



## Request for an Eyesight Test

in accordance with the Health and Safety (Display Screen Equipment) Regulations  
*the employee should confirm with their line manager that they are a DSE "user" (SEE POLICY NOTES). If they confirm that they are a user then: complete part 1 of this form; request their manager to complete part 2; take the form to the opticians and ask them to complete part 3; request their line manager to approve the submission of a claim by completing part 4 of the form. Finally the form or a copy should be sent to The Town Clerk*

<b>Part 1 - to the Manager from the employee</b>	Employee's name	
	Job Title	Service Unit
<p>I believe that I am a "user" under the DSE Regulations and am therefore entitled to an eyesight test and a contribution towards the spectacles or lenses specifically required for use with DSE. Please would you authorise an eye test for me by completing this part of the form and returning it to me. I understand that I will need to arrange the eyesight test at a reasonable charge, taking advantage of any offers. I also understand that I will bear the cost initially and submit an expenses claim.</p> <p><i>Managers should note that the Council has an obligation to fund an eye-sight test and a maximum of £40, towards basic frames and lenses specifically for use with computer (DSE) equipment. Alternatively a contribution can be made towards the cost of better quality frames or multi-purpose spectacles. However, in general, the use of bi- or vari-focal spectacles is not encouraged due to the possibility of discomfort arising from head or neck posture.</i></p>		
Employee's Signature		Date

<b>Part 2 - to the Optician from the Manager</b>	Manager's Name	Service Unit
<p>Please carry out a sight test as defined under the Opticians Act 1989 for the above named employee who has been designated a "user" under the Health and Safety (DSE) Regulations to ensure that they can work adequately with Display Screen Equipment. Please complete your details, summarise the outcome of the test in section 3 of this form and return the form to me via the employee. The employee will be expected to pay for the test and any spectacles and submit a claim through me.</p>		
Manager's signature		Date
<p><i>There are no preferred suppliers or contract arrangements at present and employees should be asked to look around for the most reasonable charges and take advantage of special offers unless they already are established clients of a specific optician.</i></p>		

<b>Part 3 - to the Manager from the Optician</b>	Optician's Name	Company
<p><u>Outcome of Test</u> (please tick and complete the appropriate boxes)</p>		
The employee <b>does need</b> corrective spectacles or lenses to be able to use DSE satisfactorily		<input type="checkbox"/>
The employee <b>does not need</b> corrective spectacles or lenses to be able to use DSE satisfactorily		<input type="checkbox"/>
The employee <b>does need</b> new or replacement spectacles or lenses to be able to use DSE		<input type="checkbox"/>
The employee <b>does not need</b> new or replacement spectacles or lenses to be able to use DSE		<input type="checkbox"/>
Cost of test	<input type="text"/>	Cost of basic frames and DSE single vision lenses if supplied by testing optician
Optician's signature		Date
<p><i>The optician is asked to complete the section above and return the form back to the employee who will return it to their manager</i></p>		

<b>Part 4 - to the employee from the Manager</b>	Please submit to me an Expenses claim form with receipts, for the cost of the items noted below where the optician has stated that new or replacement spectacles or lenses will be necessary for you to be able to use DSE.		
Eyesight Test	<input type="checkbox"/>	Basic frames and single vision DSE lenses (max £40)	<input type="checkbox"/>
	<input type="checkbox"/>	Or – A Contribution of £40 towards higher quality frames and/or bi/vari-focal lenses	<input type="checkbox"/>
Manager's signature			Date
<p><i>After submitting a claim the employee should send this form to the Town Clerk who will record, the name of the employee, the date, the provider of the test, whether spectacles were necessary and the costs. Information is for the purpose of accounts and records and for statistics and will be held and processed in accordance with the Data Protection Act 1998</i></p>			