

HSP 02B Eyesight Test Information

Eye and eyesight test guidance

Elizabeth Finn Homes will offer current employees using DSE and those whose job changes to include work with DSE, a free eyesight test.

Elizabeth Finn Homes will provide free of charge any corrective appliance (glasses) found to be necessary for the purpose of operating DSE.

Corrective appliances supplied, paid for, or contributed to by Elizabeth Finn Homes are designated protective equipment and must be used by employees at all times when operating DSE. The employee is responsible for their safekeeping and disciplinary action may be taken in the event of their loss or damage.

Should an employee experience vision difficulties and has good reason to believe that these may be caused by work with DSE; EFHL will offer the opportunity for an eyesight test.

Any problems arising from the operation of DSE must be reported to the employees Line Manager immediately. Elizabeth Finn Homes will take all necessary steps to investigate and take any necessary corrective action.

The company will offer current employees using DSE and those whose job changes to include work with DSE, a free eyesight test.

It would normally be appropriate to classify an employee as a "user" if most or all of the following circumstances apply:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to use or non-use of the display screen equipment;
- The individual needs particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for prolonged spells of more than one hour;
- The individual uses display screen equipment on a daily basis;

Procedure for booking Eye and Eyesight Tests

1. Members of staff who feel that they satisfy the criteria for "user" and who would like an eye or eyesight test should make a request to their Line Manager.
2. The GM/Line Manager must approve any requests which may include the requirement for a DSE assessment beforehand.
3. Once approved, please contact the HR team who will issue a voucher to the colleague
4. Once the colleague receives the voucher, they will be able to go ahead and book an appointment with their preferred branch of Specsavers.

Note: Elizabeth Finn Homes Ltd is legally obliged to cover the cost of any display screen user eye and eyesight test.

Payment for spectacles/lenses

For those users who are required to wear **special** corrective appliances when using VDU's, EFHL will cover the costs limited to the current cost of standard frames and lenses*. This may be paid as a standard payment on production of evidence of required purchase. Users may purchase a more expensive pair but will be asked to pay the difference.

Note: EFHL will not meet the costs of tests undertaken without its approval.

Special corrective appliances are glasses that are required to be worn specifically for the use of display screen equipment. The company will not pay for normal corrective appliances for all other use. The certificate issued by the optician following an eye test will indicate the need for special corrective appliances.

The Specsavers voucher will:

- Cover the cost of a full eye test in one of the branches of Specsavers
- Up to £70 off the cost of a pair of glasses that are solely used for DSE work (subject to some restrictions)