Wyre Council
Eye Sight Testing
Policy and Procedure

November 2012
Policy Statement

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 eye-sight test.

“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.

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.

Procedure for Eyesight Testing

Eye-sight tests are administered on behalf of the Council by Boots Opticians. Local branches can be found in Blackpool, Cleveleys, St. Annes, Preston and Lancaster (see intranet for further details of these and other branches).

- Employees requiring an eyesight test should contact Human Resources who will issue them with a Boots form to give to the Opticians.
- Employees should make an appointment in their own time with the branch of their choice.
- Once completed by the opticians the pink copy of the Boots form should be returned to Human Resources.

If the outcome of the eyesight test is that corrective appliances are required solely for VDU use the Council will cover the cost of glasses provided they have been selected from the range shown to you by Boots Opticians (value of £40). The difference in cost of any upgrade from the standard range would be at employees’ own cost.

If employees require corrective appliances but not specifically for VDU work they will need to purchase these themselves.

Boots Opticians invoice the Council 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.
Employees are entitled to further tests at regular intervals, which will normally be every two years unless experiencing particular visual difficulties.

Drivers

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

Opticians of Employees’ Choice

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 still need to obtain an Eyesight Test form from Employee Services and book the appointment in their own time. The Council will contribute £15 towards to cost of the eye-test and £40 towards the cost of VDU glasses if required. This can be claimed back using the Wyre Council Expenses form, which should be sent to Human Resources with receipts and a copy of the completed Eyesight Test form.

Equality Impact Assessment and Monitoring

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.

Data Protection Act 1998

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 the requirements of the Data Protection Act 1998.