



Eye Care Policy

Arrangements for Eye Tests

This guidance supplements the Council's policy on Display Screen Equipment (DSE).

1 Introduction

- 1.1 The Health and Safety (Display Screen Equipment) Regulations 1992 allow new or existing DSE users to request an eye and eyesight test by a qualified Ophthalmic Optician at the expense of the employer.
- 1.2 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.
- 1.3 To control the cost and manner in which the Council complies with this requirement the following procedure must be followed.

2 Request for an Eye Test

- 2.1 If an existing or new user requests an eye test, the following details of the applicant should be passed, in writing (preferably e-mail) to the HR department via the user's manager or supervisor:
 - Name
 - Department
 - Telephone Number
 - SAGE cost centre
 - Confirmation by the line manager that the applicant is a 'user' under the terms of the Policy

3 Voucher Scheme

- 3.1 From 1 March 2011 the Council of the Isles of Scilly will provide any DSE user who requests an eye test with a voucher that can be redeemed at any Specsavers Optician in the UK.

- 3.2 Upon receipt of a request for an eye test being received via the user's manager or supervisor a voucher will be issued to the user, provided that he or she qualifies under the scheme
- 3.3 The user can then arrange an eye test at any Specsavers store in the UK.
- 3.4 If the eyesight or eye test indicates that corrective lens spectacles should be provided for the applicant, the optician will process the prescription and manufacture and supply the eyewear prescribed.
- 3.5 Frame Options – A pair of £45 single vision CR39 glasses if required solely for VDU use.

4 The Optician

- 4.1 The applicant should attend a Specsavers store of his or her choice taking the voucher referred to above.
- 4.2 An eye test will be carried out by the optician primarily to establish whether the applicant has any ocular defects in relation to the use of DSE.
- 4.3 If no such ocular defect is indicated the optician will advise the applicant accordingly.
- 4.4 Where an ocular defect in relation to DSE use is identified, the optician will complete the prescription form and manufacture and supply spectacles as prescribed.
- 4.5 The spectacles will normally be single-vision only and will not normally be tinted.
- 4.6 The spectacles remain the property of the Council and, whilst users may take them home, the spectacles must be available for use at work by the user at all times.
- 4.7 The optician will check the item and arrange fitting with the applicant.

5 Provider Discount Schemes

- 5.1 The Specsavers Corporate Eyecare scheme offers voucher holders a discount from selected ranges.

6 Contact Lenses

- 6.1 The Council will not fund or partially fund the supply of contact lenses.

7 Record Keeping

- 7.1 The HR department will keep records of all eye test requests and vouchers issued in compliance with the requirements under the Regulations to keep suitable and sufficient records.

APPROVED

Policy approved P & R Committee 17th February 2011

Law relating to this document

Leading statutory authority

Opticians Act 1989

Sight Testing (Examination and Prescription) (No.2) Regulations 1989 (SI 1989/1230)

Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792)

The requirement for employers to provide eye and eyesight tests is contained in the Health and Safety (Display Screen Equipment) Regulations 1992, which provide minimum health and safety standards for the design and use of display screen equipment (DSE).

D Rigby, HR & OD Manager, January 2011.