



# Yateley Town Council Eye Test & Glasses Policy 2021

## 1.0 Introduction

1.1 This policy has been written in accordance with Health and Safety Display Screen Equipment (DSE) Regulations 1992. The policy and regulations are reflective of the minimum health and safety requirements for work with display screen equipment as implemented in the regulations.

1.2 In accordance with the Health and Safety Display Screen Equipment Regulations 1992, (DSE) display screen equipment users whose general eyesight defects require a corrective prescription are responsible for this cost. It is only where the general corrective prescription is not suitable for use with display screen equipment that the Council is responsible for the cost of a specific corrective prescription for that purpose.

1.3 DSE arrangements should be reviewed periodically and if there are changes to the equipment, furniture, work environment, workstations, software or there is a significant change to the nature of the work. Employees will be fully consulted on the assessment process.

## 2.0 Policy Statement

2.1 The Council recognises and accepts its responsibility as an employer to ensure that employees who habitually use display screen equipment on behalf of the Council should have their sight tested regularly. The DSE requires employers to provide, an appropriate eyesight test for all staff who use display screen equipment for a significant part of their job.

## 3.0 Eyesight Testing

3.1 One claim is permitted per year. Employees should make an appointment with an optician. The cost of the eye test will be reimbursed through the expenses procedure.

## 4.0 Glasses Prescribed for VDU Use

4.1 An optician needs to declare that the prescribed glasses are required for DSE use.

## 5.0 Financial limits

5.1 The Council will reimburse expenses for eye tests and glasses as follows:

- Eye sight Examination – Full cost.
- Glasses for VDU use only – total cost to a maximum of £60.00.
- Glasses for normal use and VDU use – 50% of total cost of glasses to a maximum of £30.00.

5.2 Any cost in excess of this must be borne by the employee.

## Amendment Record

Version 1: Agreed December 2018

Version 2: Agreed 15<sup>th</sup> February 2021