

**WARWICKSHIRE COUNTY COUNCIL
REQUEST FOR A DISPLAY SCREEN EQUIPMENT (DSE) EYE AND EYE SIGHT VOUCHER**

Name of Employee		Group / Team	
Email or postal address for voucher to be sent		Cost code and Cost Centre Detail for voucher recharge	

I am the line manager/supervisor of the above employee and can confirm that the above employee is a Defined DSE-User (as defined below). Please provide the employee named above with a free eye and eye sight test voucher as per the corporate scheme.

Manager Signature (or e-signature)		Print Name (in full)		Date	
Cost Centre Manager Signature (or e-signature)		Print Name (in full)		Date	

INFORMATION FOR THE EMPLOYEE

Please obtain your voucher **before booking your appointment with Specsavers**. You will be sent an eye test voucher either by email or post which you can use at any **Specsavers Opticians**. This voucher will entitle you to a free eye and eye sight test. If the optician confirms that glasses or corrective lenses are required **solely and specifically** for DSE use, free glasses or corrective lenses up to the value of £45 will be provided (this will cover a basic pair of DSE glasses/corrective lenses). **You will need to confirm with the optician if you meet the “solely and specifically” criteria in accordance with the DSE Regulations before purchasing your glasses or corrective lens.**

You may decide to purchase more expensive glasses or corrective lenses and you will then be provided with a minimum £45 contribution towards the cost of these other frames. This may rise to a £65 contribution dependant on the range chosen (i.e. premium club if selecting frames from the £99 or above range). The remainder is paid direct to Specsavers by you. Please note if you decide to go for the buy 1 get 1 free offer the extra £20 discount will not be available to you. More information is available in the WCC DSE Employee Guide.

If the optician prescribes corrective appliances for general use, incorporating a special prescription for DSE use, you will **not** be entitled to free glasses or corrective lenses. However, you are entitled to a contribution of £20 towards the cost of any frames costing £99 or above by using this same voucher.

You can also request a maximum of two free Specsavers Premium Club vouchers which can be used by your family which provides them with £20 towards the cost of any frames costing £99 or above. Please request these vouchers separately by email when requesting your own voucher.

MANAGERS GUIDANCE ONLY

Definition of Defined DSE-User - is someone who **habitually** uses DSE as a **significant** part of their normal work. It is up to line managers to determine which employees fall within the definition (part time workers will also need to be assessed). **An employee would usually be classified as a Defined DSE-User if all of points 1-3 are met and one of points 4-6 below:**

1. Use DSE for continuous or near-continuous spells of an hour or more at a time; and
2. Use DSE in this way more or less daily; and
3. Have to transfer information quickly to and from the DSE; **and**
4. Need to apply high levels of attention and concentration; or
5. Highly dependent on DSE; or
6. Need special training or skills to use the DSE.

Please send the completed form to healthandsafety@warwickshire.gov.uk to obtain your voucher. For more information on DSE visit the Health and Safety Pages on the intranet or the Schools document library www.warwickshire.gov.uk/SchoolHSDocs