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Scheme HS 11A

Eye and Eyesight Tests and Special Corrective Appliances

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1. INTRODUCTION

- 1.1 The Health and Safety (Display Screen Equipment) Regulations set out the Council's duty to its employees who work with display screen equipment (DSE) for the purpose of its undertaking.
- 1.2 Regulation 5 specifically sets out the Council's duty as an employer towards its employees in relation to eye and eyesight tests and special corrective appliances. It requires the Council to provide a user who so requests it with an appropriate eye and eyesight test, carried out by a competent person.
- 1.3 This scheme has been produced in support of Council Policy HS11 - Display Screen Equipment, with particular reference to Section 6.

2. DEFINITIONS

- 2.1 'Display screen equipment' (DSE) means any alphanumeric or graphic display screen, regardless of the display process involved. It also includes screens used in work with television or film pictures, e.g. CCTV.
- 2.2 For the purposes of this scheme, 'user' means a Council employee (but not an agency worker or self-employed person) who habitually uses DSE for the purpose of the Council's undertaking as a significant part of his/her normal work. It will generally be appropriate to classify the person as a user if they:
 - normally use DSE for **continuous or near continuous spells of an hour or more** at a time and use DSE in this way **more or less daily**;
 - have to **transfer information quickly** to or from the DSE;
 - they **also** need to apply a high level of **attention and concentration**; or are **highly dependant on DSE** or have **little choice** about using it; or need **special training or skills** to use the DSE.

There is a checklist to assist managers to determine who is a user incorporated in the Council's document DSE User and Workstation Assessment Checklists, copies of which can be obtained on the RCT Source or from the Health and Safety Team.

- 2.3 'Special corrective appliances' (normally spectacles) are those appliances prescribed to correct vision defects at the viewing distance or distances used specifically for DSE work only.

They do not include appliances prescribed for any other use, even if those appliances can also be used for DSE work. For example, spectacles that are prescribed for reading but which can also be used for DSE work are not classed as special corrective appliances because they have not been prescribed for use at the viewing distance or distances used specifically for DSE work – when reading, material is usually viewed at a distance nearer to the person than a display screen is positioned.

It is worth noting that the Health and Safety Executive advises that experience has shown that in most working populations only a minority (usually less than 10%) will need special corrective appliances for display screen work.

3. EYE AND EYESIGHT TESTS

3.1 The Council will agree to users arranging for an appropriate eye and eyesight test to be provided, as follows:

- once users have made an initial request for a test – as soon as practicable after the request has been made;
- for new recruits or existing employees who are to become users and have made a request for a test – before they become users;
- for users – at regular intervals after the first test, provided they want the tests. For the purpose of this scheme, the regular interval between having eye and eyesight tests will be two years (unless otherwise directed by the optician on Form DSE (SCH) 1, attached). The Council is not responsible for any corrections for vision defects or examinations for eye complaints which are not related to display screen work which may become necessary for an employee during any period. These are the responsibility of the individual concerned;
- at the request for a test by a user who is experiencing visual difficulties which may reasonably be considered to be related to DSE work, for example, visual symptoms such as eye strain or focusing difficulties – as soon as practicable after the request has been made.

4. THE COUNCIL'S LIABILITY FOR COSTS – EXPLANATION

4.1 Eye and eyesight test:

The Council will meet the cost of eye and eyesight tests, in accordance with the scheme (refer to Form DSE (SCH) 2, attached).

4.2 Special corrective appliances:

Following examination, where the optician specifies that special corrective appliances are required, the Council will meet the cost of providing the basic appliances, i.e. basic frame and lenses, of a type and quality adequate for the user's work and taking account of the optician's recommendations, in accordance with the scheme (refer to Form DSE (SCH) 2, attached).

It is good practice to bring other things that need to be viewed for the work into the same visual plane as the display screen wherever possible, for example, by using a document holder attached to the side of the screen. Therefore in most cases where a user requires special corrective appliances to carry out their DSE work, a single lens prescription will be appropriate. However, there may be some circumstances where bifocal or vari-focal lenses may seem necessary, although caution should be taken when reaching a decision as there can be side effects associated with the use of multi-focal prescriptions for DSE work. For example, the smaller size of each lens section can lead to the user having to make repeated adjustments to their neck/head position or adopt an awkward posture, which could lead to neck pain. Therefore the user should discuss the nature of the DSE work with the optician and take into account the optician's recommendations before deciding on which type of lens would be most suitable.

- 4.3 A user who requires special corrective appliances but chooses more costly appliances than basic ones, for example, with designer frames, or with optional treatments not necessary for display screen work, or decides to make arrangements with an optician other than those specified, must meet any additional costs personally.

The amount to be reimbursed will be the lesser of:

- (i) the actual cost of the special corrective appliances; or
- (ii) the maximum as set out under this scheme.

- 4.4 The cost of all appliances other than special corrective appliances must be met by the employee.

