

Procedure for obtaining Eye and Eyesight Examinations and Reimbursement of Costs

Registered VDU users

In order to make use of this procedure you must have first carried out the University Display Screen Equipment Self-Assessment and any e-learning must be up to date (i.e. completed within the last 2 years of employment). Please email healthandsafety@keele.ac.uk for your specific e-learning login details if you do not have them already.

[Keele Display Screen Equipment Training and Self-Assessment System](#)

Vision Screening

Initial screening is available via the University's Occupational Health Service. The service can provide further advice on this. If you wish to request an appointment for vision screening first contact occupationalhealth.enquiries@keele.ac.uk.

Eye and Eyesight Examination

Staff may also request an eye and eyesight examination at any Vision Express opticians. Please contact Bernadette Scanlon (contact details below) **before** making your appointment to request a Vision Express voucher which entitles you to:

- Free eye test including Digital Retinal Photography
- £45 discount off prescription glasses
- Double Nectar points (for Nectar card holders)

Following the eye examination you may if you wish take your prescription to a different optician of your choice but the other benefits will then not apply.

Exceptionally and with prior agreement from DOHS you may use an optician of your choice. In such cases you must contact DOHS **before** making an appointment with the optician.

If VDU spectacles are recommended the optician must provide written confirmation in a form satisfactory to the University that they are solely for VDU use. Any contribution towards cost will be at the discretion of the Head of Department of Occupational Health and Safety. The original receipts must be sent to DOHS when requesting refund.

Useful contact details:

General queries including login details:		healthandsafety@keele.ac.uk
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