

# **Abertillery and Llanhilleth Community Council**

## **Eye Test Policy**

### **Overview**

In compliance with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by Health & Safety (Miscellaneous Amendments) Regulations 2002, Abertillery and Llanhilleth Community Council has adopted the following policy in respect to the provision of employee eye and eyesight tests. Entitlement to such tests will relate only to an employee who has passed their probation period. This policy will be reviewed every 3 years.

### **Definition**

The Health & Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. The regulations do not apply to workers who use DSE infrequently or only use it for a short time. This applies to all office staff.

### **Employer Obligations**

#### **Employers must:**

- Carry out a workstation assessment
- Reduce risks, including making sure workers take breaks from DSE work or do something different
- Provide an eye test if a worker asks for one, and then at regular intervals as recommended by the Optician
- Provide training and information for workers

### **Eyesight Tests and Provision of Glasses**

1. The Council will cover the cost of an annual test, up to a maximum of £30, for all employees who are regular DSE Users on submission of an invoice from their optician to their line manager.
2. The Council will, if necessary, provide up to a maximum of £50 towards the cost of appropriate corrective glasses that are required for DSE use.

**Adopted:**

**Review Date:**