

Covent Garden Dragon Hall Trust

Health and Safety Policy and Procedures

General Statement of Policy, Duties and responsibilities

1.1 Policy Statement

Covent Garden Dragon Hall Trust ('the Organisation') recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations

Throughout this Statement, terms such as 'staff', 'workers', 'employees', include both paid and volunteer workers.

It is the policy of the Organisation to promote the health and safety of the staff and of all visitors to the Organisation's premises ('the Premises') and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Display the HSE poster entitled 'Health and Safety Law'
- Encourage persons on the premises and property to cooperate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
- Ensure the provision and maintenance of plant and other equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the Organisation's activities;

- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Organisation arising out of or in connection with the Organisation's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employers' workers may be exposed to when on the Organisation's premises.

This policy statement and/or the procedures for its implementation may be altered at any time by the Organisation's Management Committee ('the Committee'). The statement and the procedures will be reviewed annually by the Committee or other persons appointed by the Committee.

1.2 Statutory Duty of the Organisation

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Organisation will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate

health and safety enforcing authority.

1.3 Statutory Duty of the Organisation's Workers

Employees also have legal duties and the Organisation strongly requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation.

1.4 Policy for Visitors and Contractors

All visitors to organised activities or meetings should be directed, on arrival, to the appropriate member of staff, representative of the Committee, or user/hirer of the building who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of their name, date and time of their arrival and, on leaving, their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Community Senior staff member, Health and Safety Officer or other appropriate person who will investigate and liaise with the Board of Trustees as appropriate.

Casual visitors, including members of the public, must observe all safety notices and instructions and take responsibility for their own safety and that of any children or vulnerable adults for whom they are responsible.

PART TWO:

Organisation of Health and Safety

2.1 Health and Safety Officer.

The Board of Trustees as the employer, has overall and final responsibility for health and safety matters at the organisation, and for ensuring health and safety legislation is complied with.

The Board of Trustees will appoint a Health and Safety Officer, to:

- have a broad overview of Health and Safety matters;
- keep the Organisation's Health and Safety policy and procedures under review;
- conduct safety tours of the premises;
- ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);

- take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled; and
- report to the Committee on their performance of these responsibilities.

The Health and Safety Officer shall carry out 6-monthly safety tours and inspections of the premises and make a report to the next ordinary meeting of the Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Book.

2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

- A. Accident Book; Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident book maintained by the Organisation.
- B. Equipment and Appliances; No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.
- C. Fire Procedures.; All personnel must familiarise themselves with and implement the organisation's fire procedures
- D. Safety Clearways; Corridors and doorways must be kept free of obstructions and properly lit.
- E. Maintenance; Defective equipment, furniture and structures must be reported as such without delay.
- F. Hygiene and Waste Disposal; Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.
- G. Food Hygiene; When handling or preparing food there are specific hygiene requirements including training:
- H. Display Screen Equipment ; The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense. The organisation will also provide within reason equipment to make working by a computer more comfortable and less damaging including screen risers and back supported chairs.
- I. Alcohol, Drugs and Tobacco; Smoking within the premises and the use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants is prohibited during working hours and no designated supervisor may undertake his/her duties if under the influence of alcohol or drugs, except under medical supervision.

PART THREE:

Arrangements and Procedures

The Health and Safety Officer is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly

assigned and accepted at all levels.

3.1 First Aid and Accident Reporting

First aiders and staff are made aware of who the Trained First aiders are, where first aid kits are kept. Senior staff are made aware of any First aid and accident reporting that occurs.

3.1.1 First Aid

- The First Aider(s) for the premises are staff or Trustees with valid certificates, which are retaken every 2-3 years depending on the course
- First Aid Boxes are provided in the following location(s): Kitchen, reception, office, stationary cupboard.

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for 'ambulance'.
- All accidents must be reported to The Health and Safety Officer or another member of staff or Trustee on duty immediately or as soon as practicable.
- All accidents must be entered in the relevant accident report form/ book is situated in the Office. The procedures for 'notifiable' accidents as shown in Appendix A below must be followed.
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Organisation's Committee to consider the actions necessary to prevent a recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by staff during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

3.2.2 In the event of fire

- Person(s) discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building areas where possible without personal risk, leave all doors and windows closed.
- The assembly point for the premises is on Stukeley Street outside International House
- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

3.2.3 Bomb Warnings

- If you receive a warning try to find out from the caller:
- The approximate location of the bomb and likely time of detonation;
- Whether the police and fire brigade have been notified.
- Try to record exactly what is said.
- Notify the Police immediately on 999 or 112.

