UNIVERSITY OF SUSSEX

EYE TEST PROCEDURES

➢ The user informs their line manager of any visual difficulties and requests a test or retest.

➢ The University’s approved supplier is Specsavers, please note that no other procedure should be used without prior consultation with the Health, Safety and Wellbeing Office, examples of unauthorised procedures include visiting the optician without approval or using a non-approved optician.

➢ The Line Manager/Supervisor/Budget Holder completes the Request for Eyesight Test Form http://www.sussex.ac.uk/hso/1-2-6-1.html (NB a recharge of £17 for the cost of the eye test voucher will be made to the school/unit cost code supplied).

➢ The Health Safety and Wellbeing Office will provide the user with an eVoucher printout detailing their entitlement, which is to be presented in store. The eVoucher covers the cost of a full eye and eyesight examination and also includes the provision of a pair of single vision glasses, when glasses are required solely for VDU use.

➢ (Please note if the user wishes they can add their own contributions to upgrade to any of the glasses ranges, taking advantage of in-store offers such as 2 for 1, whilst still benefiting fully from the £45 contribution towards the total purchase).

➢ The user requests an appointment at one of the listed Specsaver practices.

➢ A list of stores and their locations can be found at www.specsavers.co.uk

Notes

Payment: The University is only liable to pay for those costs of any spectacles chosen which are attributable to the requirements of the Display Screen Equipment work.

A recharge of £17 for the test will be made to the school/unit.

Cancellation: A minimum of 24 hours notice must be given when cancelling appointments to avoid the School/Unit being billed for the cost of an eye test at the agreed rate for non attendance or late cancellation without extenuating circumstances.

Any enquiries regarding this procedure should be directed to safety@sussex.ac.uk