



Boroughbridge High School and King James's School Federation

Eyecare Policy

Policy last reviewed	April 2014 (NYCC)
Policy ratified by Governors	September 2025
Next policy review due	September 2026
Staff Lead	HR Advisor

Significant Revisions since last review:

No revisions since last review.

Policy review as part of full review of HR policies under the Federation

Eyecare Policy

Notes of guidance for the reimbursement of the cost of eye tests and spectacles for users of display screen equipment (DSE)

Contents	Page
1. Introduction	2
2. Arrangements	2
3. Choice of Scheme	2
4. Application Process	4
5. Monitoring	5
6. Further information	5
7. Exceptional cases	6
8. Definition of a display screen user	6

Produced for Schools by NYHR.

Access: If you require this information in an alternative format, such as large type, audio cassette or Braille, please contact NYHR.

If you have any queries about the current application of a policy/procedure, contact Employment Support Services.

1. Introduction

North Yorkshire County 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).

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 & 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 his / her 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 the employee qualifies as a display screen user and 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. 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 DSE duties to be performed.

3. Choice of scheme

Employees have a choice of two schemes, both offering a free eye test to DSE users and the cost of necessary spectacles for DSE use 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.

3.1 Specsavers

The Specsavers VDU voucher must be requested and presented to Specsavers prior to having the eye-test and entitles the employee to:

- Free eye-test
- If you are found to require glasses specifically and solely for VDU use you are entitled to choose a pair of single vision glasses from the £45 range or if you wish

to choose glasses from a higher price range the voucher can be used as a £45 contribution.

- If you are found to require glasses specifically and solely for VDU use and you choose to upgrade to a pair of glasses from the £99 range or over, the £45 contribution will increase to a £65 contribution.
- Any employee requiring glasses that are not specifically and solely for VDU use is entitled to a £20 discount if they choose glasses from the £99 range or above.
- You also have access to up to three premium club vouchers which cover: £20 discount to family members selecting glasses from the £99 and above - please note these vouchers cannot be used in conjunction with the VDU eyecare voucher detailed above.

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 County 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 voucher(s) was not presented.

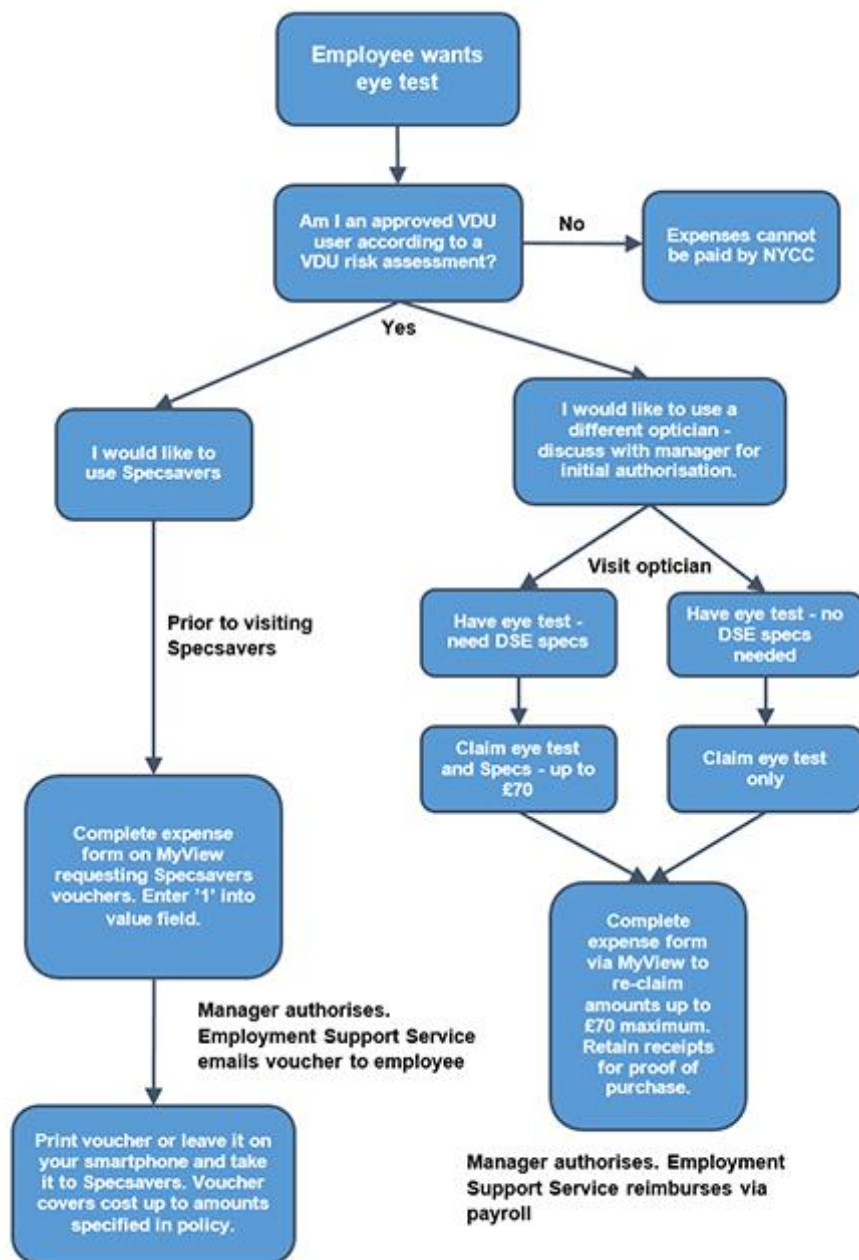
3.2 Other opticians

These claims cover an eye test and where necessary basic single vision DSE specific spectacles (plastic lenses and basic plastic frames) in accordance with the current legislation. The actual cost of the eye test plus the cost of single vision spectacles for DSE use 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 his / her choice and is responsible for paying that optician direct. Under no circumstances will North Yorkshire County 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



Click on the image to see a larger version.

4.1 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. The line manager confirms the individual is required to use a computer for their work and authorises the claim.

When applying for the Specsavers vouchers via MyView the employee should enter the value of 1 - indicating one voucher will be issued.

Voucher is 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.

4.2 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 DSE glasses, claims for eye test only via MyView expense claim. This element should not exceed £30. However, if an employee requires DSE 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 confirms the individual is required to use a computer for their work and authorises the claim.

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

4.3 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.

5. 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.

6. Further information

You can find further information from the display screen equipment procedure, which includes the risk assessments of DSE workstations.

7. 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.

8. 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 his / her normal work".

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

- a) 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;
- b) The individual has no discretion as to use or non-use of the display screen equipment;
- c) The individual needs significant training and / or particular skills in the use of display screen equipment to do the job;
- d) The individual normally uses display screen equipment for continuous spells of an hour or more at a time;
- e) The individual uses display screen equipment in this way more or less daily;
- f) Fast transfer of information between the user and screen is an important requirement of the job;
- g) 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.