- Do not sound the Fire Alarm but evacuate the building and site taking into consideration any information from the bomb warning.
- Assemble at Saint Giles Passage unless bomb warning implies otherwise.

3.3 Theatre and Public Entertainment Licensed Events

- Emergency lights in the areas used must be kept illuminated.
- The responsible person for the event, e.g. hirer, to advise the designated event supervisor of any defects or concerns regarding the facilities e.g. potential hazards, uncleanness, refrigeration operation or cracked food preparation surfaces.

3.4 Cleaning Materials, General Machinery and High Risk Areas •

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and with safety in mind, use wire covers.
- Slippery floors are dangerous; use warning signs.
- Attention will be drawn to potential site hazards by warning tape, notices or other methods.
- Use protective clothing and equipment provided and as instructed on machinery/ equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.5 General

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the Senior staff member immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR APPENDICES

A.1. ACCIDENTS

All accidents which occur during work for the Organisation or on premises under the control of the Organisation must be recorded

A.2. Accidents to Workers or Contractors' Staff of the Public

(a) For all accidents
Complete the Accident Book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)

If accident results in incapacity for work for more than 7 calendar days then complete form F2508 with copies to:

Health & Safety Executive, [add local address / phone no. from Yellow Pages] and [the

Organisation's Building Manager or Chair or other named person].

If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) then immediately notify:

Health & Safety Executive and [the Organisation's Building Manager or Chair or other named person]. Follow up within seven days with completed F2508 with copies to:

Health & Safety Executive and [the Organisation's Building Manager or Chair or other named person]. (c) Contractors

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor, then the person in control of the premises is responsible for reporting the accident. If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf that is responsible for reporting the accident.

A.3. Accidents involving Members of the Public

(a) For all accidents; Complete the Accident Book.

(b) For Accidents reportable to the Health & Safety Executive; If accident results in fatality, fracture, amputation or other specified injury (see Section A4 below) then immediately notify: Health & Safety Executive and the Organisation's Senior staff member and Chair.

Follow up within 7 days with complete F2508, copies to:

Health & Safety Executive and the Organisation's Senior staff member and Chair.

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

A.4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of: a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not it is due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

IF IN DOUBT REPORT IT

A.5. Dangerous Occurrences

In the event of any of the following:

- Collapse/overturning of machinery;
- Explosion/collapse of closed vessel/boiler;
- Electrical explosion/fire:

Notify the following immediately:

Health & Safety Executive and the Organisation's Senior staff member and Chair or other named person.

A.6. Occupational Diseases

- Poisoning;
- Skin Diseases;
- Lung Diseases;
- Infections.

On receipt of a written diagnosis from a Doctor, report the disease using form F2508A to: Health & Safety Executive and [the Organisation's Senior staff member and Chair or other named person]. Full details of Dangerous Occurrences and Occupational Diseases can be found in the HSE Guide to RIDDOR.

IF IN DOUBT REPORT IT

Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)

B.1. Assessment

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006

B.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is prevented or, if this is not reasonably practicable, adequately controlled. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean preventing exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, controlling exposure by, for example: • totally enclosing the process;
- using partial enclosure and extraction equipment;

Appendix C

Fire Prevention

A Fire Risk Assessment has been carried out and is reviewed annually by The Health and Safety Officer who reports back their findings to the Board of Trustees.

C.1. We have assessed the following:

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises

- Emergency Lighting and its maintenance
- The most suitable way of raising an alarm in the event of fire.
- The contents of fire instruction notices
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided. • Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes.
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences.
- The maximum number of people who should be allowed on the premises at any one time. • The escape routes are kept usable.
- Seating and gangways in the hall/other rooms are arranged so as to allow free and ready access direct to fire exits
- The exit doors always unlocked before the start of any session and kept unlocked until the last person leaves • Escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out.
- Escape routes and exit doors are never allowed to become obstructed or hidden by chairs, stage props, curtains, etc.?

C.2. Fire Equipment

- Fire extinguishers. and fire alarm systems are regularly maintained by specialist fire engineering firms
- Staff / duty officers are trained to use this equipment.
- Equipment is kept in its proper position and always clearly visible and unobstructed.

C.3. Thorough close-down checks are made of all parts of the premises at the end of an evening or session

Checks Undertaken :

- Heaters and cookers turned off?
- No smouldering fires or cigarettes left burning?
- Televisions and other electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?

