



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane
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Colney Heath Village Office
83 High Street
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VDU, Eye Examination & Glasses Policy

1. Introduction

This policy has been written in accordance with Health and Safety Display Screen Equipment (DSE) Regulations 1992. The policy and regulations are reflective of the minimum health and safety requirements for work with display screen equipment as implemented in the regulations.

In accordance with the health and safety display screen equipment regulations 1992, (DSEW) display screen equipment users whose general eyesight defects require a corrective prescription are responsible for this cost. It is only where the general corrective prescription is not suitable for use with display screen equipment that the Council is responsible for the cost of a specific corrective prescription for that purpose.

2. Policy Statement

The Council recognises and accepts its responsibility as an employer to ensure that employees who habitually use display screen equipment on behalf of the Council should have their sight tested regularly. The DSE requires employers to provide, an appropriate eyesight test for all staff who use display screen equipment for a significant part of their job.

3. Eyesight Testing

One claim is permitted per year. Employees should make an appointment with an optician. The cost of the eye test will be reimbursed through the expense's procedure.

4. Glasses Prescribed for VDU Use

An optician needs to declare that the prescribed glasses are required for DSE use. This evidence will be presented and attached to any expenses claim.

5. Financial limits

The Council will reimburse expenses for eye tests and glasses as follows:

- Eye sight Examination – Full cost
- Glasses for VDU use only – total cost to a maximum of £60.00
- Glasses for normal use and VDU use – 50% of total cost of glasses to a maximum of £30.00

Any cost in excess of this must be borne by the employee.



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This Procedure was adopted by the Council at the meeting held on 11 June 2020 and marked for review in June 2022 or as legislation changes.

**COLNEY HEATH PARISH COUNCIL
CLERK TO THE COUNCIL**

DATE 25 June 2020

Reviewed and approved at the meeting of the HR Committee 11 June 2020.
Adopted at the meeting of the Full Council 25 June 2020.

Version 2	Reviewed HR Committee 11/06/20	Review June 2022
Version 1	Approved Full Council 10/01/19	Review Jan 2020