

Oakthorpe, Donisthorpe & Acresford Parish Council



VDU, Eye Examination & Glasses Policy

1. Introduction

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.

In accordance with the health and safety display screen equipment regulations 1992, (DSEW) 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.

The Health and Safety (Display Screen Equipment) Regulations 1992 allow new or existing users of display screen equipment (DSE) to request an eye and eyesight test by a qualified Ophthalmic Optician at the expense of the employer. If this test shows that special glasses (other than those normally worn by the user) are required for use with DSE, then the employer must provide them.

2. Policy Statement

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.

To control the cost and manner in which ODA Parish Council complies with this requirement, the following procedure has been implemented:-

- **Eligibility**

Only regular users of VDU's as part of their day to day work are entitled to reimbursements of sight test fees.

- **Sight Tests** Each eligible employee should make their own arrangements for sight tests, pay the appropriate fee, obtain a receipt then make a claim for reimbursement.

- **Glasses/Contact Lenses** - If the Optician clearly states the employee needs glasses or contact lenses for VDU work then a £60 fee towards the glasses will be payable.

- **Reimbursement of Fees** All claims for reimbursement will only be accepted if accompanied by a valid receipt and claims must be made on the official expense sheet. Only one claim per employee per annum is payable

Any queries should be referred to the Clerk prior to making any appointments with the Optician.

3. Eyesight Testing

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 expense's procedure.

4. Glasses Prescribed for VDU Use

An optician needs to declare that the prescribed glasses are required for DSE use. This evidence will be presented and attached to any expenses claim.

5. Financial limits

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

- Eyesight 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

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