C.4. Reasonable steps are taken to prevent fires

- Smoking not allowed in any enclosed spaces, including in the building
- Substantial ashtrays provided in outside areas where smoking is permitted
- Heating appliances are fitted with adequate and secure fire guards
- If portable heaters have to be used, they are securely fixed and kept away from combustible materials

APPENDIX D

Volunteer activities – agreement with Covent Garden Dragon Hall Trust (supplementary to general volunteer agreement)

D.1 Overall and final responsibility for health and safety is that of the trustees.

Staff are responsible for this policy being carried out at the premises and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

Staff are responsible for ensuring all hirers, volunteers and supervisors are aware of health

and safety policy and procedures and are given induction training.

D.2 It is the responsibility of all volunteers, nominated supervisors, hirers and Trustees to bring to the attention of the staff any deficiencies in safety arrangements, or any hazards which may come to their attention.

D.3. Volunteers

All volunteer have the responsibility to cooperate with supervisors and staff to achieve high standards of safety within all work areas and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the nominated supervisor.

Consultation with volunteers and other users is provided by:

- regular volunteers' meetings
- day to day contact

D.4. Accidents

All accidents are to be reported to the nominated supervisor and are to be reported in the Accident Book Report.

A Report of any accident will be sent to the Health and Safety Executive if applicable.

D.5. First aid

All volunteers and hirers will be shown the location of the first aid boxes on their induction.

Dragon Hall Trust will strive to provide First Aid training for any appropriate Trustees and staff wishing to undertake it and agreed by the committee.

D.6. Fire safety

Dragon Hall Trust operates a no smoking policy inside the Building.

All staff and volunteers will be advised of the fire action procedure and the location of the fire assembly point at their induction, and have a duty to notify staff or their nominated supervisor of any fire hazards they are aware of.

Fire evacuation drills are arranged by the Fire Officer, and records maintained of the evacuation time.

Fire fighting equipment is available. This is regularly inspected by our equipment maintenance contractors.

D.7. Housekeeping and premises

All staff and volunteers will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in the building and including in the kitchen area
- tools and equipment are only used in accordance with instructions provided as part of their induction.
- tools and equipment are cleaned and stored safely in the storage areas after use ● the hazardous chemicals cupboard is kept locked at all times and keys are replaced when not in use.
- suitable foot-ware and clothing is worn at all times

- Protective clothing is used at all times when this is required in accordance with the instructions of the nominated supervisor.
- Any work carried out above ground level must be undertaken in strict accordance with the instructions of the nominated supervisor
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction as is reasonably practicable ● equipment in their work area is in good working order.

Volunteers will ensure that they co-operate with all reasonable requests from the supervisors to ensure the above standards are maintained.

D.8. Electrical equipment

Electrical equipment is inspected by the staff who ensures that PAT is completed every 2 years.

Staff will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected.

Staff and volunteers must visually inspect equipment they use and report any defects or faults to their nominated supervisor.

D.9. Manual work

It is the responsibility of all staff and volunteers to ensure that, if necessary, they seek assistance when lifting or carrying heavy objects, or are undertaking repetitive manual work.

D.10. Training

All volunteers will be advised of the Health and Safety Policy and will receive a Health and Safety 'walk round' from their nominated supervisor on their induction. Any updates or changes to these arrangements will be discussed at volunteer' meetings and supervision sessions. Staff and volunteers will be offered further Health and Safety induction training to support their identified needs appropriate to their work tasks.

D.11. Risk assessments

It is the responsibility of the designated supervisor to carry out risk assessments on a regular basis and keep a record of these. This is required by the Management of Health and Safety at Work regulation (1992).

Appendix D

Health and Safety Inspections

Appendix E

Display Screen Equipment

E.1. Who is a display screen user?

The Regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users.

Where use is less continuous, 'user' status would apply if most or all of the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as

- alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more;
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job; • The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

E.2. Eye testing and spectacle costs

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

E.3. Workers' Entitlement. Advising Communities | Information sheets

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E.3.1 Eye Test.

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if s/he:

- is already a user for a significant part of her/his work.
- is about to start using display screen equipment for a significant part of his/her work.
- is experiencing visual difficulties which may reasonably be considered to be related to display screen work.
- it is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

E.3.2 Spectacles (Glasses).

If, as a result of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, as a result of the tests, spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

E.3.3 Who pays the Optician?

The worker pays the optician and then obtains reimbursement, attaching the receipt(s) and any other reports to form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.