

MHCLG (C) EYE AND EYESIGHT TESTING FOR USERS OF DISPLAY SCREEN EQUIPMENT (DSE) EYE EXAMINATION RECORD					
PART A – To be completed by the DSE user before the examination					
Surname	Smith	Initials	M	Title	Mr
		Grade/Pay Band	7		
Room/Zone		Building	Piccadilly Gate		
		Division/Directorate	Digital		
Telephone No.		Staff No.	50424765		
		Cost Centre			
DSE Details					
Size of Font (text) used	22		Approx. Time Spent at Screen	8(Hours per day)	
Form of screen character used most (tick box which applies): Letters <input type="checkbox"/> Numbers <input type="checkbox"/> Both <input checked="" type="checkbox"/>					
Distance in centimetres from your eyes to the:	Screen	33cm	Keyboard	22cm	Documents
				10cm	
Approximate date DSE work started	5 th April 2021		Do you have current visual problems?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Once Part A is completed, take this form with you to your optician and ask them to complete Part B when the examination is complete.

PART B Section 1 – To be completed by the Optician/Practitioner	
a. Following examination does the user require new spectacles?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(If No, go to c below. If Yes, go to next question)	
b. If yes, does the user require new spectacles to correct vision defects at the viewing distance or distances used specifically for Display Screen Work? (You should answer 'Yes' where other corrections are also required).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(If No, go to c. below. If Yes, answer either i) or ii) as appropriate and then go to c.	
i). If the user opts for new spectacles solely for DSE use what is the approximate cost of a basic appliance, i.e. of a type and quality adequate for its function?	£96 _____
ii). If the user opts for new spectacles that incorporate a specific prescription for working with DSE, what is the cost of the DSE element? (i.e. the difference between the cost of the lenses for general use and the cost of similar lenses but which incorporate an additional prescription for DSE use. The cost of the frames should be excluded)	£0 _____
c. Recommended period before re-examination.	12 months _____
PART B Section 2 – To be completed by the Optician/Practitioner	
I am conversant with the statement of good practice produced by the British College of Optometrists for users of display screen equipment and am aware that reimbursement is not applicable for spectacles to correct a pre-existing refractive error.	

Signed:

Name:

Date:

Nousheen
NOUSHEEN NOUSHEEN
(0-33965)
27/10/2022

Optician Stamp



Once Part B (Sections 1 & 2) have been completed by the optician, the claimant should complete Part C.

PART C – To be completed by the Claimant after the examination

Details of claim for reimbursement

Claimant's
Name:

Paul Smith

I wish to claim reimbursement for:

Cost of the corrective spectacles/DSE
element of spectacles:

£96

Cost of the eye test:

£0

Total

£96

DECLARATION:

I confirm I have read the guidance at the below and this claim is consistent with the MHCLG Eye & Eyesight Testing guidance notes and that a maximum of £100 towards glasses may be claimed.

Claimant's Signature:

Date:

8th Nov 2022

You should upload this form when making your claim via <https://intranet.mhclg.gov.uk/task/travel-and-subsistence/> for the costs of an eye sight test and glasses if applicable. You should also ensure to upload the relevant receipts.

MHCLG EYE AND EYESIGHT TESTING FOR USERS OF DISPLAY SCREEN EQUIPMENT (DSE) (for application form, see below)

INTRODUCTION

1. Health & Safety Executive advice is that there is no reliable evidence that work with Display Screen Equipment (DSE) causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. As a result users may suffer temporary visual fatigue, headaches and make work with DSE more tiring or stressful than it should be. Correcting defects can improve comfort, job satisfaction and performance.
2. Regulation 5 of the Display Screen Equipment Regulations 1992 requires employers to ensure that any employee (except temporary Agency staff) who is a regular user, or is about to start using DSE on a regular basis, is provided at their request with an appropriate eye and eyesight test by a competent person. Where corrective appliances (normally spectacles) are prescribed to correct vision defects at the viewing distance used specifically for DSE work, the Regulations require an employer to meet the cost of a basic appliance specifically for the correction of a vision defect at this distance only. However, nothing in the regulations requires an employee to undertake an eyesight test against their will.

