West Norfolk Academies Trust

EYE TEST POLICY

CONTRIBUTIONS TOWARDS EYE TESTS AND GLASSES FOR REGULAR USERS OF VDU'S AND OTHER DISPLAY SCREEN EQUIPMENT

Next review date: March 2029

1. West Norfolk Academies Trust and its member schools recognise their duty to comply with the Health & Safety (Display Screen Equipment) Regulations 1992 amended (2002), which includes provision for eye tests and glasses required specifically for use with Display Screen Equipment (DSE).

2. 'There is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This may give some users some temporary visual fatigue or headaches. Uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and correcting defects can improve comfort, job satisfaction and performance' (Health and Safety Executive, HSE Guidance Notes on DSE Regulations 1992, (Amended 2002).

3. Staff identified as 'users', as defined by the Health and Safety (Display Screen Equipment – DSE) Regulations 1992 amended (2002), are entitled to free eye tests annually (or more frequently as determined necessary by the Optician) at their employer's expense. A user is defined in the regulations as "an employee who habitually uses display screen equipment as a significant part of his/her normal work". It is the responsibility of the Head Teacher to identify users within their School and inform them of this policy.

4. A contribution of £50 towards prescription lenses (glasses or contact) and a contribution of £30 towards frames will be paid in accordance with the table below to those staff **whose Optician has confirmed they require lenses (glasses or contact) specifically for DSE use.** Lenses specifically prescribed for DSE use correct vision defects at the viewing distance or distances used specifically for the DSE work concerned. In addition, the employee must be defined as a 'user' by the Health and Safety (DSE) Regulations and confirmed by their Head to use display screen equipment (DSE) as an essential part of their work and for a significant part of their normal working hours.

Contributions towards lenses and frames will not be paid to those who require glasses for any other purpose as per the Health and Safety (DSE) Regulations.

5. Summary of contribution limits:

	Amount	Frequency of Claims
Eye Test	Full Cost (up to £30)	1 year (or more frequently as determined necessary by the Optician)
Lenses	£50.00	1 year
Frames	£30.00	2 years

6. Employees will be responsible for the initial payment of their eye test and any costs incurred on lenses or frames.

7. To claim for reimbursement of eye test costs and/or contributions to lenses/frames employees are required to complete an eye test and glasses claim form (which can be obtained from your Payroll Manager or at the end of this policy. For re-claiming eye test costs then the form and receipt are adequate to claim a refund.

If requiring special glasses the Optician must complete and authorise the claim form. Any receipts for costs incurred should be retained and attached to the form.

The employee will be required to complete and sign the employee section, the Headteacher will need to sign to authorise the claim and the form sent to the Payroll Manager.

8. The Headteacher will be required to confirm whether or not the claimant uses DSE as an essential part of their work and for a significant part of their normal working hours.

9. If the claim is approved and the qualifying criteria relating to frequency of claims has been satisfied, the employee will be reimbursed for annual eye tests (or more frequent eye tests if deemed necessary by the Optician) and for lenses/frames in accordance with the stipulated contribution limits.

10. Once approved claims have been processed payment will be processed.

11. If claim(s) for eye test, lenses and/or frames could not be processed, the employee will be notified of the reasons.

12. Where discount is obtained against any individual component, only the discounted value will be considered as an actual expense.

This policy will be reviewed every three years or sooner if there are any legislative changes.

VDU AND DSE EYE TEST/GLASSES CLAIM FORM

NAME OF EMPLOYEE ……..

PLEASE SUPPLY	UP TO VALUE	AMOUNT CLAIMED
1 x Initial Eye Test	£30.00	£
1 x Frames	£30.00	£
1 x Lenses	£50.00	£

PLEASE REFER THIS DOCUMENT TO YOUR OPTICIAN FOR SIGNING

I confirm that I am the above employee's optician and that the lenses are specifically prescribed for DSE use and correct vision defects at the viewing distance or distances used specifically for the DSE work concerned.

Name of Optician			
Name & Address of Optician's Surgery			
Optician's Signature		**Date**	

<u>Please attach receipts and pass to Headteacher for approval then send to the Payroll Manager</u>

Once received by Payroll your claim will be reimbursed as soon as possible as long as it meets with all criteria defined in the West Norfolk Academies Trust Eye Test Policy which can be found at www.westnorfolkacademiestrust.co.uk

If your claim is unsuccessful you will be notified as soon as possible along with the reasons why your claim has been declined.

Employee Signature:		Full Name (in capitals):		Date:	

Headteacher Signature:		Full Name (in capitals):		Date:	

Successful Y/N		Unsuccessful Y/N	