



School Policies

Policy title	Eye Care Policy				
Written on	March 2009	Reviewed on	April 2017	Next review due	April 2018
SLT link	D Barnett		Governor link		
Copies in	Policies folder ✓	Handbook	Student planner	Website	

This policy has been written in conjunction with the College's Equality Policy (Equality Act 2010)

Introduction

Organisations have a duty to ensure they provide eye care for employees, whose jobs involve working with visual display screens.

Requirements are laid down by the Health and Safety Regulations Act 1992.

Whilst the Leicester City Council has a policy in place for all Council employees, the scheme does not extend to Schools and Colleges and they therefore need to make their own arrangements.

In order to qualify for this scheme the user must be using a VDU for 30% of their working hours. Payment for glasses will only be made where a separate prescription to any other prescription is required for VDU use. This will be decided by the optician after eye examination.

Procedure

A user assessment form must be completed by the manager with the employee (Appendix 1).

The manager should also ensure the guidance with regard to best working practices regarding VDU use are being adhered to (see VDU information).

The manager should return the completed form to the Business Leader.

In order to qualify, the employee must score 7 or more to be considered a "user".

If the score on the assessment form is above 7, the employee will be given an Accor Eye Test Voucher to be taken to the optician.

Only one test every two years will be given, unless on Appendix 3 the optician advises a further retest before that period. If optician indicates on the voucher that spectacles are required solely for VDU, then the College will contribute £55 towards the cost of single vision lenses.



APPENDIX 1

Health & Safety - Display Screen Equipment Regulations -USER ASSESSMENT FORM

Name:

Discretion	Fast Info Transfer	Criticality of Error	Use	Time	Total
Low=2 Medium=1 High=0	Yes=2 Sometimes=1 No=0	High=2 Medium =1 Low =0	>4 times wk=4 3 times wk=3 2 times wk=2 Once wk=1	In Hours >3=4 2-3=3 1-2=2 0-1=1	Over 7=User

The following information will also be required:

- 1: Screen Colour..... (Black on white is best)
- 2: Character Size..... (12 recommended)
- 3: Distance from Screen..... (350mm - 600mm recommended)
- 4: Height of Screen (16 - 18" screen recommended)

Signed: Manager

Employee:

Date.....

Voucher given for eye test: Y/N



GUIDANCE NOTES

User Assessment Form

Discretion - This is intended to show whether the task being carried out using a VDU is a choice or necessity - i.e. if it is using a specific programme such as SIMS then there is no choice but to use the VDU.

Low = 2 no choice

Medium = 1 some choice

High = 0 = plenty of choice

Fast Info Transfer - This is intended to show how much speed is required for the task - i.e., if it is inputting large amounts of data within a specified time, speed is important. If the majority of the person's work is needed to be done swiftly then Yes = 2, if it is sometimes it is 1 and if it is not necessary for speed it is 0.

Criticality of Errors - This is intended to show how important accuracy is at the point of input - i.e., if the person is typing a letter then accuracy may not be important as there are spell checks available and proof reading score would be low = 0. However, if the data is live or has no automatic checks i.e., entering registers, score would be high = 2, a mixture would be medium = 1.

Use - This is intended to show how many times a VDU is used. If the person is part-time you need to use a full time pro-rata, for example 4 times per week full time = a score of 4. If a person works 3 days per week and uses every day, you would assume that if they were full time they would use 5 times per week.

Time - This is intended to show the length of time someone uses a VDU without a break.