Eye and eyesight testing arrangements

With effect from 1 May 2018, The Open University uses Smart Employee Eyecare (SEE) to provide staff with eyesight tests and occupational eyewear if prescription spectacles are needed for Display Screen Equipment (DSE) work. For the purpose of DSE regulations, the test of vision should take account of the distance at which the screen is viewed. You should measure and inform the optician of your normal viewing distance. Generally, 50-60cm will be comfortable, but this can vary with individual differences in vision, or the constraints placed on you by the size of screen or desk.

The eye care provision is an occupational service and does not replace nor impact in any way on your normal eye care arrangements, or any local entitlements you may have (e.g. UK NHS). Free eye tests will only be provided through the Open University arrangements set out below.

Eyesight test vouchers

Employees using a DSE voucher will be entitled to an eye examination free of charge. If the optician determines that spectacles are required specifically for DSE use, you will have two options:

1. Choose a pair of glasses from the SEE range at no additional cost to you;

OR

2. Choose a pair of glasses from the Opticians range and receive a discount of £25 off the total cost of your purchase.

Your voucher can be redeemed at any of SEE's 3,000 affiliated opticians across the UK, including high street branches such as Boots, Vision Express and Optical Express, as well as many independent opticians.

Applying for your voucher

You must use a SEE eVoucher to obtain your free eye test and glasses.   **Please note: The University is charged for vouchers at the time of download, so please only download a voucher if you intend use it within one month.**

To obtain your eVoucher you need to access the SEE online portal using the login details below:

https://hub.smartemployee-eyecare.com/Account/Login
Username: OpenUniStaff
Password: Openuni2

Using the portal

1. Once logged in, you will be presented with a screen that asks you to select the service you need. Select 'I am a computer operator and I require a VDU eyecare voucher'

2. You will then be asked to complete the following information:

   - Your name

   - Staff ID

   - Email address

   - Unit

3. Finally, select 'Assign VDU Voucher'. You will receive confirmation that a voucher has been emailed to you and the portal will open the 'Find Opticians' screen from where you can identify a SEE approved optician near you.   (Alternatively, you could choose to download your voucher straight away.)

In the unlikely event that you are unable to access the online form, or do not receive your eVoucher within three working days of your request, please contact the SEE Helpline:

Telephone: 01224 211 166
Email: info@smartemployee-eyecare.com

As your eVoucher expires after 12 months of issue, make sure you book your appointment in good time.   Please note: You must use a SEE approved optician. Print and present your eVoucher to your selected optician to receive your free entitlements.

Your eyesight test

Booking an eyesight test

You must have your voucher before you book your appointment.

Contact one of the high street or independent opticians affiliated to SEE that accept vouchers to arrange an appointment for a sight test.

Attending your eyesight test

On the day of the appointment, present the SEE VDU eye care voucher to the optician before the eye examination begins.   If VDU specific spectacles are required, you can choose a free pair from the SEE range, or opt to purchase a pair of spectacles of your choice using the £25 contribution offered on the SEE voucher.

For staff who do not require VDU spectacles, you are entitled to a £15 discount for non VDU spectacles costing £125 or more.

The optician will complete all details on the voucher and contact SEE to order the spectacles. Once the optician receives the spectacles, you will be contacted to arrange fitting.