

Isle of Anglesey County Council

DSE Eyesight Test Policy

Version 3.0 March 2019

About this policy

The Council has a duty under the Health and Safety (Display Screen Equipment) Regulations 1992 to provide an eye examination for DSE users. If the test identifies that the user requires glasses specifically to work with the DSE, the employer must pay for basic glasses. There is no duty to pay for normal glasses if the user does not require the use of glasses to carry out DSE work. There is no duty for employees who use DSE infrequently or for short periods of time and the regulations do not apply.

This Policy covers only the provision of eyesight tests and purchase of glasses where required. Other aspects of work with DSE are covered in the Corporate Display Screen Equipment Policy.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0		
2.0	October 2018	Barnet Pepper removed from Provider Allport included in system as provider
3.0	March 2019	As the charge is made to the Council at the point of issue of the voucher the following controls should be considered: The appointment should be made with the Optician before requesting the voucher Appointments must be attended within one month of issue of the voucher. Only one voucher will be issued within a 24 month period unless specified by Optician. Further vouchers will not be issued within this period unless there is a valid reason for initial voucher not being used. Head of Service will decide on whether the reason for the voucher not being used is valid.
	January 2021	No change

Date of next review	
This policy will be reviewed in:	March 2021
The review will be undertaken by:	

Contact Details: 01248 752820

Health&Safety@ynysmon.gov.uk

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y
Gymraeg.

This document is available in Welsh.

Contents

1.0 Background

The Council has specific duties to employees under the Health and Safety (Display Screen Equipment) Regulations 1992. Regulation 5 has specific requirements for eyes and eyesight.

(1) Where a person –

(a) is a user in the undertaking in which he is employed; or

(b) is to become a user in an undertaking in which he is, or is to become, employed, the employer who carries on the undertaking shall, if requested by that person, ensure that an appropriate eye and eyesight test is carried out on him by a competent person within the time specified in paragraph (2).

(2) The time referred to in paragraph (1) is –

(a) in the case of a person mentioned in paragraph (1)(a), as soon as practicable after the request; and

(b) in the case of a person mentioned in paragraph (1)(b), before he becomes a user.

(3) At regular intervals after an employee has been provided (whether before or after becoming an employee) with an eye and eyesight test in accordance with paragraphs (1) and (2), his employer shall, subject to paragraph (6), ensure that he is provided with a further eye and eyesight test of an appropriate nature, any such test to be carried out by a competent person.

(4) Where a user experiences visual difficulties which may reasonably be considered to be caused by work on display screen equipment, his employer shall ensure that he is provided at his request with an appropriate eye and eyesight test, any such test to be carried out by a competent person as soon as practicable after being requested as aforesaid.

(5) Every employer shall ensure that each user employed by him is provided with special corrective appliances appropriate for the work being done by the user concerned where –

(a) normal corrective appliances cannot be used; and

(b) the result of any eye and eyesight test which the user has been given in accordance with this regulation shows such provision to be necessary.

(6) Nothing in paragraph (3) shall require an employer to provide any employee with an eye and eyesight test against that employee's will.

2.0 Definitions

'Display Screen Equipment' covers conventional display screen (cathode - ray tube), liquid crystal or plasma displays used in flat panel screens, touchscreens and other emerging technologies. It includes microfiche and in certain circumstances screens used for closed circuit television.

"User" means an employee who habitually uses display screen equipment as a

significant part of his/her normal work. It will generally be appropriate to classify the person concerned as a 'user' if they:

normally use DSE for continuous or near-continuous spells of an hour or more at a time; and

(a) use DSE in this way more or less daily; and

(b) have to transfer information quickly to or from the DSE;

"Provider" means organisation enlisted to provide suitable eyesight tests and corrective appliances where required.

"Affiliated Optician" means Optician recognised as being part of the Provider arrangements.

3.0 Measures in the Workplace

With regard to this Policy on eye and eyesight testing, where employees (Users) exercise their right for eye testing, the Council will encourage its staff to have a full sight test and costs of which will be borne by the Service concerned.

The eye and eyesight testing will be carried out by the identified provider (currently ASE Corporate Eyecare Ltd and Boots Corporate Eyecare). A list of providers under this scheme appears in the Appendix (Appendix 1)

Each Service will have a "Service DSE Co-Ordinator" who shall receive training in order to give advice and guidance on such matters as user designation assessments, workstation assessment, eyesight tests, etc, and who will liaise with the Corporate Health and Safety Advisor.

Each Service will identify all Users within the Service and will maintain and provide a current list to Corporate Health and Safety. Users will include temporary staff who will work for the Council for a twelve month period or more.

Agreement must be made with Agency Work providers in order that short term staff will have been provided with an eye test and glasses where applicable.

Corporate Health and Safety will provide the list of current Users to the Provider

Users request eyesight test / glasses e-voucher from the Provider (either electronically or via Customer Service). Service DSE Co-Ordinator will monitor requests for eyesight tests and confirm approval prior to e-voucher being issued.

Note: e-voucher for eye examination, standard glasses, single vision / bifocal lenses

User arranges and attend appointment with Affiliated Optician. Optician confirms whether corrective appliances required specifically for DSE use or not. E-voucher is submitted to Optician for payment for eyesight test and glasses if required in line with agreement plan with the Provider.

Repeat eyesight tests will be scheduled within 24 month period, unless a shorter period is recommended by either Optician or Occupational Health.

As the charge is made to the Council at the point of issue of the voucher the following controls should be considered:

The appointment should be made with the Optician before requesting the voucher

Appointments must be attended within one month of issue of the voucher.

Only one voucher will be issued within a 24 month period unless specified by Optician. Further vouchers will not be issued within this period unless there is a valid reason for initial voucher not being used.

Head of Service will decide on whether the reason for the voucher not being used is valid.

4.0 Management Controls

The Service DSE Co-Ordinator will maintain records of Users who have had eyesight tests and any re-test requirement.

A nominated person (within Corporate Health and Safety) will administer the overall system and have access to all records.

Corporate Health and Safety will periodically review the arrangements to gauge compliance with the Policy and legislation.

Further Information

For further information contact the Corporate Health and Safety Team on 01248 752820.

APPENDIX 1

Name	Address	Town	Postcode
Alton Murphy	Manchester House	Amlwch	LL68 9AN
Alton Murphy	43 Castle St	Beaumaris	LL58 8BB
Alton Murphy	4 Boston St	Holyhead	LL65 1BW
Alton Murphy	Canolfan y Ffowndri	Llangefni	LL77 7LT
Alton Murphy	197 High St	Bangor	LL57 1NU
Boots	277-279 High Street	Bangor	LL57 1PD
Allports	25 High Street	Llangefni	LL77 7NA