



Eye Care Voucher Information

1. Conduct a [DSE Self-Assessment](#) and share the outcome with your line manager and any high scoring outcomes with the H&S Team to request additional advice and guidance via: safety@exeter.ac.uk
2. Actions arising from the DSE Self-Assessment should be completed locally within your Service/Department. If your score indicates that further advice may be required prior to purchasing items the Health and Safety Team may ask if you would like a 1-2-1 workstation assessment
3. Use the link provided within the DSE Self-Assessment to apply for an eye-care voucher
4. An email is sent to the address you provided (preferably your @exeter email) with a pre-paid voucher attached (If you do not receive it please check your junk/spam folder before re-applying)
5. You should only book your test once you've received your voucher this can be done online at: <https://www.specsavers.co.uk/book/location>
6. Do not attend the test without the voucher, as vouchers cannot be retrospectively applied
7. There is an expiry date on the voucher. Expired vouchers are cancelled so, to avoid embarrassment in store, please use your voucher before it expires
8. The eye care voucher is only valid at Specsavers
9. Your eye-care voucher will pay for your sight test and eye examination. This voucher will also cover the cost of a pair of basic, single lens glasses, if they are required solely and specifically for VDU / computer use and selected from the £45 range (Pentax CR39 single vision lenses with scratch resistant treatment are standard). Alternatively, you can use this voucher as a £45 contribution towards an upgrade, if you prefer to buy more expensive frames (i.e. from the £99 or above ranges)
10. Eye-care vouchers are not valid for contact lens purchases
11. DSE legislation does not cover Glasses for reading, distance, bifocal and varifocal lenses and purchases of these types of lenses cannot be made solely using an eye-care voucher. However, this e-Voucher also includes up to £20 that can be applied to reduce the cost of these types of lenses (if buying frames from the £99 or above ranges).

12. You are entitled to a full sight test and eye examination, paid for by the University, every **two years**. Additional tests will be at your own expense.
13. Staff who get their eye tests free (e.g. because they have diabetes, a family history of glaucoma, etc.) do not need an eye-care voucher to pay for their test. However, for staff whose glasses are for sole and specific use at a computer, the eye-care voucher can be used to cover the cost of basic single lens glasses for use at work. A request form using the Specsavers link must be completed

