



Boroughbridge High School and King James's School Federation

POLICY STATEMENT

Eye Care Policy

Policy last reviewed by Noth Yorkshire Council	March 2023
Policy ratified by Governors	September 2024
Next Policy review due	September 2027
Staff Lead	HR Advisor

Significant Revisions Since Last Review

New Federation Policy

1. Introduction

North Yorkshire Council is committed to employee health, safety, care, and welfare and as part of this has developed a scheme for the reimbursement of the cost of eyesight tests and spectacles (if necessary) for users of display screen equipment (DSE) and staff requiring glasses for their work activities.

This scheme is designed to also satisfy statutory duties arising from the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, which require an employer to provide a user with an appropriate eyesight test and spectacles (if necessary). Please see **appendix 1** for the definition of a display screen user. These costs will, therefore, be charged to service unit budgets, as appropriate.

The scheme is cost effective and enables employees to access a benefit whilst providing choice.

There are no National Insurance or Income Tax implications associated with these reimbursements.

2. Arrangements

Directorates/service units must ensure that every user's workstation is assessed in accordance with the council's DSE procedure using the risk assessment form. Further advice on this can be sought from the health and safety risk management service, central services directorate.

Should a workstation assessment identify a need for an eye test, or the user wishes to exercise their entitlement, staff need to apply via the MyView expenses screen following the process shown below (help screens are available on MyView).

Line managers are required to review employee requests via MyView, ensuring that any amounts claimed are in line with the policy.

It should be noted that the spectacles or 'special corrective appliances' are to correct vision defects at the viewing distance for the display screen equipment concerned or for use in the employee's work activities. Those employees who wear glasses or contact lenses are unlikely to require further optical assistance and will not be reimbursed unless an eye test indicates the need for additional optical aids to enable work activities to be performed.

3. Choice of scheme

Employees have a choice of two schemes, both offering a free eye test and the cost of necessary spectacles to specified limits. Employees may choose one of the two schemes - they are not able to use both schemes together.

One scheme is linked to Specsavers and the other can be used at other opticians.

3.1 Specsavers

The Specsavers optical care voucher must be requested and presented to Specsavers prior to having the eye test. The voucher entitles you to the following:

- a free eye test

- cover for one pair of single vision glasses with Pentax lenses from the £49 range if you are found to require glasses - if you wish to choose glasses from a higher price range, or have your glasses fitted with bifocal or varifocal lenses, the voucher can be used as a £49 contribution
- access to the premium club offer which entitles you to £20 off a pair of glasses chosen from the £99 or above range of frames in store - if you wish to upgrade and choose from the £99 or above range of frames, you will receive a total of £69 towards your glasses
- a pair of non-prescription sunglasses from a selected range if you are found to have no prescription

The employee is responsible for obtaining and taking their vouchers to their local Specsavers store prior to having an eye test and obtaining any spectacles. All costs will be covered either by the voucher or the employee. No additional reimbursement will be paid by North Yorkshire Council. Lost vouchers will not be reissued. Claims cannot be made retrospectively for payments made directly to Specsavers for eye tests or spectacles where the vouchers were not presented.

3.2 Other opticians

These claims cover an eye test and, where necessary, basic single vision spectacles - plastic lenses and basic plastic frames. The actual cost of the eye test plus the cost of single vision spectacles will be reimbursed to the employee and will not exceed £70. Any additions to the basic prescription must be paid for by the employee. Proof should be obtained from the optician as to the prescribed spectacles and this should be kept for proof of purchase if required.

The employee visits a non-Specsavers optician of their choice and is responsible for paying that optician direct. Under no circumstances will North Yorkshire Council be responsible for paying the optician.

The employee should obtain a receipt from the optician for proof of payment. Receipts must be retained for at least three years.

4. Application process

Employees have a choice of two schemes, both offering a free eye test and the cost of necessary spectacles up to specified limits. Employees may choose one of the two schemes; they are not able to use both schemes together.

One scheme is linked to Specsavers and the other can be used at other opticians.

4.1 Specsavers

The Specsavers Optical Care Voucher must be requested and presented to Specsavers prior to having the eye-test and entitles the employee to:

- Free eye-test
- If you the employee is found to require glasses, the voucher will cover one pair of single vision glasses with Pentax lenses from the £49 range. If the employee wishes to choose glasses from a higher price range, or have their glasses fitted with bifocal or varifocal lenses, the voucher can be used as a £49 contribution.
- Access to the Premium Club offer, which entitles the employee to £20 off a pair of glasses if chosen from the £99 range of frames or above in store. If the employee wishes to upgrade and choose from the £99 range of frames or above, they will receive a total of £69 towards their glasses.

- If the employee is found to have no prescription, they will be entitled to a pair of non-prescription sunglasses from a selected range.

Prescription Safety Glasses

- In addition to the free eye test and glasses as above, if the employee requires prescription safety glasses, these are provided **by Specsavers only**. Only employees who are required to have eye protection related PPE in relation to their role are eligible to apply for prescription safety eyewear. Employees should discuss with their Line Manager in the first instance. Further support and guidance can be obtained by contacting healthandsafety@northyorks.gov.uk
- Specsavers offer safety eyewear for staff working in an industrial environment, where they're potentially at risk of damaging their eyes. Their safety eyewear is specially designed to protect eyes from chemicals, sparks, metal fragments and machinery and projectile objects. The scratch-resistant safety lenses could help prevent a serious accident and, as they're prescription lenses, they can be worn in place of the employee's own glasses. With Specsavers the employee is eligible to one complete pair of Specsavers safety glasses fitted with CR39 single vision lenses plus scratch resistant treatment, or one complete pair of Specsavers safety glasses fitted with standard bifocal or varifocal lenses.

