



PORTLAND
TOWN COUNCIL

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Eye Test Policy

Policy Number	Version	Owner	Date Adopted	Review Date
029	Final	Council	August 2022	Aug 2025
			June 2026	June 2028

Portland Town Council (PTC)

Eye Test Policy

The Health and Safety (Display Screen Equipment) Regulations 1992 allow new or existing users of display screen equipment (DSE) to request an eye and eyesight test by a qualified Ophthalmic Optician at the expense of the employer. If this test shows that special glasses (other than those normally worn by the user) are required for use with DSE, then the employer must provide them.

To control the cost and manner in which Portland Town Council complies with this requirement, the following procedure has been implemented.

- Only regular users of VDU's as part of their day to day work are entitled to reimbursements of sight test fees.
- Each eligible employee should make their own arrangements for sight tests, pay the appropriate fee (if applicable), obtain a receipt then make a claim for reimbursement.
- If the Optician clearly states the employee needs glasses or contact lenses for VDU work, then a £60 fee towards the glasses will be payable.
- All claims for reimbursement will only be accepted if accompanied by a valid receipt. Only one claim per employee per annum is payable

Any queries should be referred to the Clerk prior to making any appointments with the Optician.