

## Eye Test Policy

### Background

As a result of the extensive use of IT equipment within NHBC, most employees are now required to operate VDU/Display Screen Equipment (DSE). Under the Health and Safety (Display Screen Equipment) Regulations, employees are entitled to be provided with a free eye and eyesight test by their employer providing they habitually use VDU/DSE or become a habitual user for a significant part of their normal work.

An employer is also required to provide further eye and eyesight tests on request at reasonably regular intervals to any employee defined as a “user” under the above regulations.

This policy, which has been formulated following consultation with the Staff Association, is intended to comply with the current Health and Safety (Display Screen Equipment) Regulations and to ensure consistency throughout NHBC in relation to eye tests for VDU/DSE users.

### 2. Procedure

2.1 Members of staff wishing to establish whether or not they are entitled to an eye and eyesight test should first discuss the matter with their Line Manager to ascertain whether they meet the criteria set out in the Health & Safety (Display Screen Equipment) Regulations.

2.2 To establish whether or not a member of staff is classified as a user, as defined by the above Regulations, the Line Manager should complete Section 1 of the ‘Display Screen Equipment Eye Test Checklist’ (a copy of which is attached) by referring to the definitions for a “user” and “DSE” as outlined in NHBC’s Health and Safety Procedures. Further clarification may also be obtained from the Health and Safety Department.

2.3 If it is established that a member of staff is entitled to an eye and eyesight test under the Regulations, then a copy of the Display Screen Equipment Eye Test Checklist will be given to the member of staff as their authority to arrange an eyesight test appointment.

2.4 Provided that a member of staff continues to be entitled to be provided with a free eye and eyesight test because they are habitually using VDU/DSE for a significant part of their normal work, and they want a test, they will normally be entitled to further eye and eyesight tests at reasonably regular intervals as recommended by the Optician.

2.5 Where the Line Manager answers ‘NO’ to 4 or more of the statements on the Checklist, the member of staff would not normally be classified as a user under the current Regulations and would therefore not be entitled to a free eye and eyesight test. The Line Manager should then complete Section 2 of the Checklist before forwarding it to HR.

2.6 Where the Line Manager answers ‘YES’ to 4 or more of the statements on the Checklist, the member of staff would normally be classified as a user under the current Regulations and would therefore be entitled to a free eye and eyesight test. The Line Manager should then complete Section 2 of the Checklist before forwarding it to the member of staff.

2.7 The member of staff should then arrange an appointment for an eye test with an appropriately qualified and affiliated optician (see 2.9 below). Appointments should be made at least a week in advance to enable HR to issue the Eyecare Voucher prior to the eye test.

2.8 The member of staff should then complete Section 3 of the checklist giving details of the eye test appointment before forwarding the full form to HR.

2.9 Following receipt of the Eye Test Checklist form, HR will issue the Eyecare Voucher to the member of staff.

Currently NHBC use eye test vouchers issued by Specsavers therefore all eye tests will need to be booked through an employee's local Specsavers store.

2.10 On completing the eye test, the Optician will provide employees with written confirmation of the test results this also confirms whether or not the employee requires VDU/DSE corrective spectacles and gives the recommended date for the next eye test.

2.11 This Certificate should be forwarded to HR.

2.12 The Specsavers vouchers currently used cover the cost of the eye test, and should glasses be required for VDU use, a £45 pair of basic glasses and a further £25 off the cost glasses should the employee want to spend more than £99. This is at an employee's own expense.

### **3. Tax Liability**

Under current legislation, no tax or NIC liability will arise for members of staff for benefits provided in accordance with this policy/procedure.

### **4. Health & Safety Manual**

Details of the current full policy and procedures regarding safe working with VDU/DSE are contained in the Health and Safety Manual held by your Department Manager.

### **5. Distribution**

The current version of this policy is available on the HUB. Alternatively a copy is available on request from Human Resources.

### **6. Effective Date**

This policy, which may be subject to amendment from time to time, is effective from August 2010. It supersedes any such earlier dated policy, procedure, agreement or arrangement.