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EYESIGHT TESTING POLICY AND PROCEDURE

JUNE 2022

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1. POLICY STATEMENT

- 1.1 Under the Health and Safety (Display Screen Equipment) Regulations 1992 the Council is required to provide employees who are identified as “users” of Display Screen Equipment (DSE) with an appropriate eye and eyesight test.
- 1.2 “Users” are defined in Regulation 1 of the DSE Regulations as “an employee who habitually uses [DSE] as a significant part of his [or her] normal work”.
- The above would apply if most or all of the following criteria are met:
- The employee has no discretion over whether to use a VDU or not.
 - The employee uses a VDU screen for concentrated periods of an hour or more at a time, more or less on a daily basis.
 - The employees’ job entails the fast transfer of information between the employee and the screen.
 - Attention and concentration demands are high and may be critical consequences if an error occurs.
- 1.3 The Council will also provide eye tests for those employees who drive Council vehicles as part of their role and staff are reminded of their duty to ensure that they meet the minimum vision standards in deciding on their fitness to drive.
- 1.4 The Council may also provide a contribution towards the purchase of prescription safety glasses where these are identified as necessary through risk assessment.

2. PROCEDURE

- 2.1 Eyesight tests are administered on behalf of the Council by Specsavers, the corporate provider. Local branches of Specsavers can be found in Cleveleys, Blackpool, St Annes and Preston.
- 2.2 Employees requiring an eyesight test should contact Human Resources who will register their details (subject to the employee’s permission) with Specsavers. .
- An e-Voucher will be issued which they will need to show proof of at their appointment.
 - Employees should make an appointment in their own time with the branch of their choice.
- 2.3 If the outcome of the eyesight test is that corrective appliances are required solely for VDU, the e-Voucher issued will cover the cost of glasses from the £49 range or alternatively will contribute £49 towards the cost of glasses. The difference in cost of any upgrade from the £49 range would be at the employees’ own cost.

- 2.4 If employees require corrective appliances but not specifically for VDU work they will need to purchase these themselves.
- 2.5 The Council are invoiced for the cost of eyesight tests and VDU glasses so employees do not need to pay any money unless upgrading VDU glasses or purchasing non VDU specific corrective appliances.
- 2.6 Employees are entitled to further tests at regular intervals, which will normally be every two years unless experiencing particular visual difficulties.

3. DRIVERS

- 3.1 If the outcome of the eyesight test is that corrective appliances are required for driving the Council will contribute £40 towards the cost.

4. OPTICIANS OF EMPLOYEE'S CHOICE

- 4.1 Whilst it is the Council's preference that Employees use the procedure outlined above, they may if they wish attend an opticians of their choice. Employees will need to obtain an Eyesight Test form from Human Resources and book the appointment in their own time. The Council will contribute £15 towards to cost of the test and £49 towards the cost of VDU glasses if required. This can be claimed back using HR21 or the Wyre Council Expenses form, which should be sent to Human Resources with receipts and a copy of the completed Eyesight Test form.

5. EQUALITY IMPACT ASSESSMENT AND MONITORING

- 5.1 The operation of this policy will be monitored for its impact on different equality groups in line with the Equality Act 2010. This will enable the Council to assess whether any differences have an adverse impact on a particular group, such that further action would be required.

6. DATA PROTECTION

- 6.1 In implementing this policy, the Council will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with Data Protection requirements.