The Athelstan Trust

Eye Test Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
May 22, Jan 2025	Exec	Jan 2025	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 arrange an eye test by a qualified Ophthalmic Optician.

4. Further eye tests

Repeat 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.

5. Financial Contribution

A display screen user may use the form in Appendix 1 to claim back the cost of their eye test, up to the value of £30. The form should be completed and attached to the claim in SAM People. If the glasses prescription shows that the user requires glasses specifically for display screen equipment work, the school will pay for a basic pair of frames or lenses up to the value of £50.

The form in Appendix 1 can also be used to claim for this: the form should be completed and attached to the claim in SAM People.

Following a new test, if the prescription has changed, but continues to be specifically for display screen equipment work, the school will pay £50 towards a new pair of glasses.

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Appendix 1 – Eye Test Claim Form

Please note that all parts of this form must be completed and attached to the expenses claim on SAMPeople.

Part 1 - To be completed by Employee:

Name of Employee: ……

Job Title: ……

Please complete the following as appropriate:

I confirm that I am a regular Display Screen Equipment user and have undergone an eye test.
I wish to claim £_____ (please enter amount up to a maximum of £30) for the cost of the test.

I confirm that I have been prescribed glasses specifically for display screen equipment work.
I wish to claim £_____ (please enter amount up to a maximum of £50) towards the cost of lenses and / or glasses.

Please note the criteria set out in sections 4 and 5 of the Eye Test Policy relating to claim amounts.
Please attach this form and:

- A copy of the receipt for the cost of the eye test
- A copy of your prescription (if applicable)
- A copy of the receipt for the cost of the glasses (if applicable)

Employee's Signature: …… Date: ……

Part 2 – To be completed by Line Manager

I have identified the above member of staff as a regular Display Screen Equipment user and confirm that they have attended an eye test.

Name of Referring Manager: ……

Line Manager's Signature: …… Date: ……

School name: ……

Part 3 – To be completed by Optician

Optician Name (PRINT): ……

Optician's Signature: …… Date: ……

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

Optician's Stamp

Please pass the completed form to the school finance office.