



This Information Sheet provides guidance on what you have to do to arrange an eyesight test including the subsequent payment for the eyesight test and the purchase of necessary corrective appliances, e.g. glasses. It forms part of a series of Information Sheets which supports the 'Safe Use of Computers (DSE)' Policy Standard.

In order for the University to meet its duties under the DSE Regulations, each College / Department must pay for eyesight tests for its DSE Users and contribute to the cost of any glasses needed to ensure the health and safety of the User.

The University has no legal obligation to provide eyesight tests or glasses for Undergraduate or Postgraduate students (unless employed by the University) or staff of other employers based at the University.

The University will pay a maximum of £25 towards a standard eyesight test and £44 towards glasses if needed for DSE work. Any additional expenditure needs to be approved by your Department/School before attending or borne by the staff member.

To arrange for an eyesight test:

- Complete the attached form
- Get your Head of College / Department or Line Manager to authorise it and give a cost code
- If going to **Bangor Specsavers** obtain a purchase order number (**Bangor Specsavers forms cannot be processed without a purchase order number**)
- Arrange for your eyesight test
- Take the authorised form to the Optician who will complete the remaining details (make sure the Optician authorises the form)

Payment of eyesight test and glasses (if required):

- If you go to Bangor Specsavers they will keep the Form and charge your College / Department direct
- If you get your eyes tested and glasses at another Opticians:
 - The Optician must not keep the Form, as you will need it to claim back the money from your College / Department, together with the original receipt (**Monies will not be paid if you do not provide the original receipt**)
 - Submit the completed Form with the original receipt attached to your College / Department Finance Section (*not Health and Safety Services*) as you would any expenses claim

NOTE: Employees must get an authorised signature and if going to Bangor Specsavers a Purchase Order Number **before** attending the eyesight test. The form must also be taken to the Opticians for completion.

Name:	Payroll Number:
Job Title:	Purchase Order Number if going to Bangor Specsavers:
School / Department:	Cost Code if not going to Bangor Specsavers:

Line Manager's Signature: **Date:**

Please supply the above Bangor University employee with an appropriate eyesight test in compliance with Regulation 5 of the Display Screen Equipment Regulations.

OPTICIANS REPORT (to be completed by Optician)

Full eye and eyesight test given on the (write date):

Delete the following bullet points as appropriate:

- The test results show no defects of sight at the distance appropriate for the use of DSE
- The test results indicate a defect of sight requiring correction when working with DSE
- A special corrective appliance (glasses) is/are required for specific display screen equipment

Recommended date of re-examination (write date):

COSTS (to be completed by Optician)

1. Eye and Eyesight Test (**max £25**):
2. Total Cost of Glasses (**max £44**):

TOTAL COST TO BANGOR UNIVERSITY:

I certify the above report / costs is accurate and in accordance with the Association of Optometrists standard for DSE Users

Optician's Signature: **Date:**

STAFF MEMBER

I confirm (Opticians) completed an Eyesight Test and the required special corrective appliances (glasses) have been provided.

User's Signature (Staff Member): **Date:**