



Tudor Grange Academies Trust

DSE Eyewear Policy

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Author/originator	J Brant
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Eyewear Policy for Users of Display Screen Equipment

1 Purpose

- 1.1 This policy outlines the arrangements for eye testing and eye wear for staff recognised as DSE users within Tudor Grange Academies Trust (TGAT) reflecting the Trusts legal responsibilities under the Health and Safety (Display Screen Equipment) Regulations 1992.

2 Scope

- 2.1 This policy covers all staff who work under a contract of employment on a permanent or fixed-term appointment with TGAT and who habitually use display screen equipment as a significant part of normal work (for continuous spells of an hour or more at a time). It does not apply to staff who use DSE infrequently or whose eye sight is such that they require a prescription for other activities such as reading or driving and whose current prescription will facilitate working on DSE.

3 Policy Statement

- 3.1 There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue. Under the Health and Safety (Display Screen Equipment) Regulations 1992 staff are entitled to request an appropriate eye or eyesight test to be carried out by a competent person. Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test. Staff are also entitled to special corrective appliances appropriate for the work required by the role, where:
- normal corrective appliances cannot be used; and
 - the result of any eye and eyesight test, which the user has been given in accordance with this policy, shows such equipment to be necessary.

4 Procedure

- 4.1 If you think you are eligible (in terms of the above), and wish to have an eyesight test please contact your School PA who will arrange for a voucher to be issued to you. This voucher can be redeemed at any Specsaver store and will enable staff to receive an eye test and if

necessary corrective basic eyewear. Should an employee wish to upgrade to more expensive frames then the voucher value (£49) can be redeemed against the higher cost. The vouchers are not redeemable in other stores.

5 Supplementary information

5.1 Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly considered work stations particularly when working from home. The trust conducts workplace assessments in line with obligations but the causes may not always be obvious and can be due to a combination of factors.

5.2 The following may help users:

Getting comfortable

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees.
- A footrest may be helpful, particularly for smaller users.

Well-designed workstations

Keyboards and keying in (typing)

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

Using a mouse

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

Reading the screen

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.

- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

Changes in activity

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. Interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

The following may help users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before you get tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.