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**Occupational Health &**

**Wellbeing Service**

**EYESIGHT TESTS FOR DSE USERS**

Advice leaflet for staff

Wellbeing services are designed to promote a holistic approach to the long term health of employees.

## Issue 2

Date: Jun 2023

Review: Jun 2026

  **Display screen equipment assessment**

The Trust has a legal obligation to protect workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, **for an hour or more** continuously and are referred as ‘DSE users’. The regulations don’t apply to workers who use DSE infrequently or only use it for a short time.

DSE assessment is to be completed when commencing work with DSE equipment, when there has been significant changes to the environment, work process or there is any other reason to do so (such as staff member reporting symptoms of ill health that can be related to use of DSE equipment) and annually as part of staff members appraisal after this.

If this assessment identifies a person as a DSE user, then your line manager must:

* Reduce risks, including taking breaks away from DSE work
* provide an eye test if an employee asks for one [8]
* Provide information and training

**Eyesight testing**

The Trust will reimburse the cost of an eyesight test:

**Up to a maximum of £25.00**

if requested by an employee who is classified as a DSE user and where it is reasonable to consider that their eyesight may be affected by using a visual display unit (VDU).

The eyesight test must be carried out by a suitably qualified person, for example an optician. OH&WBS are not able to conduct these tests.

Reimbursements are made from the employee's directorate budget and not from the OH&WBS budget.

Therefore employees must liaise directly with their managers, who will manage the reimbursement process (through the online expenses system).

**Special corrective lenses**

If your optician advises you need “special corrective lenses” to correct a mid-range focal impairment specifically for use with DSE they should provide you with written evidence of this requirement.

**You need to give this written statement to your manager**.

Your manager should make arrangements to:

**Reimburse costs of up to £50 maximum.**

This written statement should also include details of when a re-test is required.