

Eye and Eyesight Testing for Display Screen Equipment Users

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Eye and Eyesight Testing for Display Screen Equipment Users

1 Purpose & Scope

These guidelines cover the requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

2 Definitions

Display Screen Equipment: Also known as VDU (Visual Display Unit) for example computer screens, laptops and other visual display screen required for work.

User: Members of staff using display screens for a significant portion of their work (typically more than two hours most days).

3 Guideline¹ and its application in practice

Under the Health and Safety (Display Screen Equipment) Regulations 1992, users of display screen equipment are entitled to a free eye test and contributions towards the costs of glasses if specifically required for VDU/DSE use.

All staff using VDU/DSE should have their eyes tested at least every 2 years.

When an eye test is due the staff member should contact their service's HR administrator to obtain an eye care voucher. If the member of staff is unsure of their named contact then they can email: HR@tavi-port.nhs.uk

The staff member must collect the voucher in person from Human Resources if they are based at the Tavistock Centre or the Portman Clinic. For staff based at satellite locations the voucher will be sent by recorded post to the individual's work location. This voucher will cover the cost of a full eye test.

¹ **A Guideline:** is a statement outlining the evidence directing an action based upon information issued by a professional or regulatory body or otherwise informed by legislation or case law

Any other tests (e.g. contact lenses tests) or treatments are not covered by this voucher and the Trust is not obliged to pay for them.

Human Resources will keep records of vouchers issued and will issue them every two years upon request to eligible staff members.

The voucher is acceptable at 96% of opticians and must be given to the optician at the time of the eye test (the optician will not refund the money if the voucher is presented at a later date)

Following the eye examination/test, if the optician has identified that spectacles are needed for VDU use only a further voucher will be issued which will help toward the cost of spectacles. Please note that these spectacle vouchers will only be issued where glasses are required for VDU use. Vouchers are not issued where the spectacles are for general use only.

The Trust will also not provide vouchers towards the cost of spectacles, for staff that have to wear normal glasses for other work or general use, which happen to also be suitable for VDU use.

4 Relevant policies and procedures

Health and Safety Policy – June 2010
Risk Assessment Procedure - February 2009

5 References

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)