MHCLG PROCEDURE

3. As it is difficult to define what a 'regular' user of DSE is, it has been decided that any member of MHCLG staff who uses DSE (other than temporary Agency staff who should discuss the matter with their employment agency) will be entitled to follow the arrangements set out below.
4. Where a member of staff uses or is about to commence using DSE and:
 - a. is due an eyesight test;
 - b. decides they would like/ need an eyesight test;
 - c. is recommended to have an eyesight test, ie as a result of a DSE risk assessment

then they should complete Part A of the Form OHEB 1A (see below) then make an appointment for an eyesight test at an optician of their choice which can take place during normal working hours.

5. The user should take the completed Form OHEB 1A with them when attending the eyesight test and should ensure that the optician completes Part B of the form once the examination is complete. An optional covering letter is also provided with these procedures that can be handed to the optician along with the OHEB 1A (see below) which explains the optician's involvement in the process.
6. The Department will reimburse the user the fee for the ophthalmic optician's test in all cases and:
 - a. where corrective appliances (normally glasses) are required to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned, the office will reimburse the user for **basic appliances** ie of a type and quality adequate for its function to correct the defect at this viewing distance only. **If users wish to choose more costly appliances (eg with designer frames; or lenses with optional treatments not necessary for the work (see 6 below)), reimbursement will be limited to the cost of basic appliances as judged by the optician.**

If the user also needs new glasses to correct non-DSE vision defects (eg for general use such as for reading or driving) then these must be purchased separately and no reimbursement will be appropriate from the office for these.

- b. However, if users already wear glasses or require corrective appliances to correct vision defects in addition to those for display screen work, they will be permitted to choose one pair of spectacles to correct all defects. In these situations **reimbursement will be limited to the costs attributable to the requirements of the display screen work involved.** An example of this would be where a user currently wears bifocal lenses enabling them to see distance and also for reading, but following a test they require help for the intermediate distance occupied by the DSE equipment. This problem could be overcome by prescribing trifocals or varifocals that incorporate a correction for the desired middle distance. In this case the reimbursement would be limited to the difference between the cost of the bifocals (which the user would have had to pay for anyway) and the cost of the trifocals or varifocals, as determined by the optician. No contribution in these cases will be made towards the cost of the frames and only the difference in the cost of the lenses will be considered.
- c. **No reimbursement (other than the test fee) will be appropriate where corrective appliances are prescribed for non-DSE activities only such as driving, watching TV or for reading and general office work.**

Note: If following an examination a user finds that they need corrective appliances for DSE use and already wear or need glasses for general use also, then they need to clearly advise their optician whether they wish to be provided with glasses solely to correct the viewing distance for Display Screen work or whether they wish the optician to incorporate all the corrections into a single pair of glasses.

7. Tinted or coated lenses that are prescribed to reduce the effects of glare are unnecessary, as glare from display screens should be reduced at source. Therefore **reimbursement will not be made for tinted or coated lenses.**

CLAIMS FOR REIMBURSEMENT

8. The cost for reimbursement of eyesight test fees and expenses is delegated to the line not centrally funded. Once the optician's fee has been paid, individuals can make a claim for reimbursement. The completed OHEB 1A and any related receipts should be uploaded to the relevant claim which is made via <https://intranet.mhclg.gov.uk/task/travel-and-subsistence/> The GL code to be used is 40018. Payment will be made directly into the claimant's bank account. **All claims are limited to a maximum of £100. All costs over and above £100 should be met by the claimant.**
9. Any enquiries on this notice should be addressed to hrpolicy@communities.gov.uk

EYESIGHT TESTING FOR USERS OF DISPLAY SCREEN EQUIPMENT (DSE) –OPTICIANS LETTER

Dear Sir/Madam

EYESIGHT TEST FOR EMPLOYEE USING DISPLAY SCREEN EQUIPMENT

1. I have been authorised by the office to attend for an eyesight test to determine whether I have a defect of sight which requires correction when working with a display screen in accordance with the Display Screen Equipment Regulations 1992.
2. The test and examination report should be performed under National Health Service arrangements.
3. The office will reimburse me for your fee for the test and the cost of **budget priced frames and lenses prescribed solely to correct any vision defects at the viewing distance or distances used specifically for any display screen work.** Should I opt for a more complex lens, part of which contains a correction for display screen work, the office will reimburse me for **the displayscreen element only.**
4. Before an order can be placed for spectacles would you please complete Part B on the enclosed form OHEB 1A.

Yours faithfully

