

February 2024



## Eye Care Policy

**HORIZONS EDUCATION TRUST, AMERICAN LANE,  
HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ**

## What is it?

This policy explains how and when employees can claim reimbursement for eye care expenses. This policy should also be read in conjunction with the Trust Health & Safety policy.

## Who does it apply to?

This policy applies to all Horizons Education Trust employees, unless a separate contractual policy applies to a transferred employee to whom separate TUPE terms and conditions of employment apply.

## When does it apply?

In accordance with the Health and Safety (display screen equipment) regulations 1992, this policy applies when an employee regularly works with display screen equipment:

- for continuous periods of more than one hour; and
- for more than 3 hours per day;

and who also meets most of the following criteria:

- has no discretion as to whether the DSE can be used to do the job;
- requires particular skills in the use of DSE;
- has fast transfer of information between user and the screen as an important requirement of the job;
- a high level of attention and concentration is required by the user.

The regulations around **eye tests and reimbursement** do not apply to workers who use DSE infrequently or only use it for a short time.

## What are the main points?

### Entitlement

1. Qualifying employees are entitled to reimbursement for eye and eyesight test expenses up to a limit of **£35.00** once every two years, except where it is stated by an optician that more frequent tests are required for reasons relating to DSE use.
2. Qualifying employees are also entitled to reimbursement for lenses prescribed to correct vision defects at the viewing distance specified for display screen work (including basic frames) up to a limit of **£50.00** once every two years. An exception to this timeframe is also applicable where a change of prescription for DSE use is made by an optician.
3. If an employee elects to purchase spectacles which exceed their minimum requirement for DSE use, the Trusts liability for reimbursement will be limited to **£50.00**. The Trust will not pay towards repeat prescription contact lenses.

4. To qualify for reimbursement, the eye and eyesight test must be carried out by a 'competent person' (i.e. an optician).
5. There is no requirement for an employee to have completed their probation period or any particular length of service in order to qualify for reimbursement.

## Procedure for claiming

6. Before undergoing treatment of any kind, employees should inform the Trust finance team that they are planning to claim eye care expenses before any treatment is received.
7. Employees can make their claim once their eye and eyesight test, and any eyewear prescribed to them, has been paid for by the employee. These should be re-claimed for separately.
8. To make your claim, please complete a '**Sundry Claim Form**' (see Appendix 1) and get the form signed by your Head Teacher before sending onto the Trust finance team.
9. Once the reimbursement request has been approved by the CEO, employees will be reimbursed through BACS payment.

## Opticians

10. The cost of eye and eyesight tests as well as prescription lenses vary widely. As you may have to wait for reimbursement, it is worth comparing your options to help reduce the amount which you have to spend initially. You should also bear in mind that there are claim limits of £35.00 for eye and eyesight tests and £50.00 for eye wear when considering your choice of optician.

## Breakages and Accidents

11. If any employee's glasses are broken whilst at work through no fault of the employee, the Head Teacher has discretion to pay up to £80.00 towards a new pair of glasses.
12. The Trust will only reimburse for broken glasses and will not pay out for scratched contact lenses.

Reasons that may result in the Head Teacher approving reimbursement for breakages include;

- Broken by a student
- Broken during a physical intervention

Accidents at the fault of the employee will not be reimbursed.

**Breakages and accident reimbursements are available to all employees, not just DSE users.**

## Roles and responsibilities

### Employee responsibilities

13. Employees are responsible for ensuring that they qualify as a regular DSE user under the criteria outlined in the 'When does it apply' section before making a claim for eye expenses.
14. Employees are also responsible for ensuring that the amount claimed is below the established limits and reflects only the amount required to fill their prescription for DSE use and include no additional extras (such as lens coatings or upgraded frames).
15. There is no legal obligation for employers to replace or repair employees personal property. Employees are reminded that any item they bring into school premises is at their own risk. Employees are encouraged to make their own insurance arrangements for their personal property and safeguard them in a safe and secure place.

### Head Teacher responsibilities

16. To ensure that employees complete the appropriate form for reimbursement.
17. To ensure that claims are only approved that meet the eligibility criteria stated above.

## Frequently asked questions

1. *Can I use any optician?*

Yes, your entitlement will be reimbursed after treatment at any optician. If you are prescribed lenses for DSE use, you should purchase these from the same optician who has provided you with your prescription. You must be aware that if your optician's eye test or eye wear costs are above the set limits of £35.00 and £50.00 respectively, you will only be able to claim part of the cost.

2. *I need an eyesight test more frequently than once every two years. What should I do?*

If this is the case, and it is related to your use of DSE then your optician will be able to make this clear and provide a letter, which can then be processed by HR as an exceptional circumstance.

3. *What if I claim for bifocal or varifocal lenses and they exceed the claim limits?*

According to the relevant legislation, eye care provision covers lenses to correct vision at the standard distance for using display screen equipment. On this basis, only single vision lenses are included in the offer for reimbursement. If you purchase other types of lenses such as bifocals, you should ask your optician to quote the price of single vision lenses plus basic frames on your reimbursement form. Basic frames are always included in the reimbursement offer.

## Legislation

*Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.*

## Advice and guidance

If you require help in accessing or understanding this policy or completing any of the associated forms you should contact your school office or Trust finance team.

## Further information

For further information please speak to the Operations Manager for the Trust.

Further information can also be obtained from the HSE website;

<https://www.hse.gov.uk/msd/dse/index.htm>

<https://www.hse.gov.uk/msd/dse/eye-tests.htm#article>

# APPENDIX 1

## Horizons Education Trust-Sundry Claim Form for Claims for £10 and over

(This form must be signed by the appropriate budget holder or leadership team member and is not valid without appropriate receipts. All claims must be made within 3 months of purchasing goods and the end of the school year)

Name

Date:

Budget	Item(s)	£
<b>Total Claim</b>		

Date:

Authorised:   
Date:

**This BACS Payment will be made into your designated payroll bank account and a Remittance Advice note will be sent to your school email address. Should you wish to opt out please tick the following box**

Policy agreed on: \_\_\_\_\_

Signed on behalf of the Trustees \_\_\_\_\_

Committee: \_\_\_\_\_

Author: \_\_\_\_\_

Review date (optional): \_\_\_\_\_

Website Y/N