



Washwood Heath
Multi Academy Trust

Eyesight Testing Procedure

Prepared by:	People team (WHMAT) in consultation with I staff & recognised trade unions
Applies to:	Display Screen Equipment users in all WHMAT Academies
Approved by:	Board of Trustees on 06.05.2021
Issued to WHMAT Academies for use:	10.05.2021
Annual review date:	24 months from ratification by Board of Trustees
Version:	4. 28.04.2021
Links to:	Health & Safety Policy/HSE Guidance "Work with display screen equipment"/Managers' Toolkit on Eye and Eyesight Testing Life Leave Procedure

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1.0 Introduction

- 1.1 The Board of Trustees of Washwood Heath Multi Academy Trust (“WHMAT”) are committed to ensuring that it meets its legal obligations regarding staff well-being in the workplace. It also acknowledges that Employees who are "users" of display screen equipment (DSE) (also known as visual display units or VDUs) under the Health and Safety (Display Screen Equipment) Regulations 1992, have a legal right to an eye and eyesight test (defined as a test of vision and examination of the eye), on request, and to basic spectacles if they meet the eligibility requirements below at 2.
- 1.2 By reimbursing relevant employees for an eye test and contributing towards glasses, WHMAT aims to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.

2.0 Definition of a Display Screen Equipment user

- 2.1 An employee will be eligible for a paid eye-test and contribution to glasses if they are a display screen equipment user. **This means meeting all of the criteria below before submitting the form at appendix 1 to hoperations@whmat.academy:**
 - 2.1.1 the individual normally uses DSE for **continuous or near-continuous spells of an hour or more at a time;**
 - 2.1.2 the individual **uses DSE this way on a daily basis (see 2.1.1);**
 - 2.1.3 fast transfer of information between the user and screen is an important requirement of the job; and
 - 2.1.4 the individual depends on the use of DSE to do his/her job;
 - 2.1.5 the individual has no discretion over the use of DSE;
 - 2.1.6 the individual needs significant training and/or particular skills in the use of DSE to do his/her job; or
 - 2.1.7 the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.
- 2.2 The HSE guidance “*Work with display screen equipment*” gives examples of employees who are and who are not DSE users. WHMAT will review the application against the role and criteria above.

3.0 Entitlement to eyesight tests

- 3.1 Provided that the employee meets the eligibility requirements at 2 above and presents a receipt and completed form from their optician (see appendix 2 attached), the cost of an eye and eyesight test (**up to the value of £25**) will be reimbursed by the base academy in which the employee works (or from individual core team budgets for core team employees). This includes employees who are DSE users.
- 3.2 Where a DSE user, who experiences visual difficulties that could be caused by his/her DSE work, wishes to request an eyesight test, they should complete the form (at appendix 1) in good time before they attend the opticians and email it to hoperations@whmat.academy.
- 3.3 The People team, will assess whether or not the employee meets the definition of a DSE user at 2 above as soon as reasonably possible and will either: a) email the employee to confirm

that they are eligible so that they can book a test; or b) email the employee to confirm that they are not an eligible DSE user under 2 above (see Manager's Toolkit for letters), which means that WHMAT will not be able to fund the eye test or contribution towards glasses.

3.4 The employee may only request 1 paid eye test every 2 years. However, WHMAT will be guided by the clinical judgment of the registered ophthalmic optician/registered medical practitioner with suitable qualifications as to the frequency of repeat testing. Their recommendations should be included in the form at appendix 2.

3.5 There is no obligation on employees who meet the definition of DSE users to undertake an eyesight test. However, employees are encouraged to seek the necessary support if they meet the criteria in this Policy, so that their health does not deteriorate as a result of regular display screen use.

4.0 Arrangements and payment for eyesight tests

4.1 WHMAT expects relevant employees to do all they can to arrange eye-sight tests in their own time, or to schedule this at the beginning or end of the day to minimise disruption to pupils and colleagues. A request for time out to attend this should be made via WHMAT's Life Leave Policy, available at www.whmat.academy.

