



LIFE Education Trust

Learning Is For Everyone

Our Aim is that every School will be:

- An efficient school
- An effective School
- An enriching school
- An enabling school

Eyecare Policy for Display Screen Equipment Users

Policy	Eyecare Policy for Display Screen Equipment
Policy adopted by Trust Board	23/6/17
Reported to LGBs for implementation	23/6/17
Implementation Date	23/6/17
Review Date	June 2020
Policy Source	Own source policy

KEY DEFINITIONS USED IN THIS POLICY:

The Trust	LIFE Education Trust
The Board/Directors/Trust Board	The Board of Directors of LIFE Education Trust
School/Trust school	An Academy or school within LIFE Education Trust
Staff	All staff employed by LIFE Education Trust and working with academies, schools or units within LIFE Education Trust

All schools within the LIFE Education Trust are legally defined as academies, regardless of whether the term “school” is used to describe them in the following policy.

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INTRODUCTION

In compliance with the requirements of the Health and Safety 1992 (Display Screen Equipment) Regulation 1992 and as amended, the Trust has adopted the following procedure with regards to the provision of a member of staff's eye and eyesight tests. This forms part of the Health & Safety policy of the Trust. Entitlement to such a test will relate only to a member of staff who has been designated as a Display Screen User. If necessary, a risk assessment can be carried out at the individual's request.

DEFINITION OF A DISPLAY SCREEN USER

A Display Screen User is any member of staff who habitually uses display screen equipment as a significant part of their normal working day. As a guide, if a member of staff uses display screen equipment continuously for periods of an hour or more on most days worked, they are likely to be classified as a user.

PROVISION OF EYE TESTING

If a member of staff qualifies as a user, then they are entitled to ask for an eye test to be paid for by the Academy within the Trust and to be carried out by a qualified ophthalmic optician.

HOW TO REQUEST AN EYE TEST

Members of staff must request an eye test by completing the Eyesight Test Referral Form in Appendix 1 of this document. The form should be submitted to their line manager who will sign the form to confirm they are a regular display screen equipment user and, therefore, have an entitlement to a refundable eye sight test. The completed form should be given to the Finance Officer at the Academy they work in.

FURTHER EYE TESTS

Repeated testing is carried out under this policy according to the clinical judgement of the ophthalmic optician. Usually this is approximately every 2 years, but may, of course, vary according to individual need. It will be the member of staff's responsibility to make arrangements for a retest at the appropriate time.

If the eye test shows that the user requires glasses *specifically* for display screen equipment work, the Academy within the Trust will pay for a basic pair of frames or lenses.

APPENDIX 1

LIFE Education Trust
EYESIGHT TEST REFERRAL FORM
(DISPLAY SCREEN EQUIPMENT USERS)

Name of Employee:

Job Title:

I have identified the above member of staff as a regular Display Screen Equipment user and request an eyesight test in accordance with the LIFE Education Trust Eyecare Policy.

The Academy this member of staff works at will contribute up to £25 for the costs of an eye test.

Name of Referring Line Manager:

Line Managers Signature: Date:

Academy Name:

I confirm that I am a regular Display Screen Equipment user and request an eyesight test.

I note that the Academy I work for will contribute up to £25 for the costs of an eye test.

Employee's Signature: Date:

Optician to Complete

Optician's Name (PRINT):

Optician's Signature: Date:

(I confirm a full eye test has been completed on the above named employee)

Optician's Stamp