

Eye Test Policy

Policy and Finance Committee Approved: 18 October 2023
Last Reviewed: October 2025
Due for next Review: October 2028

1. Introduction

1.1 Fleet Town Council has certain responsibilities under the Display Screen Equipment (D.S.E.) regulations that all employees are required to co-operate with under the arrangements for Health and Safety. The Health and Safety (Display Screen Equipment) Regulations 1992 advise that by law employers must arrange an eye test for employees who request one, are entitled D.S.E. users and must by law advise employees of their right to access eye tests and contribution to glasses if needed for DSE use(www.hse.gov.uk/msd/dse/eye-tests).

2. Benefit for all employees

2.1 The Council will purchase Optical Care eVouchers from Specsavers for any employee who requests an eye test.

2.2 The Optical Care eVoucher will provide the following benefits.

Full eyesight examination
One £50 pair of glasses or £50 contribution towards a higher price range.

2.3 Any cost over £50 must be borne by the employee.

2.4 There is no requirement for an employee to have completed their probation period or any length of service to qualify for reimbursement.

3. Employee responsibilities

3.1 Employees should request an eVoucher from the Executive Officer. Once the eVoucher is received the employee can make an appointment at any Specsavers.

3.2 Employees should make every reasonable effort to make appointments outside of working hours.

3.3 Eye tests are advisable every two years, but it is best to attend earlier if any eye problems occur or if advised by your optometrist. eVouchers will be provided no more than once a year for an eye test for VDU use, unless specifically advised by your optometrist to be more often.

4. Employer responsibilities

4.1 A log of eVoucher requests will be kept for a minimum of 4 years securely on the Staff drive and then disposed of.