

# DISPLAY SCREEN EQUIPMENT EYE AND EYESIGHT TEST

## Employee Details

Name (Block Caps)  School/Office

## Optometrist (Optician) Recommendation

I have carried out an eye and eyesight test in accordance with the standards required by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) and the British College of Optometrists' Statement of Good Practice on Work with Display Screen Equipment.

I have recommended the following (tick box if applicable):-

- |   |   |
|---|---|
| <input type="checkbox"/> <b>A</b> Spectacles are not required/No change in current prescription required                    | <input type="checkbox"/> <b>1</b> Single Vision |
| <input type="checkbox"/> <b>B</b> Spectacles are required for general use   | <input type="checkbox"/> <b>2</b> Bifocals      |
| <input type="checkbox"/> <b>C</b> Spectacles are required for general use, incorporating a special prescription for DSE use | <input type="checkbox"/> <b>3</b> Multifocals   |
| <input type="checkbox"/> <b>D</b> Spectacles are required solely for DSE use  |   |

Repeat eye and eyesight test is advised in.....months.....years

Fees <small>(Receipts must be attached and items specified separately)</small>	Office Use Only
Eye and eyesight test	£
DSE Lenses	£
Frames	£
<b>Total</b>	<b>£</b>

### Branch Stamp

Name (Block Caps):  Signature  Date

## Employee Declaration

- I have undergone a full eye and eyesight test  (tick box if applicable)  
 I have purchased new DSE spectacles  (tick box if applicable)  
 I have purchased new DSE lenses for existing frames  (tick box if applicable)

Signature of Employee  Date

## Authorising Signature (eg Head of School/Office)

Name (Block Caps):  Signature  Date

School/Office  Organisation Code

**Signed forms to be sent, with receipts, to Finance Office, Payments, Avery Hill Southwood Site.  
 Photocopies should be retained by the DSE user and School/Office budget holder.  
 Reimbursement will be met from School/Office budget.**

# EYE AND EYESIGHT TESTS

## Entitlement to eye and eyesight tests

Under the University of Greenwich H&S Policy and DSE Code of Practice (available on the University Intranet H&S pages), any University employees classed as DSE users are entitled, on request, to a full eye and eyesight test carried out by an optometrist (optician) of their choice near to their home or normal place of work. The definition of 'user' is given in the DSE Code. The University must ensure that users are aware of their entitlement to an eye and eyesight test and must ensure that the test, if requested, is carried out as soon as possible after the request (for existing users) or before the employee becomes a user. The entitlement also applies:

- where employees are transferred to jobs which classify them as DSE users;
- where DSE becomes a significant part of an employees' job, although not previously classified as a user.

After the first test requested under this Code, users are entitled to further tests:

- at regular intervals as specified by the optician on the eye and eyesight test form
- if experiencing visual difficulties which may reasonably be considered to be caused by the DSE work
- every five years in the event that the above two options are inapplicable

## Time off for eye and eyesight tests

Users who request it will be given reasonable time off to attend an appointment but may be asked to provide evidence of their appointment. For routine DSE eye and eyesight tests, notice of at least one week before the appointment must be given to the user's line manager. This requirement shall not apply in the case of appointments requested by users suffering visual difficulties likely to be related to DSE work.

## Eye and eyesight test form

Users must obtain an eye and eyesight test form (available on the University Intranet H&S pages) and take it with them to their appointment and ask the optician to complete and sign the form. The form requires the optician to confirm that they have carried out the eye and eyesight test and to confirm one of four recommendations:

- A Spectacles are not required/No change in current prescription required
- B Spectacles are required for general use
- C Spectacles are required for general use, incorporating a special prescription for DSE use
- D Spectacles are required solely for DSE use

If spectacles are prescribed, the optician is also required to confirm one of three types of spectacles:

- 1 single vision
- 2 bifocals
- 3 multifocals

Only recommendations C or D would entitle the user to reimbursement towards the cost of the spectacles. If that condition is satisfied, the type of spectacles prescribed entitles the user to one of two levels of reimbursement.

## Payment for eye and eyesight tests and special corrective appliances

Users will pay the optician the full charges for the eye and eyesight test and any spectacles prescribed. 'Normal' corrective appliances, ie spectacles for general use are at the user's own expense. Contact lenses are at the user's own expense.

Where users need special corrective appliances for their DSE work, the optician will prescribe spectacles either (i) for general use but incorporating a special prescription for DSE use, or (ii) solely for DSE use. In these cases, the University's liability for costs is restricted to payment for the cost of a basic pair (ie of a type and quality adequate for the user's work). Users may choose more costly spectacles, for example designer frames or lenses with optional treatments not necessary for the work.

The University will reimburse up to the current University-agreed maximum contribution for each eye and eyesight test and for spectacles prescribed for DSE work on conditions that:

- the employee is a DSE user, as defined in the DSE Code of Practice;
- the test and any DSE spectacles have been obtained with the knowledge of the University and following procedures laid down in the Code.

Users must send the completed eye and eyesight test form and receipts to their Dean of School/Director of Office, keeping a copy for themselves. The Dean/Director then signs the form and sends it, with receipts, to the Finance Office for reimbursement to the user from School/Office budgets. Photocopies should be retained by the user and School/Office Budget Holder. Reimbursements towards the cost of the eye and eyesight test and any spectacles prescribed for DSE will not be made by the University unless a completed form is received.

The current maximum reimbursements are:

- £25 maximum for each eye and eyesight test
- £55 maximum for single vision spectacles prescribed solely for DSE use
- £75 maximum for bifocal/multifocal spectacles for general use, incorporating a special prescription for DSE use.
- £75 maximum for bifocal/multifocal spectacles prescribed solely for DSE use

These arrangements will be reviewed annually.

## Care of special corrective appliances

The user is personally responsible for the safe-keeping of any special spectacles obtained for their DSE work. Repair and replacement will be the user's own responsibility.