

Yateley Town Council

Eye Test & Glasses Policy



1.0 INTRODUCTION

- 1.1 This policy has been written in accordance with Health and Safety Display Screen Equipment (DSE) Regulations 1992 and incorporates the latest updates and best practices. 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, employees needing corrective prescriptions for general eyesight defects are responsible for the cost. However, if the prescription is for display screen equipment (DSE) use, the Council will reimburse the cost as outlined in Section 5.0.
- 1.3 DSE arrangements should be reviewed periodically, especially if there are changes to equipment, furniture, work environment, workstations, software, or 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. Employers must provide appropriate eyesight tests for staff using DSE significantly.

3.0 EYESIGHT TESTING

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

4. GLASSES PRESCRIBED FOR VDU USE

- 4.1 An optician must 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 DSE use only – total cost to a maximum of £80.00
 - Glasses for normal use and DSE use – 50% of total cost of glasses to a maximum of £40.00
 - 5.2 Any cost in excess of this must be borne by the employee.
- ## 6. WORKSTATION ASSESSMENTS
- 6.1 Regular workstation assessments will be conducted to ensure ergonomic standards are met and to reduce eye strain.
 - 6.2 Employees working from home are also entitled to eye tests and appropriate workstation setups.

- 7. EMPLOYEE TRAINING AND AWARENESS
- 7.1 Employees will be educated on the importance of eye health, proper use of display screen equipment, and methods to reduce eye strain, such as regular breaks and proper screen positioning.

Amendment Record

Version 1: Agreed.18
Version 2: Agreed 15.02.21
Version 3: Agreed 27.02.23
Version 4: Agreed 24.02.25

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