

EYE CARE POLICY

VERSION: JULY 2020

1. POLICY STATEMENT

- 1.1 These guidelines are designed to outline the Diocese's approach to the provision of eye tests for our employees. The Health & Safety (Display screen equipment) Regulations (1992) (as amended by the H&S (Miscellaneous Amendments) Regulations 2002)) require employers to minimise the risks for their employees undertaking display screen equipment work by ensuring that workplaces and jobs are well designed and includes the right for employees to have free eye tests where eligible.
- 1.2 We reserve the right to request any employee to have an eye test carried out when we believe that work errors may be caused by poor eyesight. In these circumstances, we will pay the full cost of the test being carried out at the prevailing NHS rates or via a Diocese issued eye care voucher with our nominated supplier.

2. ELIGIBILITY

- 2.1 The Health & Safety (Display Screen Equipment) Regulations (1992) apply to staff who habitually use display screen equipment as a significant part of their normal work. Other employees who use display screen equipments only occasionally are not covered by these regulations, although the Diocese still has a general duty to protect them under other health and safety at work legislation.
- 2.2 Eye screening and testing are available to all directly employed permanent or temporary Diocese employees who regularly use display screens as part of their job.

If you are eligible for a free eye test you should follow the procedure outlined below;

3. PROCEDURE

- 3.1 Before making an appointment with an optician, you
 - Should ensure that you are entitled to a free eye test by speaking to your manager or the Chief Operating Officer at Bishop's House, Hove.
 - You should then make an appointment with a registered ophthalmic optician.
 - The cost of the eye test will be reimbursed by the Diocese on receipt of written confirmation from the examining optician that the eye test has been carried out.
 - If following the eye test the Optician advises you that you require glasses for display screen equipment use, then you are entitled to claim the cost of basic frames and prescribed

lenses. This will be reimbursed on production of proof of the requirement and proof of purchase. If you decide that you wish to buy more expensive glasses, the Diocese's contribution can be used as part payment with you making up any shortfall.

- Unless advised otherwise by your Optician, eye tests are normally taken annually. If the optician specifically states in writing that another eye test is required sooner, then an additional test may be paid for.

4. FREQUENTLY ASKED QUESTIONS

Q. Can working with display screen equipments affect your eyesight?

Extensive research has found no evidence that display screen equipments can cause disease or permanent damage to eyes. But long spells of display screen equipment work can lead to tired eyes and discomfort. Also, by giving your eyes more demanding tasks, it might make you aware of an eyesight problem you had not noticed before.

Q. How long should I work with a display screen equipment?

There is no legal limit, but you need to break up long spells of display screen equipment work. How long you should work without a break depends on the type of work you are doing.

Research suggests that frequent shorter breaks are more effective than longer less frequent ones. A break can mean anything from:

- A "mini" break – dropping your arms down by your sides, blinking your eyes and focusing on a distant object for about a minute,
- Getting up from your desk to get a drink, walking to get your printing, doing a non-screen-based activity,
- Having your lunch break.

Approval

This policy was approved by the Diocesan Board of Trustees on:	8 July 2020
The next review is due by:	31 July 2022