



The Athelstan Trust

Eye Test Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
May 22, Jan 2025	TJG/NT		Jan 2028	Y

1. 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 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.

2. Definition of a 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.

3. 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 School within the Trust and to be carried out by a qualified Ophthalmic Optician.

4. 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 eyesight test. The completed form should be given to the Finance Officer/Manager at the school they work in.

5. 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 up to the value of £50.



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Appendix 1 – Eye 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 Athelstan Trust Eye Test Policy.

The School this member of staff works at will contribute up to £30 for the costs of an eye test.

Name of Referring Manager:

Line Manager's Signature: Date:

School 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 £30 for the cost of an eye test.

Employee's Signature: Date:

Optician to Complete

Optician Name (PRINT):

Optician's Signature: Date:

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

Optician's Stamp

