

## 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 are put in place.

Arrangements have been made with the following four opticians in Oxford who can provide the appropriate testing and they will invoice the department on receipt of a departmental order or letter on headed notepaper authorising the testing. If employees wish to seek re-imburement 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.

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.

<p><b>Vision Express (UK) Ltd t/a Batemans</b> 16 Golden Cross Oxford OX1 3EU Tel: 01865 243567 Contact: Mr C Gregory Cost: £20.00 per test (No VAT chargeable) <b>PO should be sent to Oxford address Invoices should be paid to Nottingham address</b></p>	<p><b>David Clulow</b> Golden Cross Court 4 Cornmarket Street Oxford OX1 3EX Tel: 01865 790 345 Cost: £20.00 per test (No VAT chargeable)</p>	<p><b>P B Conway</b> 44 George Street Oxford OX1 2AQ Tel: 01865 244667 or 01865 247031 Contact: Mrs M T Servas Cost: £21.00 per test (No VAT chargeable)</p>	<p><b>Gardiners</b> 5 Manor Buildings Osler Road Headington OX3 7RA Tel:01865 761459 Contact: Mr J Whittenbury Cost: £18.00 per test (No VAT chargeable)</p>
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(Details correct as of 3 November 2011)

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.

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