

## **Cheddleton Parish Council - Workstation Assessment, Eye Test and Glasses Policy**

### **1. Introduction**

This policy has been written in accordance with Health and Safety Display Screen Equipment (DSE) Regulations 1992 as amended 2002. The regulations outline the legal requirements. This policy reflects those regulation.

In accordance with the Health and Safety Display Screen Equipment (DSE) Regulations 1992 as amended 2002, 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 an assessment of their workstation (self-assessment – Reg 2), 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.

The Council advises its employees who are habitual DSE users to familiarise themselves with this HSE guidance. <https://www.hse.gov.uk/pubns/indg36.PDF>

### **3. Eyesight Testing (reg 5)**

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.

### **5. Financial limits**

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

- Eyesight 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.

### **6. DSE Self-Assessment**

These should be completed using the HSE form available on this link. Assessments must be held by the council for at least 3 years after the end of the employee's contract. <https://www.hse.gov.uk/pubns/ck1.pdf>