

Durham SU Eye Test Policy

Policy Name:	Eye Test Policy		
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Approved By:			
Noted / Endorsed:	Senior Leadership Team		
Document Location:			
Related Policies:			

REVIEW HISTORY			
Date	Name	Signature	Notes
June 2019	Gareth Hughes		
June 2022	Gemma Cain	<i>G. Cain</i>	Approved by PGC in June 2022.
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Eye Test Policy Statement:

Durham SU is committed to ensuring that it meets its legal obligations regarding staff well-being in the workplace. Durham SU acknowledges that Employees who are "users" of display screen equipment (DSE), have a legal right to an eye and eyesight test on request.

Purpose

This document details Durham SU's Eye Test Policy.

Scope

This policy applies to all employees of Durham SU.

1. Principles

- 1.1. Employees who are "users" of display screen equipment (DSE) (also known as visual display units or VDUs) under the Health and Safety (Display Screen Equipment) Regulations 1992, have a legal right to have an eyesight test paid for by the company, on request.
- 1.2. By providing financial support for eye and eyesight tests, Durham SU aims to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.
- 1.3. A person is a DSE user if the following criteria apply:
 - 1.3.1. The individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time.
 - 1.3.2. The individual uses DSE this way on a regular basis.
 - 1.3.3. Fast transfer of information between the user and screen is an important requirement of the job; and
 - 1.3.4. The individual depends on the use of DSE to do their job; the individual has no discretion over the use of DSE; the individual needs significant training and/or particular skills in the use of DSE to do their job; or the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical

2. Arrangements

- 2.1. Durham SU asks employees to use their own time to attend eye and eyesight tests, as this time cannot be at our expense.
- 2.2. Employees may make their own arrangements with a registered ophthalmic optician or registered medical practitioner with suitable qualifications.
- 2.3. Clinical information will be subject to the same confidentiality as other medical records and retained by the HR function.

3. Payment for eye and eyesight tests and glasses

- 3.1 If you are a paying member of HSF with their benefits package, you can claim back funds towards an eye test/glasses. The limit for V1 membership is £35.00. This is payable between all eligible registered persons in any 12 consecutive calendar months, after the 3 months qualifying period.
- 3.2 Where an eye and eyesight test shows that glasses are necessary to correct eye or vision defects for the purposes of DSE work, Durham SU will contribute a further contribute £45.00 towards the cost of frames and prescribed lenses.
- 3.3 Costs will be reimbursed by Durham SU upon receipt of written confirmation from the examining optician that the eye and eyesight test has been carried out, and by the employee



submitting an expense claim via the Durham SU's expense process. Please refer to the expenses policy for details on how to claim back funds for this cost.