

ARRANGEMENTS FOR EYE AND EYESIGHT TESTING FOR USERS OF DISPLAY SCREEN EQUIPMENT

Departments should make arrangements for eye and eyesight testing for employees who are users of display screen equipment with an optician from the list below.

Any **employee** who is a **user** of display screen equipment is entitled, on request, to receive an eye and eyesight test as defined in the Optical Act 1989. Employees are expected to bring this request to the attention of their department (usually the administrator) before any arrangements for testing is put in place.

The optician determines the frequency of repeat eye and eyesight testing for users. This is usually every two years, but it can vary for individual patients. The department must also meet costs of repeat testing.

Arrangements have been made with the following opticians in Oxford who can provide the appropriate testing. All, except David Clulow and Vision Express (UK) Ltd, will invoice the department on receipt of a departmental order or letter on headed notepaper authorising the testing. If employees wish to seek re-imbursement from the University for the test and any corrective lenses recommended, they are **not** free to choose an optician other than the four nominated below.

Optician	Address	Cost (per test) (No VAT chargeable)
David Clulow	13 High Street Oxford OX1 4DB Tel: 01865 790345	£20.00
<i>Note: There is <u>no</u> option of raising a purchase order with David Clulow. Individuals must pay directly and seek reimbursement of their expenses.</i>		
Gardiners	5 Manor Buildings Osler Road Headington OX3 7RA Tel:01865 761459	£18.00
<i>Note: A purchase order is required for Gardiners in order to claim the lower price of £18.00. Please ensure the name of the person undergoing the DSE eyesight test is included on the purchase order. Gardiners also require the individual to take a paper copy of the purchase order with them when attending for the DSE eyesight test, otherwise the individual will have to pay directly and seek reimbursement of their expenses.</i>		
P B Conway	44 George Street Oxford OX1 2AQ Tel: 01865 244667 or 01865 247031	£21.00
Vision Express (UK) Ltd	31-32 Queen Street Oxford OX1 1ER Tel: 01865 243567	£25.00
<i>Note: There is <u>no</u> option of raising a purchase order with Vision Express (UK) Ltd. Individuals must pay directly and seek reimbursement of their expenses.</i>		

(Price details correct as of 30 April 2019)

Where the optician recommends an employee be provided with eyesight correction **specifically** for their work with DSE, the law requires that the University meet reasonable costs. This is met from departmental funds. A reasonable contribution is now regarded as up to £75 and this contribution will be kept under review. There is no requirement on the University to contribute where 'normal' glasses, provided for reading, watching TV, or driving, are adequate for DSE use.

A contribution is required if the following statement is ticked on an optician's report:

- Spectacles are required solely for VDU use

A contribution might be required if the following statement is ticked on an optician's report:

- Spectacles are required for general use, incorporating a special prescription for VDU use

This statement refers to multi-focal prescriptions. The use of bifocal or varifocal glasses can sometimes introduce other problems, as a person might make repeated adjustments to their head/neck position or adopt awkward positions in order to look through the appropriate part of the lens. The department should therefore consult the Safety Office whenever this statement is ticked. The Safety Office will liaise, as necessary, with the relevant optician and individual, in order to help them decide on an appropriate solution specific to their work with DSE.

Any other questions or queries should be directed to the Safety Office.