



Houghton Regis Town Council

Eye Care Policy

Date of Approval:	26 th March 2018
Dates of Re approval:	
Dates of Review:	March 2022

Based on: HSE ‘Health and Safety (Display Screen Equipment) Regulations 1992’

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1.0 INTRODUCTION

- 1.1 Houghton Regis Town Council (HRTC) is committed to protecting the health, safety and welfare of its employees. It recognizes that employees need to be protected from any risks associated with Display Screen Equipment (DSE).
- 1.2 The Display Screen Regulations 1992 only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.
- 1.3 If a user or a potential user requests an eye examination the Town Council is required to provide one. If the test shows that the user needs glasses specifically for DSE work, the Town Council must pay for a basic pair of frames and lenses.

2.0 POLICY

- 2.1 Houghton Regis Town Council will:
 - i. Provide an eye examination for those employees covered by the DSE regulations (up to the cost of £22.31).
 - ii. Pay up to a specified amount for DSE (single-vision) spectacles (currently £49), if required.
 - iii. Reimburse employees to a specified amount, not exceeding the value already agreed with the Town Councils appointed Optician, to those employees deciding to use an alternative Optician.
- 2.2 Employees will:
 - i. Discuss with their Manager their request for an eye examination, prior to booking.
 - ii. Complete an eye examination request form, to be signed by their Manager and to provide a copy of this form, to the Town Councils appointed Optician, at the time of examination.
 - iii. Pay direct any monies due over and above the specified agreed amount.
 - iv. Pay direct any costs incurred in using an alternative Optician.

3.0 POLICY REVIEW

- 3.1 This policy will be reviewed every 4 years or as required by the Corporate Services Committee.
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