4.4 Employees may make their own arrangements with a registered ophthalmic optician or registered medical practitioner with suitable qualifications, and the cost will be reimbursed by the base academy on receipt of written confirmation from the examining optician that the eyesight test has been carried out (see appendix 2).

5.0 Contribution towards glasses

5.1 Where an eyesight test shows that glasses are necessary to correct eye or vision defects for the purposes of DSE work and this has been confirmed by a registered optician by them completing appendix 2 in full, WHMAT will reimburse the employee for the cost of glasses and/or prescribed lenses **up to a maximum value of £60.** Employees will be required to pay any excess.

5.2 Reimbursement to the employee for this contribution will only be made if:

5.2.1 the chosen optician completes the form at appendix 2 in full and attaches a receipt for the eye test and glasses; and

5.2.2 this has been emailed to hroperations@whmat.academy and approved.

5.3 A contribution towards glasses will be limited to every 4 years.

6.0 Policy Review

6.1 This Policy will be reviewed by the People team every 2 years in consultation with relevant employees and recognised trade unions.

Appendix 1 – Form for Employee to Complete Requesting an eye-sight Test

To be completed by employee in advance of eye-sight test	
<p>If you meet the criteria of a “DSE user” and wish to request an eyesight test under the Health and Safety (Display Screen Equipment) Regulations 1992, please email the completed form to hroperations@whmat.academy.</p> <p>The People team will consider your request and let you know if you are entitled to be reimbursed for the eyesight test up to a maximum of £25.</p>	
Name	
Job title	
Base Academy/Core Team	
Team/Faculty or Department	
Signature	
Date	

ELIGIBILITY CRITERIA

To be completed by employee		
Eligibility Criteria *	Yes	No
1. The individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time ; AND		
2. The individual uses DSE this way on a daily basis ; AND		
3. Fast transfer of information between the user and screen is		

an important requirement of the job; AND		
4. The individual depends on the use of DSE to do his/her job; AND		
5. The individual has no discretion over the use of DSE; AND		
6. The individual needs significant training and/or particular skills in the use of DSE to do his/her job; OR		
7. The performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.		
<p>To be completed by HR Operations:</p> <p>I confirm that name meet WHMAT's eligibility requirements for an eyesight test and wish to undergo an eye sight test in relation to his/her DSE work.</p>		
Job title		
Signature		

*Criteria taken from Health & Safety (Display Screen Equipment) Regulations 1992

Appendix 2 – Record of eye sight test (to be completed by optician)

Please use this form to keep a record of an eyesight test provided under the Health and Safety (Display Screen Equipment) Regulations 1992.

To be completed by optician before employee can be considered for reimbursement of contribution towards glasses:

Name of employee	
Job title	
Department	

An eyesight test was completed on: [date]

by [name and address of registered ophthalmic optician/registered medical practitioner with suitable qualifications who carried out the test]:

The employee requires corrective lenses	Yes	No
The employee requires corrective lenses for DSE use o	Yes	No

Recommended date of next eyesight test:

Name	
Job title	
Signature	
Date	

One copy to be retained by optician/one copy to employee

Appendix 3 – Process Flowchart

Employee meets criteria at 2.1 for DSE user & wishes to be considered for reimbursed eye-sight-test and contribution towards glasses.

Employee completes form at appendix 1 & emails to hroperations@whmat.academy before booking eye test.

Operations team review application from employee & confirm whether eligible or not via email (log maintained of application and outcome).

Employee attends eye test, ensuring that optician completes appendix 2 form in full & returns to it hroperations@whmat.academy with receipts for glasses and eye sight test

Provided that optician has ticked “yes” for every part of appendix 2 form, operations will request payroll to reimburse employee for up to a maximum of £25 towards eye-sight test & up to £60 towards glasses. Employee is reimbursed through payroll