

***Policy on contributions to Eye Tests and Glasses for regular uses of
VDU's and other Display Screen Equipment***

1. St Mary's University, Twickenham recognises its duty to comply with the Health & Safety (Display Screen Equipment) Regulations 1992 amended (2002), which includes provision for eye tests and glasses required specifically for use with Display Screen Equipment (DSE).
2. 'There is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This may give some users some temporary visual fatigue or headaches. Uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and correcting defects can improve comfort, job satisfaction and performance' (Health and Safety Executive, HSE Guidance Notes on DSE Regulations 1992, (Amended 2002)).
3. Staff identified as 'users', as defined by the Health and Safety (Display Screen Equipment – DSE) Regulations 1992, are entitled to free eye tests annually (or more frequently as determined necessary by the Optician) at their employer's expense. A 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 is the responsibility of the Head of School / Service to identify users within their School / Service and inform them of this policy.
4. A contribution of £50 towards prescription lenses (glasses or contact) and a contribution of £25 towards frames will be paid in accordance with the table below to those staff whose Optician has confirmed they require lenses (glasses or contact) **specifically** for DSE use. Lenses specifically prescribed for DSE use correct vision defects at the viewing distance or distances used specifically for the DSE work concerned. In addition, the employee must be defined as a 'user' by the Health and Safety (DSE) Regulations and confirmed by their Head of School / Service to use display screen equipment (DSE) as an essential part of their work and for a significant part of their normal working hours. Contributions towards lenses and frames will not be paid to those who require glasses for any other purpose as per the Health and Safety (DSE) Regulations.
5. Summary of contribution limits:

	Amount	Frequency of Claims
Eye Test	Full Cost	1 year (or more frequently as determined necessary by the Optician)
Lenses	£50.00	1 year
Frames	£25.00	3 years

6. Employees will be responsible for the initial payment of their eye test and any costs incurred on lenses or frames.

7. To claim for reimbursement of eye test costs and / or contributions to lenses / frames employees are required to complete the eye test and glasses claim form (which can be accessed from the HR page on the E-portal, via email at hrhelpdesk@smuc.ac.uk or from the HR General Office, Room B11). Employees should take the eye test and glasses claim form along to their Optician appointment for the Optician to complete and authorise. Any receipts for costs incurred should be retained and attached to the form. The employee will be required to complete and sign the employee section and forward the form to their Head of School / Service for authorisation.
8. The Head of School / Service will be required to confirm whether or not the claimant uses display screen equipment as an essential part of their work and for a significant part of their normal working hours.
9. Once the eye test and glasses claim form is fully completed and signed by the Optician, Employee and Head of School / Service, it should be forwarded to the HR Department along with receipts of all costs incurred relating to the eye test/ frames/ lenses.
10. If the claim is approved and the qualifying criteria relating to frequency of claims has been satisfied, the employee will be reimbursed for annual eye tests (or more frequent eye tests if deemed necessary by the Optician) and for lenses/frames in accordance with the stipulated contribution limits.
11. Once approved claims have been processed, cheques will be issued as per the stated contribution limits along with a receipt detailing a breakdown of the reimbursed claim.
12. If claim(s) for eye test, lenses and / or frames could not be processed, the employee will be notified of the reasons.
13. It is not University policy to reimburse Optician form filling fees.
14. No contribution will be paid in the form of an advance.
15. Where discount is obtained against any individual component, only the discounted value will be considered as an actual expense.
16. This policy will be reviewed on an annual basis in accordance with any legislative changes.

Document title	Policy on Contributions to Eye Tests and Glasses
Version	2
Person responsible	Rachel Libby-Chiaa
Author	Vanessa Blenkinsop
Document date	May 2008
Last amended	March 2013
Effective from	May 2008
Review date	March 2014
Impact Assessment date	January 2015
History (where discussed / who circulated to / committees considered)	Senior Staff