5. THE SCHEME - PROCEDURE TO FOLLOW

5.1 The procedure to follow under Scheme HS 11A is as follows:

- (i) employee contacts line manager and makes a request to arrange an eye test as a user;
- (ii) line manager confirms user status of employee (if necessary, undertaking an assessment where one has not already been carried out);
- (iii) line manager goes through the provisions of the scheme with the user, paying particular attention to Forms DSE (SCH) 1, DSE (SCH) 2 and DSE (SCH) 3, and explaining that a copy of Form DSE (SCH) 1 must be completed by the optician during the eye test;
- (iv) Form DSE (SCH) 3 is completed by user and authorised by line manager;
- (v) authorised amount claimed by user via the appropriate Council expenses claims procedure.

6. ADVICE

6.1 Advice on the implementation of the policy can be obtained from the Health and Safety Team, Human Resources, Ty Elai, Williamstown, CF40 1NY, telephone No. 01443 425531.

FOR COMPLETION BY OPTICIAN – EYE AND EYESIGHT TEST REPORT

NAME OF OPTICIAN: _____

ADDRESS: _____

POST CODE: _____

TO: RHONDDA CYNON TAF COUNCIL

RE: _____ ('USER' NAME)

I am conversant with the standard recommended by the Association of Optometrists for Display Screen Equipment users and, in my opinion, the above-named 'user' (please tick appropriate following box):

- 1. Requires no prescription
- 2. Requires a prescription specifically for DSE use only (i.e. special corrective appliances)
- 3. Requires a prescription for general use (which may include DSE use)

COSTS

Eye Examination: £
Special Corrective Appliances: £
Total: £

Any additional comments (including date of repeat testing):

Signed _____

Optician

Date _____

INFORMATION FOR USERS

Arrangements have been made with the opticians listed below to provide eye and eyesight test and, where necessary, 'special corrective appliances' to those employees who have been designated as 'users' of display screen equipment. A user who wishes to make their own arrangements with an optician of their choice may do so providing any claim does not exceed the maximum amount set out under this scheme as detailed below:

SPECSAVERS OPTICIANS

Branches:	20b Victoria Square	65/66 Taff Street
	Aberdare	Pontypridd
	Tel. No. 01685 875050	Tel. No. 01443 480244

A B OPTICIANS

Branches: 13 Commercial Street
Aberdare
Tel. No. 01685 870007

COSTS TO BE RECLAIMED BY THE 'USER'

1. Eye and Eyesight Test - up to a maximum of £15.00.
2. Provision of Special Corrective Appliances - up to a maximum of £49.95

Any additional other costs which exceed the above must be paid for by the user.

The Council's scheme requires the user to pay the optician direct, and reclaim costs as expenses on Form DSE (SCH) 3.

FOR COMPLETION BY USER AND AUTHORISATION BY LINE MANAGER (apart from signatures, please use block letters)

PAYROLL
NUMBER

PAY
NUMBER

LOCATION

SURNAME _____

FORENAME(S): _____

ADDRESS: _____

POST CODE: _____

GROUP IN WHICH EMPLOYED: _____

DATE OF EYE AND EYESIGHT TEST: _____

NAME OF OPTICIAN VISITED: _____

ADDRESS OF OPTICIAN VISITED: _____

1. EYE AND EYESIGHT TEST: £ _____

2. PROVISION OF SPECIAL CORRECTIVE APPLIANCES: £ _____

NB. THE AMOUNT BEING CLAIMED MUST NOT EXCEED THE MAXIMUM SET OUT IN THIS SCHEME (SEE DSE (SCH) 2)

3. TOTAL COST: £ _____

I CERTIFY THAT THIS CLAIM IS CORRECT AND IN ACCORDANCE WITH THE SCHEME FOR THE PROVISION OF EYE AND EYESIGHT TESTS, AND THAT I HAVE ACTUALLY ATTENDED THE OPTICIAN INDICATED FOR AN EYE AND EYESIGHT TEST. I CERTIFY THAT I HAVE INCURRED THE EXPENDITURE AS DETAILED ABOVE.

Signed: _____

Date: _____

CLAIMANT

I CERTIFY THAT THIS CLAIM IS CORRECT AND IN ACCORDANCE WITH THE SCHEME FOR THE PROVISION OF EYE AND EYESIGHT TESTS AND THAT THE TEST WAS NECESSARY.

Signed: _____

Date: _____

AUTHORISING OFFICER

NOTE: ALL RECEIPTS MUST BE ATTACHED

SCHEME HS 11A

MANAGERS CHECKLIST

	✓ As Appropriate		
	N/A	Yes	No
• Has a copy of Policy HS11 and this Scheme HS 11A been brought to the notice of all employees who have been designated as DSE users?			
• Are there procedures in place to ensure that DSE users receive all costs authorised under the scheme promptly?			
• Are there monitoring procedures in place to ensure the provisions of the scheme are being followed?			
• Are records being kept of all user employees who have had eye and eyesight tests and, where applicable, been provided with special corrective appliances (glasses)?			

Completed by: _____
(Signature)

Confirmed by: _____
(Signature)

Name: _____
(Print)

Name: _____
(Print)

Designation: _____

Designation: _____

Date: _____

Date: _____