

KLG Eye Sight Policy (Updated 2025)

KLG is compliant with GOV guidelines surrounding eye tests for employees who use display screen equipment (DSE Users) regularly. KLG will cover both the cost of an eye site check and provide a contribution where glasses are required, up to £150 with a valid receipt. Employees can claim an eye site check & glasses once every 2 years.

DSE work does not cause permanent damage to eyes. But long spells of DSE work can lead to:

- tired eyes
- discomfort
- temporary short-sightedness
- headaches

DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age).

Employees can help their eyes by:

- checking the screen is well positioned and properly adjusted
- making sure lighting conditions are suitable
- taking regular breaks from screen work

Employers must assess their own DSE work stations and take steps to reduce any health risks.

On joining, as part of the H&S Induction, KLG will require employees to complete a DSE assessment. If anything changes, it is the employees responsibility to inform KLG of any changes that may affect their ability to use DSE equipment.

Eye tests for DSE users

KLG will cover the full cost of an eyesight check. This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

Employees should pay for the test and glasses (if needed) and provide KLG with a copy of the receipt so they can be reimbursed.

Glasses for DSE work

Where glasses are prescribed, regardless of the prescription, KLG will cover a contribution of £150 towards the cost of the glasses. This should be claimed in the same way that the eye site checks are.

