



St Stephen in Brannel Parish Council

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Eye Test Policy¹

The Health and Safety (Display Screen Equipment) Regulations 1992 allow new or existing users of display screen equipment (DSE) to request an eye and eyesight test by a qualified Ophthalmic Optician at the expense of the employer.

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.

To control the cost and manner in which St Stephen in Brannel Parish Council complies with this requirement, the following procedure has been implemented.

- **Eligibility**
Only regular users of VDU's as part of their day to day work are entitled to reimbursements of sight test fees.
- **Sight Tests**
Each eligible employee should make their own arrangements for sight tests, pay the appropriate fee, obtain a receipt then make a claim for reimbursement.
- **Glasses/Contact Lenses**
If the Optician clearly states the employee needs glasses or contact lenses for VDU work then a £60 fee towards the glasses will be payable.
- **Reimbursement of Fees**
All claims for reimbursement will only be accepted if accompanied by a valid receipt and claims must be made on the official expense sheet.

Only one claim per employee per annum is payable

Any queries should be referred to the Clerk prior to making any appointments with the Optician.

¹ Adopted by Full Council at the meeting held on Wednesday 1st August 2018 under minute number FPC182/18. Due for review in August 2021.