Derbyshire Constabulary

EYESIGHT TESTING GUIDANCE

POLICY REFERENCE 06/043

This guidance is suitable for Public Disclosure

Owner of Doc: Head of Department, Human Resources
Date Approved: December 2001
Review Date: January 2019
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1. Guidance Identification Page

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<th>Guidance title:</th>
<th>Eyesight Testing Guidance</th>
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<tr>
<td>Registry Reference number:</td>
<td>06/043</td>
</tr>
<tr>
<td>Guidance implementation date:</td>
<td>December 2001</td>
</tr>
<tr>
<td>Guidance review date:</td>
<td>January 2019</td>
</tr>
<tr>
<td>Department / Division responsible:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Guidance owner:</td>
<td>Head of Department</td>
</tr>
<tr>
<td>Last reviewed by:</td>
<td>Melanie Clarke</td>
</tr>
<tr>
<td>Date last reviewed:</td>
<td>January 2017</td>
</tr>
<tr>
<td>Impacts on other policies / guidance / documents (list):</td>
<td>None</td>
</tr>
<tr>
<td>Disclosable under FOI Act?</td>
<td>YES</td>
</tr>
<tr>
<td>Guidance to be published on Intranet?</td>
<td>YES</td>
</tr>
<tr>
<td>Is the guidance suitable for Public Disclosure and publication on the Force Website?</td>
<td>YES</td>
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2. Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Reasonable adjustments, where appropriate, will be applied for members of staff with a disability in accordance with the provisions of Equality Legislation.

It is important that high quality customer service is provided as part of the Eyesight Testing Guidance and the standards specified in the Customer Service Policy apply throughout this document.

3. Introduction

**Eyesight Testing**

This document provides guidance on when staff should have their eyes tested as part of the role specific testing provided by the organisation. In addition, it also provides guidance on when the Force will make a contribution to the cost of new spectacles.

**Certain roles have a requirement for staff to have their eyesight tested regularly, namely:**

- Display Screen Equipment (DSE) users are entitled to request eyesight tests at the force expense at regular intervals. Such tests will be provided via the force contracted supplier, Specsavers. *(The Health and Safety (Display Screen Equipment) Regulations 1992 defines a DSE user as an employee who habitually uses a VDU as a significant part of their normal work).*
- Staff who are required to drive a vehicle on duty as part of their role.
- Authorised Firearms Officers.
- Members of staff that could be in a confrontational situation and are required to wear Home Office approved spectacles *(a test should be undertaken every 2 years to fall in line with the Display Screen Equipment Users).*
Vision Aids

This document also provides guidance on when staff are eligible to receive a contribution towards the cost of replacement vision aids:

VDU Users

When a test discloses that a member of staff requires glasses for VDU purposes only a voucher will be provided towards the cost of approved spectacles. Where glasses are required for general use, including VDU then a contribution is not made.

Drivers

When a test discloses that a member of staff who drives a vehicle on police duty requires vision aids for driving purposes a voucher will be provided towards the cost of approved spectacles.

Home Office Approved Spectacles

Officers and staff who are required to wear Home Office Approved Spectacles are entitled to a contribution towards replacement glasses every two years where there has been a change in prescription.

4. Procedures

Prospective Police Staff Employees

During the selection process and before appointment, successful applicants to the Force shall be required to produce an optician’s certificate of test, issued within the preceding 12 months.

A contribution towards the cost of obtaining a new opticians certificate as part of the selection process will be made where this is necessary.

VDU Users

Display Screen Equipment users, upon their request, will be offered the opportunity to undergo an eye and eyesight test at regular intervals. This will normally be every two years but the Optometrist can recommend when the next one should be, such tests will be provided via the Force’s contracted supplier, Specsavers.

Drivers

Police Officers and members of police staff who are required to drive a vehicle on a regular basis as part of their role, must undergo an eyesight test every two years. This will be provided by Specsavers, the Force contracted supplier.

After the initial test, police drivers will be notified via Gateway Self Service when future reviews are due. Failure to attend a test within three months of receiving notification will mean that authority to drive whilst on duty will be rescinded until such time as a suitable eye/eyesight test has been carried out by a registered ophthalmic optician at Specsavers.
Drivers who, on production of the optician’s report, do not meet the standard will have their authority to drive withdrawn.

