

LEDBURY TOWN COUNCIL

EYE TEST POLICY

Policy Statement

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 or part of this policy on a regular basis.

Equality

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

Introduction

In compliance with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by Health & Safety (Miscellaneous Amendments) Regulations 2002, Ledbury Town Council had 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 User.

Scope of the Policy

This policy applies to all employees of Ledbury 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.

Definitions

The Health & 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.

Employer Obligations

Employers must:

- Carry out a 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

Eye and Eyesight Tests and Provision of Glasses

1. The Council will cover the cost of a bi-annual eye-sight test for all employees who are regular DSE Users on submission of an invoice from their optician to their line manager.
2. The Council will, if necessary, provide up to £45 for the purchase of appropriate corrective glasses. If an employ wishes to choose more costly glasses (e.g., 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.

Clinical Records

Employees will be required to submit a copy of their eye-sight test to their line manager and these records will be subject to the same confidentiality as other medical records.

Adopted:
Review Date: