



RUDGWICK PARISH COUNCIL

EYE TEST POLICY FOR USERS OF DISPLAY SCREEN EQUIPMENT

Date Adopted	Minute Number	Review Date
9 December 2024	FC177-24/25	September 2026
8 September 2025	FC100-25/26	September 2026

Eye Test Policy for Users of Display Screen Equipment

Introduction

1. **Purpose:** This policy outlines the arrangements for eye and eyesight testing for RPC employees.
2. **Scope:** This policy covers all staff who work under a contract of employment on a permanent or fixed-term appointment and who habitually use display screen equipment as a significant part of normal work (for continuous spells of an hour or more at a time).
3. **Policy Statement:** You are entitled to request an appropriate eye or eyesight test to be carried out by a competent person. You may request a test at regular intervals (two years or longer). You are also entitled to special corrective appliances appropriate for the work required by your role, where:
 - normal corrective appliances cannot be used; and
 - the result of any eye and eyesight test, which the user has been given in accordance with this policy, shows such equipment to be necessary.

The cost of the test plus a contribution towards special corrective appliances, if needed for VDU-use, will be met by RPC; up to £35 for the test and up to £65 contribution for special appliances.

All information provided by the optician will be held on your personal file.