

1.0 Introduction

This policy sets out Fenland District Council's approach to eye tests for employees that are habitual users of Display Screen Equipment (DSE) and those who are required to drive for work purposes.

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2.0 Definition

2.1 The Council recognises the potential problems that such employees may experience as a result of using DSE.

2.2 All employees required to use DSE in the course of their job should have a assessment completed by a trained DSE workstation assessor, to determine, if they are classified as an habitual user.

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2.3 Habitual users are designated as such if they use DSE, regularly (for an hour or more a day) and/or as a significant part of their normal work.

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3.0 Statement of Purpose

3.1 Employees who are designated as habitual DSE users are entitled to an appropriate eyesight test.

3.2 The Council will also undertake to provide eye and eyesight tests to all commercial drivers. Lease car holders and essential car users are also entitled to free eye and eyesight tests, if they are not covered under the requirements of the DSE as specified above.

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3.3 To comply with the DSE Regulations and Driving at Work Policy, the Council, as the employer, will issue a voucher which covers the cost of an eyesight test and also the basic cost of any special corrective lenses that are required for display screen work.

3.4 In the event that the employee chooses to have frames other than the basic frames offered as part of the scheme, the voucher will act as part payment towards the frames chosen. No further payment will be issued by Fenland District Council.

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3.5 This process will be facilitated through the HR & OD team.

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4.0 Process

4.1 If an employee is designated as an habitual user or meets the driver requirements, they will be entitled to one eyesight test voucher in every two year period unless otherwise recommended by the examining optician.

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4.2 The employee must obtain the eyesight test voucher from the HR/OD team.

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4.3 The employee will be required to arrange an appointment for an eye test with the agreed Optician's practice as named on the voucher provided.

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4.4 The eye test should be repeated at regular intervals as recommended by the examining optician.

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5.0 Additional Information

The line manager may refer the employee to the Occupational Health Nurse if they experience any lasting discomfort or lasting eye health problems that could be attributable to their use of DSE equipment.

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<#>If employee is designated as an Habitual user, they will be referred to the Eye Test Policy¶
<#>The Employee will be required to arrange an appointment for an eye test ¶
<#>The Employee will need to complete section a of the Eye Test Form (see appendix 1)
The Eye Test form is located on the Intranet under People Policies ¶
<#>The Employee passes the Eye Test Form to the examining optician for completion of section b. It is the employee's responsibility to ensure that the optician completes the form, as non-completion of the form may result in non reimbursement of fees.¶
<#>Any fees due for the eye examination and/or corrective equipment will be paid by the employee in the first instance and subsequently repaid via Payroll once the Eye Test Form has been fully completed and submitted to Human Resources.

6.0 Review

6.1 The Human Resources team will monitor the Management of Health and Welfare at Work – Eye Test Policy and Procedure to help ensure fair and consistent application. This Policy will be reviewed at intervals to ensure that it remains fit for purpose.

Please contact Human Resources for further information.

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Author	Human Resources
Date	22/09/05
Status	Approved
Date of revisions (if applicable)	03/01/12
Date agreed	23/01/06
Date for revision	
Links to other People Policies	Display Screen Equipment Policy, Access to Occupational Health

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Appendix 1¶
EYE TEST FORM¶
Section A - to be completed
by employee¶
¶
Name:
.....
.....Service
Team:.....
.....¶
¶
Home
Address:
.....
.....¶
¶
Date of
Birth:.....
Date and time of Examination:
.....¶
¶
Line Manager
Authorisation:.....
.....

... [1]

Appendix 1

EYE TEST FORM**Section A - to be completed by employee**

Name:Service Team:.....

Home Address:

Date of Birth:.....Date and time of Examination:

Line Manager Authorisation:.....

Section B - to be completed by examining Optician

I am conversant with the standard recommended by the British College of Optometrists for DSE users, and after a sight test conducted today the above named user:

fails/satisfies* the standard

does/does* not require new spectacles or contact lenses in order to meet the standard

does/does* not require spectacles or contact lenses to be provided *solely and exclusively* for DSE use

*delete as appropriate

Recommended date for next sight test:

Additional comments/recommendations:

Section C - to be completed by the examining Optician

Fee for eye sight test and report	£
VAT at prevailing rate	£
Total fee payable	£
The basic/cheapest cost for the recommended prescription	£
Total Cost	£

Signed: Name of Practice:.....
and Business Stamp

Under the Display Screen Equipment Regulations, Fenland District Council is required to reimburse the employee for the cost of the eye test, and for the basic/cheapest cost of any special corrective appliances that are required for display screen work only.

The cost of any extras wanted by the individual, eg tinted lenses, designer frames etc, will have to be met by the individual. The total cost to be reimbursed will be processed and paid via Payroll

To be returned to Human Resources, Fenland District Council, Fenland Hall, County Road, March, Cambs, PE15 8NQ. Tel: (01354 622267)