



DSE/VDU eye tests

University Optometrists

Under the Health and Safety (Display Screen Equipment) Regulations 1992, regulation 5, University employees who are regular users of display screen equipment (DSE/VDU) should be made aware that, upon request, they will be provided with a DSE/VDU eye test by one of the University's Appointed Optometrists:

Optometrist	Address	Telephone contact
Browns Opticians	19 Clerk Street, Edinburgh, EH8 9JH	0131 667 3563
	44 Portobello Road, Edinburgh, EH8 7EL	0131 652 1825
The Optician at Marchmont	26 Warrender Park Road, Edinburgh, EH9 1JG	0131 662 9440

Payment of DSE/VDU eye test

The costs of DSE/VDU eye tests undertaken by the Optometrists will be met centrally by the Health, Safety and Wellbeing Department.

Payment of DSE/VDU eye corrective appliances

Experience has shown that between 5% and 10% of DSE users tested will require specially prescribed corrective appliances (normally spectacles) for DSE work. Where such corrective appliances are prescribed, the cost of the most basic design of spectacles will require to be met by the cost centre at which the user works. The cost of a basic pair of spectacles is dependent on the Optometrist used, as follows (all inclusive of VAT):

Browns Opticians – £110 for basic lenses & frame

The Optician at Marchmont - £84 for basic lenses & frame

There may be occasions where more expensive lenses are prescribed. If this is the case, the Opticians will make the user aware who should submit this request in the same manner described below. Staff may choose a pair of spectacles at a higher cost and pay the difference. The University is not required to pay for the supply of any corrective appliance which is not relevant to DSE work. The cost of normal corrective

appliances prescribed for any other purpose will therefore not be refunded by the University.

How to obtain a DSE/VDU eye test

Employees who would like such an eye test should follow this procedure:

- Contact your Optometrist of choice to make an appointment and ask for a DSE/VDU eye test as a member of staff with the University of Edinburgh.
- When attending your appointment, present your University staff card as identification.
- The Optometrist will inform you after the eye test whether or not you require DSE/VDU spectacles and work with you to choose an appropriate frame.
- Should you require DSE/VDU spectacles, once you return to your School/Department, you must raise a Purchase Order (or have your Finance Office raise one) for the appropriate amount as detailed above and telephone the Optometrist to give them this PO number.
 - Attach (or ask your Finance Office to attach) this guidance note to the P&M PO request as proof of a quote
- The invoice for the DSE/VDU spectacles will then be sent direct to Finance Office for payment.

Using an optician other than the University's Appointed Optometrists

Any individual is, of course, at liberty to arrange an eye sight test with opticians other than the University appointed ones; the cost of eye tests carried out by opticians other than the University's Appointed Optometrists will not, however, be met by Health, Safety and Wellbeing Department. Also, please bear in mind basic eye sight tests free on the NHS do not normally include the DSE/VDU test.

Employees who wish to use another optician should first seek approval from their Head of School/Department and agree the arrangements for payment of costs. A School/Department is not required to pay for tests carried out by another optician but may agree to do so as a goodwill gesture. It should be understood that the employee may be required to pay the initial costs and be later reimbursed by the School/Department on production of a suitable receipt. In such instances it is imperative that the receipt clearly states the individual's full name, and that corrective appliances are prescribed specifically for display screen equipment work. In addition to the cost of the eye sight test, the School/Department will only be liable for the cost of the most basic design of spectacles up to a value of £110 (inclusive of VAT).

Please note that so called "VDU spectacles" (and other devices) that purport to protect the user against radiation are not special corrective appliances.

The Display Screen Equipment Regulations, and so the requirement to provide eye tests, do not apply to persons who do not hold a contract of employment with the University of Edinburgh. If you have any queries regarding this system, please contact the Health, Safety and Wellbeing Department, 51 4255, (Health.Safety@ed.ac.uk).

If you require this document in an alternative format please contact The Health, Safety and Wellbeing Department on health.safety@ed.ac.uk or call (0131) 651 4255

Document version

Version number	Summary of change	Date and by whom
1.1	P&M ordering procedure added	23/09/2022 C Schmid
1.1	No changes	11/09/2025 C Schmid
1.2	Minor changes	06/11/2025 S Woodman