

EYE TEST POLICY & PROCEDURE

PURPOSE

Many employees at Age UK Cambridgeshire & Peterborough operate display screen equipment (DSE). Under the Health and Safety (Display Screen Equipment) Regulations 1992, employees are entitled to be provided with a free eye and eyesight test by their employer providing they habitually use display screen equipment or become a habitual user for a significant part of their normal work.

An employer is also required to provide further eye and eyesight tests on request at reasonably regular intervals to any employee defined as a 'user' under the above Regulations.

SCOPE

This policy is intended to comply with the current Health & Safety Regulations and to ensure consistency throughout Age UK Cambridgeshire & Peterborough.

PROCEDURE

- 1.1** Employees wishing to establish whether they are entitled to an eye and eyesight test should first discuss the matter with their Line Manager to ascertain whether they meet the criteria set out in the Health & Safety (Display Screen Equipment) Regulations.
- 1.2** Employees who are classed as DSE users or will soon become DSE users in their role should book an eye and eyesight test with a reputable optician and obtain a receipt for the cost of the test.
- 1.3** Eye tests should take place outside of an employee's working hours. If an eye test is scheduled for during an employee's working hours, employees must agree this in advance with their Line Manager and make up the time.

- 1.4** Employees will be reimbursed for the cost of the eye test up to £25 by submitting an expense claim form by month end, accompanied by the eye test receipt. Claims without a receipt will not be paid.
- 1.5** Free NHS sight tests are available to the following groups:
- Aged over 60
 - Diagnosed with diabetes or glaucoma
 - Aged over 40 with a close blood relative diagnosed with glaucoma
 - Registered blind or partially sighted
 - Claiming income support, universal credit or tax credits
 - On a low income and named on a valid HC2 or HC3 certificate
- Employees who fit into one of these groups should let their optician know when they book the eye test.
- 1.6** Employees who are or will become DSE users are only entitled to claim for the cost of a basic eye and eyesight test. Additional checks such as 3D eye scans are not covered by this policy.
- 1.7** Employees may also claim up to £45 towards the cost of corrective glasses, provided the eye test shows that the employee needs special glasses prescribed for the distance the screen is viewed at. Employees must obtain a certificate from the optician stating that the prescription is for DSE work only and submit this along with a receipt for the glasses with their expenses claim at month end. Claims without a receipt and/or certificate will not be paid.
- 1.8** If an ordinary prescription is suitable, or the prescription is for general use and not specifically for DSE work, employees will not be reimbursed for the cost of glasses.
- 1.9** Corrective contact lenses are not covered by this policy.
- 1.10** It is recommended that eye and eyesight tests are conducted every two years. If an employee who is a DSE user requires eye tests more frequently, this must be authorised by the Line Manager in advance of submitting a claim.

2. Health & Safety Manual

Details of the current full policy and procedures regarding safe working with display screen equipment are contained in the Health and Safety Manual.

Eye Test policy approved: February 2025

(Date)



Signed by Chair of Trustees

Version Control Tracker

VERSION	DATE	AUTHOR	COMMENTS
1.0	September 2018	H&S Manager	New policy.
2.0	December 2021	H&S Manager	Scheduled review.
3.0	November 2024	H&S Manager	Scheduled review