



**Bath & Wells Multi Academy Trust
Eye Test Procedure**

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Eye Test Procedure

1. Purpose

- 1.1 The purpose of this procedure is to provide employees with information on how to claim expenses for eye tests and corrective spectacles for DSE use.
- 1.2 This procedure is effective from 1 April 2013 as approved by the Bath & Wells Diocesan Academies Trust, trading as Bath & Wells Academy Trust (hereafter referred to as the MAT).

2. Applicability

- 2.1 This procedure applies to all employees of the MAT whether permanent or on a fixed term contract who are classed as Display Screen Equipment (DSE) users. To be classed as a DSE user the following conditions will apply to the role:
 - The use of DSE is essential because no alternatives are available
 - There is little or no discretion over using DSE
 - The DSE is used continuously for more than one hour at a time
 - The individual uses DSE in this way almost daily
 - High levels of concentration are required

3. Roles and Responsibilities

- 3.1 Headteachers/Principals are responsible for ensuring employees have the information they require to claim back contributions towards eye tests and corrective spectacles for DSE use and for signing off the expenses form to give permission for the contribution from the school's budget.
- 3.2 Employees are responsible for arranging their own eye tests, completing expenses forms and retaining relevant receipts and documents (e.g. prescription of form signed by Optician).

4. Process

- 4.1 Employees will attend eye tests as advised by the Optician and/or if and when they experience visual difficulties while working with DSE. Employees are not obliged to have their eyes examined.
- 4.2 The employee will arrange for their own eye test with an Optician of their choice. The employee may claim back the cost of the eye test using an expenses form with the receipt attached.
- 4.3 If the employee requires corrective spectacles specifically for DSE use they can also receive a contribution towards the cost of basic spectacles. If the corrective spectacles are needed for other purposes – for example, the employee needs them for both driving and DSE use, the employee is not entitled to a contribution towards the costs.
- 4.4 Proof that the corrective spectacles are needed for DSE use specifically is required along with a receipt and completion of expenses form which should be provided to payroll. Proof can be a form provided by the Optician.
- 4.5 Where the employee chooses to have anything other than the basic frames and lenses, they must pay the difference themselves.

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- 4.6 Employees are encouraged to attend regular eye tests as determined by the Optician, the cost of which will be paid by the employer.