

Policy on contributions to Eye Tests and Glasses for regular users of VDU's and other Display Screen Equipment

1. Woodlands School recognises its 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. Regulation 1 of the DSE regulations states that a "user" is "an employee who habitually uses [DSE] as a significant part of his [or her] normal work." A "user" may work from home. Some "users" will be more obvious than others. The regulations require employers to minimise the risks on VDU work by ensuring that workplaces and jobs are well designed. If most or all of the following criteria are met, the employee is a „user“:
 - DSE is necessary for the job, as alternative means are not readily available;
 - there is no choice over the use of DSE;
 - significant training and/or specific skills in the use of the DSE are required;
 - the employee normally uses DSE for continuous spells of an hour or more at a time;
 - DSE is used more or less daily;
 - the fast transfer of information between the employee and screen is an important requirement of the job; and
 - the performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequence of error may be critical.
4. A contribution of £60 towards prescription lenses and frames will be paid in accordance with the table below to those staff whose Optician has confirmed they require glasses **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 Teacher 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	1 year (or more frequently as determined necessary by the Optician)
Lenses & Frames	£60.00	1 year

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 the eye test and glasses claim form (which can be accessed from the website or via email to Jan Fennelly, HR Manager at jfe@woodlandsschool.essex.sch.uk). Employees should take the eye test and glasses claim form along to their Optician appointment for the Optician to complete and authorise. 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 and forward the form to their Head Teacher for authorisation.
8. The Head Teacher will be required to confirm whether or not the claimant uses display screen equipment as an essential part of their work and for a significant part of their normal working hours.
9. Once the eye test and glasses claim form is fully completed and signed by the Optician, Employee and Head Teacher, it should be forwarded to the HR Department along with receipts of all costs incurred relating to the eye test/ frames/ lenses.
10. 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.
11. Once approved claims have been processed, payment will be given via our Finance Office as per the stated contribution limits along with a receipt detailing a breakdown of the reimbursed claim.
12. If claim(s) for eye test, lenses and / or frames could not be processed, the employee will be notified of the reasons.
13. It is not the School's policy to reimburse Optician form filling fees.
14. No contribution will be paid in the form of an advance.
15. Where discount is obtained against any individual component, only the discounted value will be considered as an actual expense.
16. This policy will be reviewed on an annual basis in accordance with any legislative changes.

Updated & Agreed by Governing Body November 2015

DSE/VDU Eye Test Reimbursement Form

PART A: TO BE COMPLETED BY EMPLOYEE (Please read notice below)	
Name:	Department:
What is the distance from your eyes to the screen	
PART B: TO BE COMPLETED BY LINE MANAGER BEFORE EYE TEST	
<input type="checkbox"/> I confirm the above employee is a VDU User, and <input type="checkbox"/> A VDU assessment has been carried out. <input type="checkbox"/> The employee is either a new user, is due a routine test, or is experiencing visual difficulties which may reasonably be considered to be related to VDU/DSE work	
NAME:	Position:
Department:	Date:
Signature:	
Headteacher's signature:	Date:

The employee should take this form to their optician and ask them to complete Part C overleaf. When complete, this form and the original VAT receipt should be stapled to a complete expense form and given to Simon Cox, Head Teacher for approval.

Important Notice: Form Filling Charges

A few opticians are now charging a form filling fee. As most opticians do not charge, it is not our policy to reimburse these. You must therefore ask the optician whether there is a charge before you have the eye test. If there is then you will either need to arrange to have your DSE / VDU eye test at another optician, or, if you want to use that optician, pay the charge yourself.

Note to Optician: Woodlands School does not reimburse form filling fees. Please advise the employee if you intend to make a charge for completing this form before the eye test, so that they can choose whether they want to proceed.

PART C: TO BE COMPLETED BY THE OPTICIAN (Please complete Option 1, 2 or 3)	
I am conversant with the standard recommended by the British College of Optometrists for VDU/DSE users, and after a sight test conducted today this user:-	
OPTION 1	<input type="checkbox"/> Requires special corrective single vision appliances in order to meet the standard, solely and exclusively for VDU/DSE use
Fee for basic sight test – full cost	
Contribution to lenses and frames	£60
Total cost	£

OPTION 2	<input type="checkbox"/> Requires special corrective appliances modified, i.e. bifocal or multifocal, in order to meet the standard, solely and exclusively for VDU/DSE use
Fee for basic sight test – full cost	
Contribution to lenses and frames	£60
Total cost	£

OPTION 3	<input type="checkbox"/> Does not require special corrective appliances in order to meet the standard for VDU/DSE use
Fee for basic sight test – full cost	

Recommended date for next eyesight test :-	
Additional comments/recommendations :-	
Signed:	Print name:
	Date:
Official optician stamp and practice address	