

Eye and Eyesight Testing Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

1 Introduction

- 1.1 By providing eye and eyesight tests, we aim to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.
- 1.2 The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

2 Scope

- 2.1 This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3 Definition of DSE user

- 3.1 Employees who are 'users' of display screen equipment (DSE) have a legal right to an eye and eyesight test, on request.
- 3.2 A person is a DSE user if the following criteria apply:
- 3.2.1 the individual *normally* uses DSE for continuous or near-continuous spells of 1-hour or more;
 - 3.2.2 the individual uses DSE this way on a daily basis;
 - 3.2.3 fast transfer of information between the user and screen is an important requirement of their job;
 - 3.2.4 the individual depends on the use of DSE to do their job;
 - 3.2.5 the individual has no discretion over the use of DSE;
 - 3.2.6 the individual needs significant training and/or particular skills in the use of DSE to do their job; or the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.

4 Entitlement to eye and eyesight tests

- 4.1 An eye and eyesight test will be provided, on request, to employees who, considering Section 3, are DSE users and to employees who are being recruited to work as DSE users, including existing employees being transferred from one role or department to another.
- 4.2 Where a DSE user, who experiences visual difficulties that could be caused by their DSE work, requests an eye and eyesight test, the employer will ensure this is provided as soon possible.

5 Arrangements and payment for eye and eyesight tests

- 5.1 Eligible employees should make a written request for an eye and eyesight test via their Line Manager, clearly heading any communication 'request for an eye and eyesight test'.
- 5.2 On acknowledgement of the employee's eligibility from their Line Manager the employee will make arrangements for a test with a registered ophthalmic optician or registered medical practitioner with suitable qualifications.
- 5.3 The cost will be reimbursed by the employer on receipt of written confirmation from the examining optician that the eye and eyesight test has been carried out. A record of the test will be kept in the employee's file.

5 Payment for glasses

- 5.1 Where an eye and eyesight test show that glasses are necessary to correct eye or vision defects for the purposes of DSE work, the employer will pay for the cost of basic frames and prescribed lenses.
- 5.2 Clarity of this, including any associated values, can be sought from their Line Manager.

6 Data protection

- 6.1 Line Managers must ensure that personal data, including information about individuals' health, gathered when arranging eye and eyesight tests is handled in accordance with our Data Protection Policy.

7 Review

- 6.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

8 Definitions

- 8.1 The Foundry ("we", "us", "our")
- 8.2 The Employee ("you", "your")

Document control box

Policy title:	Eye and Eyesight Testing Policy
Date approved:	January 2025
Approved by:	Chief Executive Officer
Version:	1.1
Supersedes:	NA
Next review date:	January 2027
Lead contact:	Chief Executive Officer