

**Created: September 2018**

## **EYE TEST POLICY & PROCEDURE**

### **1. Introduction**

Many employees at Age UK Cambridgeshire & Peterborough operate VDU/Display screen equipment (DSE). Under the Health and Safety (DSE) regulations, employees are entitled to be provided with a free eye and eyesight test by their employer providing they habitually use VDU/DSE or become a habitual user for a significant part of their normal work.

An employer is also required to provide further eye and eyesight tests on request at reasonably regular intervals to any employee defined as a 'user' under the above regulations.

This policy is intended to comply with the current Health & Safety (DSE) regulations and to ensure consistency throughout Age UK Cambridgeshire & Peterborough.

### **2. Procedure to follow**

- 2.1** Members of staff wishing to establish whether or not they are entitled to an eye and eyesight test should first discuss the matter with their Line Manager to ascertain whether they meet the criteria set out in the Health & Safety (Display Screen Equipment) Regulations.
- 2.2** Request a VDU Eyecare eVoucher from HR and H&S Manager, the voucher will be emailed to you.
- 2.3** Currently Age UK Cambridgeshire & Peterborough use eye test vouchers issued by Specsavers therefore all eye tests will need to be booked through an employee's local Specsavers store.
- 2.4** The eVoucher entitles the holder to the following:
  - Full eye examination up to the value of £25
  - Should glasses be required for VDU use, £45 standard single-vision glasses (or towards upgrade)

- £20 Premium Club discount

**2.5** The optometrist will hand a completed VDU certificate of recommendation to you, this should be returned to County Office for our records.

### **3. Health & Safety Manual**

Details of the current full policy and procedures regarding safe working with VDU/DSE are contained in the Health and Safety Manual.