UNIVERSITY OF SUSSEX

PRESCRIPTION SAFETY SPECTACLES PROCEDURES

> Staff requiring prescription safety spectacles should seek authorisation from their Line Manager.

> The Line Manager/Supervisor/Budget Holder completes the prescription safety spectacles request form [http://www.sussex.ac.uk/hsos/1-2-6-2.html](http://www.sussex.ac.uk/hsos/1-2-6-2.html)

> Specsavers will email the user detailing their entitlement with a Safety Spectacles Eyecare eVoucher as an attachment, which is to be presented in store either as a printout or on a smartphone or tablet.

> 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](http://www.specsavers.co.uk) please note staff will need to present Specsavers with a copy of their current eye test prescription.

> Staff will be given a choice of eight frames to choose from.

> The user to present the safety eyewear voucher to Specsavers.

Recharge Procedure:
Units will be recharged for the cost of spectacles at the rate of:
- £35 + VAT single vision prescription safety spectacles
- £70 + VAT bifocals or varifocals

Any enquiries regarding this procedure should be directed to [safety@sussex.ac.uk](mailto:safety@sussex.ac.uk)