



SHEPTON MALLET TOWN COUNCIL

EYE TEST POLICY

Policy Reference Number: 1925/1

AUTHOR: Town Clerk

RESPONSIBILITY: Human Resources

GRADE: Three – Low

DATE ADOPTED: November 2019

REVIEW DATE: Every 3 years – October 2022

AMENDMENTS:

15 March 2022 – discontinuation of Specsavers Eye Test Scheme

1.0 Review Statement

1.1 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. The Council will continue to review and amend all / part of this policy on a regular basis.

2.0 Equality

2.1 In putting the procedure into practice, no aspect of the procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and / or union membership or any other grounds likely to place anyone at a disadvantage.

3.0 Introduction

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

4.0 Scope of the Policy

4.1 The policy applies to all employees of Shepton Mallet Town Council (herein referred to as "the Council"), whether they are on full time, part-time, fixed term or permanent contracts of employment, if they are a DSE User.

5.0 Definitions

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

6.0 Employer Obligations

6.1 Employers must:

- Do a DSE workstation assessment;
- Reduce risks, including making sure workers take breaks from DSE work or do something different;
- Provide an eye test if a worker asks for one, and then at regular intervals as recommended by the optician;
- Provide training and information for workers.

7.0 Eye and Eyesight Tests and Provision of Glasses

7.1 The Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician.

7.2 The Council will only contribute towards the cost of an eye test once in any twelve-month period.

7.3 If an eye test reveals that spectacles are required exclusively for VDU work, the Council will contribute £50 towards the cost of basic spectacles. This policy does not apply to contact lenses.

7.4 If an employee wishes to choose more costly appliances (eg 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.

8.0 Clinical Records

8.1 Clinical information will be subject to the same confidentiality as other medical records.