

Guidance Document

Eyes and eyesight testing



Why do we have this guidance?

We want to make sure that every employee has the opportunity to seek professional advice about their eye sight and to wear the right kind of glasses if needed to optimise their use of display screen equipment ("DSE").

Please refer to the full DSE Policy on the Exchange.

Guidance and Assistance

1. Introduction

- 1.1 Osborne Clarke ("OC") will provide an eye test for all employees. This should be a full eye and eyesight test by an optician or doctor which includes a vision test and an eye examination. We will pay £40 towards an eye test, every two years.
- 1.3 If you require an interim eye test due to experiencing visual difficulties which may reasonably be considered to be caused by DSE work, please let Facilities know that you have booked an additional eye test.
- 1.4 You are not obliged to undertake an eye test if you do not wish to do so.
- 1.5 If as a result of the eye test you require special glasses for DSE work we will pay £70 towards those glasses, (with an increase to £80 from 1 May 2023). If you choose glasses that are more expensive than this, you will have to pay the difference.
- 1.6 OC will not be responsible for costs incurred for examinations not arising directly in connection with DSE work, for examinations relating to use of contact lenses, or for glasses correcting for any other purpose or uses.

2. Steps to book an eye test

- 2.1 The procedure for setting up an eye test is as follows:
 - (a) London and Reading
 - (i) Please use your own optician. You will have to pay for the test yourself, keep the receipt and claim back via Chrome River. If you have any issues with the Chrome system please contact the Finance team.
 - (b) Bristol
 - (i) Osborne Clarke has an account with the opticians, Bramley Pope who are located at 35 St Stephens Street, Bristol, BS1 1JX. www.bramleypope.co.uk Simply call them on 0117 930 0035 to make an appointment, telling them that you are from Osborne Clarke.
 - (ii) As with the other offices, you are free to use your own optician if you prefer. However, if you do, you will have to pay for the test yourself, keep the receipt and claim back via Chrome River. If you have any issues with the Chrome system please contact the Finance team.
- 2.2 Please ask your optician to confirm that your prescription is for DSE use.



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Owned by:

Facilities / H&S

Location:

UK

Role:

All staff

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