



D O W N H A M
M A R K E T

T O W N C O U N C I L

EYE TEST AND GLASSES POLICY FOR DISPLAY EQUIPMENT USERS

DATE OF ADOPTION: 12 December 2023

REVIEW: Three years unless changes in legislation dictate

EYE TEST AND GLASSES POLICY FOR DISPLAY EQUIPMENT USERS

1. POLICY STATEMENT

This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document.

2. INTRODUCTION

In compliance with the requirements of the Health and Safety (Display Screen Equipment DSE) Regulations 1992, as amended by Health and Safety (Miscellaneous Amendments) Regulations 2002, Downham Market Town Council (herein referred to as the Council) has adopted the following policy in respect of employee eye and eyesight tests. Entitlement to such tests will relate only to an employee who is a DSE user.

3. SCOPE OF THE POLICY

This policy applies to all employees of the Council whether they are full time, part-time, fixed term or permanent contracts of employment, if they are a DSE user.

4. DEFINITIONS

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for continuous periods of an hour or more. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

5. EYE & EYESIGHT TESTS AND PROVISION OF GLASSES

- a) The Council will cover the cost of an annual eyesight test for all employees who are regular DSE users on submission of an invoice from their optician. This does **not** include the additional cost of an OCT advanced eye scan.
- b) An optician needs to declare in writing, that prescribed glasses are required for DSE use. In this case, the Council will reimburse for a basic frame and lenses, up to a maximum of £100 on submission of an invoice.
- c) The Council will **not** provide glasses for the DSE employee if users' normal glasses are suitable for DSE work. If it is confirmed in writing by an optician that the user requires glasses for DSE work and their usual prescription does not include this, the Council will authorise payment for a basic frame and/or lenses up to a maximum of £100. A submission of an invoice from the optician is required to reimburse payment for the glasses &/or lenses.
- d) If an employee wishes to choose more costly glasses &/or lenses (e.g. with designer frames, or lenses with optional treatments not necessary for the work) the Council will **not** pay for these and the employee will have to pay for these enhancements themselves.

6. CLINICAL RECORDS

Employees will be required to submit a copy of their eye-test to the Town Clerk and these records will be subject to the same confidentiality as other medical records.

This is a non-contractual policy which will be reviewed every 3 years, or updated in accordance with legislative changes.

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