Note: the employee does not need to be a current Specsavers customer – the Specsavers safety eyewear option is available if the employee has had an eye test elsewhere. Specsavers will require a current prescription which has to be in the last 12 months.

4.2 Other opticians

These claims cover an eye test and where necessary basic single vision spectacles (plastic lenses and basic plastic frames). The actual cost of the eye test plus the cost of single vision spectacles will be reimbursed to the employee and will not exceed £70. Any additions to the basic prescription must be paid for by the employee. Proof should be obtained from the optician as to the prescribed spectacles and this should be kept for proof of purchase if required.

The employee visits a non-Specsavers optician of their choice and is responsible for paying that optician direct. Under no circumstances will North Yorkshire Council be responsible for paying the optician.

The employee should obtain a receipt from the optician for proof of payment. Receipts must be retained for at least three years.

Note: prescription safety glasses are currently **only available under the Specsavers scheme**.

5. Application process: For Eye Test and Glasses

5.1 Specsavers voucher claims

Applications for the Specsavers vouchers must be authorised by the line manager who will receive an email alert when the application is made

- When applying for the Specsavers vouchers via MyView, **for eye test and glasses**, the employee should enter the value of 1 - indicating one voucher will be issued.
- When applying for the Specsavers vouchers via MyView, for one complete pair of Specsavers **safety glasses fitted with CR39 single vision lenses** plus scratch resistant treatment, the employee should enter the value of 1 - indicating one voucher will be issued.

- When applying for the Specsavers vouchers via MyView, for one complete pair of Specsavers **safety glasses fitted with standard bifocal or varifocal lenses**, you should enter the value of 2 - indicating two vouchers will be issued.

Please note: If the employee does not wear glasses prior to the eye test, they will not know whether they need glasses/safety glasses until after the test is carried out. A prescription will normally be issued at the point of the eye test. The employee may, therefore, require two visits to the Opticians. The first visit for the eye test and glasses and the second to order safety eyewear with the prescription received.

Voucher(s) are issued via email by Employment Support Services directly to the member of staff making the application.

The employee presents the voucher to the chosen local store and obtains the necessary eye test and / or spectacles of choice. Vouchers should be used within the expiry date as shown on the voucher at the time of issue and misuse may result in future claims being refused.

No additional reimbursement will be paid by North Yorkshire Council. Claims cannot be made retrospectively for payments made directly to Specsavers for eye tests or spectacles where the voucher(s) was not presented.

5.2 Other opticians expense claims

Applications for reimbursement of eye-tests and spectacles for staff from other opticians is dependent on initial authorisation by the line manager through discussion with the employee.

Employee visits optician and pays for eye test. If the employee does not require glasses, claims for eye test only via MyView expense claim. This element should not exceed £30. However, if an employee requires glasses, claims for both eye test and spectacles up to the maximum of £70. Employee needs to record the name of the optician and the location and also a re-test date if they have been provided with one although this is not mandatory. The line manager authorises the claim ensuring it meets the policy.

Employee is then reimbursed via payroll up to £70 depending on claim and receipts.

5.3 Application frequency

As eye tests are typically valid for a period of two years, employees may only make one claim within that period of time. In exceptional circumstances an annual claim may be considered. Consideration will be made on a case-by-case basis and will need to be authorised by the line manager.

6. Monitoring

Pay and Reward will monitor this scheme and seek comments from managers and non-Specsavers opticians may be contacted to confirm the claim. Receipts should be retained by the employee for at least three years.

7. Further information

You can find further information from the [display screen equipment procedure](#) which includes the risk assessments of DSE workstations.

For further information on safety prescription glasses please see [A18 Personal protective equipment \(PPE\) \(sharepoint.com\)](#).

8. Exceptional cases

For the avoidance of doubt the scheme will only reimburse costs incurred in line with the outlined rules above. There are **no exceptions** to these rules.

Appendix 1: Definition of a display screen user

In order to qualify for the scheme, you must meet the criteria of a DSE user. The following information relates to these criteria:

This will determine whether or not the DSE regulations apply in a particular situation.

"User" is defined in the regulations as "an employee who habitually uses display screen equipment as a significant part of their normal work".

It will generally be appropriate to classify an employee as a user if most or all of the following criteria apply:

1. The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
2. The individual has no discretion as to use or non-use of the display screen equipment.
3. The individual needs significant training and / or particular skills in the use of display screen equipment to do the job.
4. The individual normally uses display screen equipment for continuous spells of an hour or more at a time.
5. The individual uses display screen equipment in this way more or less daily.
6. Fast transfer of information between the user and screen is an important requirement of the job.
7. The performance requirement of the system demands high levels of attention and concentration by the user, where the consequences of error may be critical.

Examples of employees who are definitely display screen users are finance staff, HR and legal staff, secretaries, admin assistants and officers, data input operators, graphic designers, librarians etc.

Possible display screen users might include clerical assistants or receptionists whose duties involve daily use of equipment.

Unlikely users would be senior managers using display screens for occasional monitoring.

