redeemed at most opticians in the UK, including Boots/ D & A, Specsavers, Asda, Optical Express, Vision Express, Batemans Opticians, Leightons Opticians, David Clulow, Glasses Direct, Spectacles Direct. A full list of participating opticians can be found [here](#).
- 4.4 Employees are advised to check that their optician accepts eye examination vouchers before making an eye test appointment.

5. Requesting a Spectacle Voucher

- 5.1 Employees should take the eye examination voucher along to their Optician appointment. After the eye test has been completed, the Optician must complete the Certificate of Recommendation (attached to the eye examination voucher) which will confirm whether or not the individual requires spectacles for VDU use.
- 5.2 The individual must send the completed Certificate of Recommendation to the HR Helpdesk – if the certificate confirms eligibility for glasses, HR will notify Edenred and a spectacle voucher will be sent to the individual's home address.
- 5.3 Spectacle vouchers are priced at £55.00 for single vision frame and lenses, or contact lenses. The optician would provide basic frames and lenses for the £55 spectacle voucher regardless as to their standard cost, although should an employee want a designer pair then they can simply use the voucher as a contribution.
- 5.4 Employees will be responsible any costs incurred on lenses or frames that are in addition to the £55.00 voucher.

Impact Assessment date: N/A

Last reviewed: February 2023

Reviewer: M Bileckyj/HR