

Employee Eye Test Reimbursements

Introduction

Fernwood Parish Council follows Health and Safety Executive Guidance on [Display Screen Equipment](#).

The law says employers must arrange an eye test for [display screen equipment \(DSE\) users](#) if they ask for one and provide glasses if an employee needs them only for DSE use.

Procedure

1. DSE users are required to arrange their own eye tests and submit an expense claim for Fernwood Parish Council to reimburse the cost. (Should the employee prefer the Parish Clerk to arrange the test, this can be arranged).
2. Fernwood Parish Council will pay for their employees' glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at.¹ However, reimbursement will be limited to the cost of basic glasses that would meet the DSE work requirement. Employees must provide the receipt for the glasses; if the employee has chosen 'improved specification' glasses as detailed in the footnote below, a quote for basic glasses that would be suitable for DSE use should be provided for the Parish Council to pay this amount.

¹ Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses. 'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work. Employers' liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e., of a type and quality adequate for the user's work. Where bifocal or varifocal spectacles are prescribed as special corrective appliances (see caution at paragraph 83) the employer is required to meet the costs associated with providing a basic frame and the prescribed lenses.