



Prescription safety spectacles

Arrangements have been made with the two University Optometrists to provide Schools and Support Groups with an economical and efficient service for the provision of prescription lens safety spectacles.

The complete service, from initial eye testing to the final fitting of the spectacles to the wearer's satisfaction, will be provided by the Optometrists. These are as follows:

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

Procedure

Schools/Departments that, on the basis of a risk assessment, require to provide prescription lens safety glasses for their staff should follow the procedure below:

- Staff member should contact their Optometrist of choice to make an appointment for prescription safety spectacles as a member of staff with the University of Edinburgh.
 - If they have a current eye prescription, this should be taken with them to the appointment.
 - If they do not have a current prescription, they must inform the Optometrist at this stage that they also require an NHS eye sight test.
 - At this point, ascertain the cost of the prescription safety spectacles for the Purchase Order, see note 2 below.
- Schools/Departments should issue to each member of staff an official University of Edinburgh Purchase Order (PO)
 - Attach (or ask your Finance Office to attach) this guidance note to the P&M PO request as proof of a quote
- The Purchase Order should carry the text below, deleting*, as appropriate. (See Notes at foot of Page)
 - **Please dispense to (Insert Name) one pair of prescription safety spectacles, conforming to current British and European Standards: General Purpose* / Impact Grade 2*, with toughened glass lenses* / polycarbonate lenses*, as**

appropriate. An eyesight test is required* / a current prescription is available*.

- The Purchase Order will be emailed directly to the Opticians but you should also take a copy to the Opticians.
- When attending the appointment, present your University staff card as identification.
- The invoice for the prescription safety spectacles will be sent directly to the Finance Department for payment.

Please contact Health, Safety & Wellbeing Department if you have any queries regarding the selection of appropriate eye protection for a given hazard, or if any difficulties arise from the above procedures.

Notes:

1. Impact Grade 2 glasses, which provide a higher standard of impact protection than General Purpose glasses, suitable in some cases for e.g. workshop or maintenance activities, are now available as prescription glasses (polycarbonate lenses only). Impact Grade 1 glasses, providing the highest standard of impact protection, are not unfortunately available as prescription glasses, for technical production reasons.
2. Please contact the Optometrists direct for costs as there are varying costs for single vision, bifocal and varifocal spectacles. Prices range between £72.00 - £152.00 including VAT.
3. The costs for any necessary eyesight tests and spectacles for individuals as noted above will **not** be met from the Health and Safety Department budget but require to be met from the individual's School/Department's budget.
4. Please note that the provision of prescription safety spectacles is entirely separate to the provision of eye sight tests, and corrective appliances where applicable, to regular users of display screen equipment, under the Health and Safety (Display Screen Equipment) Regulations, 1992.

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

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