



Display Screen Equipment (DSE)

Policy Statement

Engage MAT

Date of ratification: Oct 2017.....

Date of review: Oct 2020.....



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The Engage Trust Policy Statement on Display Screen Equipment (DSE)

Introduction

The Engage Trust complies with the Health and Safety (Display Screen Equipment) Regulations 1992. Under these regulations certain staff may be entitled to eye checks and glasses based on their use of Display Screen Equipment. This policy statement is designed to clarify the entitlement of staff.

Definition of staff who qualify for free eye checks.

The Health and Safety Executive¹ advises that employer funded eye checks are an entitlement of an employee who **habitually** uses DSE as a **significant** part of their normal day to day work.

Within the context of the Engage Trust this is interpreted to mean any employee who uses Display Screen Equipment for more than 3 hours a day for more than 3 days per week.

Which staff roles are likely to be entitled to employer funded eye checks?

Based on the definition above the Engage Trust would expect the following roles to be entitled for funded eye checks.

- Admin Leaders
- Business Manager
- Resources Manager
- Receptionists
- Office Managers
- Data Exams Officers
- Admin Assistants

Whilst other employees may use DSE they are not required by their roles to spend over 3 hours a day for more than 3 days per week in such activity.

Employer Eye care Scheme

Those members of staff who satisfy the criteria above as a DSE user, could receive a DSE Eye care evoucher following completion of a DSE Risk Assessment. These are available from HR@engage.norfolk.sch.uk

This should be completed and returned to HR who will confirm whether the member of staff qualifies for an e voucher

This evoucher, valid at Specsavers only, entitles the member of staff to an eye test and a complete pair of spectacles to the value of £45 for the sole use of VDU work.

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Alternatively, the voucher can be used as part payment towards a more expensive range

Equality Impact Assessment.

This policy has been reviewed for its impact on issues of equality. The policy has been considered in relation to the following protected characteristics

Gender

Disability

Sexual Orientation

Ethnicity

We have not identified any issues in relation to these protected characteristics. We have carefully considered whether any element of this policy would adversely impact upon the equality of access or opportunity for any staff member or service user, and have been unable to identify any impact which would require mitigation

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