



Shere Parish Council

Eye Test & Glasses Policy (DSE Users)

1. Purpose & Scope

Shere Parish Council ("the Council") recognises its duty under the Health and Safety at Work etc. Act 1974 and the Health and Safety (Display Screen Equipment) Regulations 1992 to protect the health of employees. The purpose of this policy is to set out how the Council will comply with its legal obligations with respect to eye and eyesight tests, and provision of corrective eyewear (glasses) for display screen equipment (DSE) users.

This policy applies to all employees (permanent, fixed-term, part-time) of the Council who are "users" of DSE - that is, those who habitually use display screen equipment as a significant part of their duties (typically daily, for continuous periods of one hour or more). It does not cover general eyewear needed for activities unrelated to DSE work, except as specified by other legal or contractual obligations.

2. Legal Background

Under Regulation 5 of the DSE Regulations 1992, when a DSE user requests an eye and eyesight test, the employer must arrange for an appropriate test by a competent person and bear the cost. The employer must also provide further tests at regular intervals (or more frequently if advised) and on request if the user experiences visual difficulties which may be due to DSE work. If, as a result of that test, the user requires special corrective appliances solely for DSE work, and normal corrective eyewear is not sufficient, the employer must provide (or reimburse) such eyewear.

The duty is only for DSE-specific eyewear; if the employee already has appropriate spectacles for general use (and they suffice for DSE), the employer is not legally required to provide additional glasses. The Council's general health & safety duties under the Health and Safety at Work Act 1974 also support adopting this policy.

3. Responsibilities

Role	Responsibilities
Employing Body / Council (via Clerk / HR Chair)	Maintain this policy; ensure funding; liaise with optician or provider; ensure DSE assessments and risk mitigation.
Employees / DSE Users	Request eye tests when needed; attend tests; inform employer if visual difficulties are experienced; use prescribed corrective eyewear for DSE work.

4. Entitlement & Procedure

4.1. Requesting an Eye Test

An eligible employee may request an eye and eyesight test at any time.

- The Council will reimburse the cost.

4.2. Frequency of Tests

- Tests will be offered at regular intervals (e.g. every 2 years), or more frequently if recommended.

4.3. Cost & Reimbursement

- The Council will cover the full cost of the eye test.
- If the test indicates that special corrective eyewear is required for DSE use:
 - The Council will reimburse the cost of basic DSE single-vision glasses, up to £75.
 - If an employee chooses varifocals, bifocals, or premium frames, the Council will contribute £75 towards the total cost. Any cost above this is the responsibility of the employee.

4.4. Approved Providers / Vouchers

- The Council may maintain a list of approved opticians.

4.5. Replacement / Adjustment

- Reimbursement will apply under the same terms if a new prescription is required or glasses become unsuitable for DSE use.

5. Limits, Conditions & Exclusions

- The Council's contribution is capped at £75 per pair of glasses, regardless of lens type.
- Extras such as designer frames, coatings, or premium varifocal options are not covered.
- Claims must be supported by receipts and optician confirmation.
- Claims submitted more than 3 months after purchase may not be reimbursed.

6. Record Keeping & Review

The Council will keep a record of DSE users, eye test requests, reimbursements, and dates of next tests.

The policy will be reviewed every 2–3 years or sooner if legislation changes.

7. Policy Communication & Staff Awareness

This policy will be communicated to all staff.

Employees will be informed of their rights, how to request an eye test, and how to claim reimbursement.

Adopted: 9th October 2025

Next review: October 2028