**Firearms Officers (AFOs)**

Authorised Firearms Officers **must** undergo an eyesight test every two years. This will be provided by Specsavers, the Force contracted supplier. If you fall into this category and have not had your eyes tested in the past two years you must arrange to have this done as soon as possible. After the initial test, firearms officers will be notified via Gateway when future reviews are due. Failure to attend a test within three months of receiving notification will mean authority to use firearms will be withdrawn. This will remain the case until such time as a suitable eye/eyesight test has been carried out by a registered ophthalmic optician at Specsavers.

**Prospective Firearms Officers**

In addition to the routine biennial eyesight test, officers applying to join the firearms unit will undergo vision screening as part of the medical assessment. Any findings at this stage will determine the need for early review by a registered ophthalmic optician.

**Staff who are required to wear Home Office Approved Spectacles**

Members of staff who come into contact with members of the public on a regular basis and where there is the potential for a confrontational situation to develop are required to wear Home Office Approved Spectacles whilst on duty. Where an eyesight test result indicates the requirement to wear vision aids or a change in prescription requiring replacement lenses a voucher will be provided towards the cost of approved spectacles.

**Administrative Procedures**

**Police Drivers and Authorised Firearms Officers**

Police drivers and authorised firearms officers will be reminded via Gateway that a test is due every two years. They should then e-mail the HR Health and Attendance Team to request a voucher after which they can book a test at Specsavers. The HR Health and Attendance Team will forward the appropriate Specsavers voucher and Form 2851b for completion by the optician and signature by the line manager. Following the eye test please return the completed Form 2851b to the HR Health and Attendance Team. The outcome of the test will be recorded on the electronic HR system.

Other members of staff who are required to have their eyesight tested as outlined in these procedures and wish to undergo an eye/eyesight examination at the Force’s expense either because:

- It is two years since their last test;
- They are experiencing eyesight problems reasonably considered to be caused by display screen equipment;

should e-mail the HR Health and Attendance Team to request a voucher then book a test at Specsavers. The HR Health and Attendance Team will forward the appropriate Specsavers voucher.
VDU Operators

Before an appointment with Specsavers is booked an eye care voucher should be obtained from the HR Health and Attendance Team. Please ensure that you notify the HR Health and Attendance Team of the outcome of your test so that they can update your HR Gateway record.

Home Office Approved Spectacles

The above procedure for VDU operators applies and if possible where members of staff fall into both categories the eyesight tests should be undertaken at the same time.

Please Note:

Specsavers vouchers cover provision of a free eyesight test and contribution towards spectacles for anyone who requires them for DSE use only, Home Office Approved spectacles as a role requirement, driving a police vehicle or as an authorised firearms officer.

If you do not wish to participate in the scheme and prefer to use your own optician you may do so but the constabulary will not make any contribution to the eyesight test or spectacles. A contribution towards contact lenses to the value of the eye care voucher may be made in certain circumstances. Claims for consideration should be submitted to Policy and Service Improvement Manager.

You will be required to have your optician complete Force Form 2581b as to fitness to carry out the role as a driver or AFO and forward to the HR Health and Attendance Team every two years.

Please be aware that the Force is invoiced for the cost of eyesight vouchers before the issue. If a voucher is requested and is not used or is out of date, it is important that the voucher is returned to the HR Health and Attendance Team so that the Force can agree a refund.

Attached at Appendix 1 are the other benefits offered to Derbyshire Constabulary staff within the scheme.

5. Monitoring and Review

The Head of Human Resources Department is responsible for monitoring the implementation and impact of this guidance. This guidance will be reviewed annually and the outcome of monitoring will inform this review.

6. Appeals Process

If instances arise where Police Officers or Police Staff feel that they have been unfairly treated as a result of this guidance, they should make representations to the Head of Department, Human Resources.
7. Appendices

Appendix 1 – Entitlements for Derbyshire Constabulary staff.
Appendix 1

Entitlements with the Corporate Plus+ Voucher

The voucher entitles you to a full eye examination at any Specsavers store. If you are found to have a prescription solely and specifically for VDU use you will then be entitled to a pair of single vision glasses with Pentax lenses from the £45 range. If you wish, you can upgrade to a high price range and use the voucher as a £45 contribution towards a pair of glasses.

Any employee requiring glasses whether for VDU use, or for any other reason, is entitled to use the Premium Club element of the voucher. This entitles you to £20 off a pair of glasses if chosen from the £99 range or above in store (and can be used in conjunction with the £45 contribution if for VDU use only). This discount applies to most in store offers, such as the 2 for 1 offer, but it cannot be used in conjunction with over 60’s discount, the student discount, the sale, contact lenses or easycare.

Entitlements with the Optical Care Voucher

The voucher entitles you to a full eye examination at any Specsavers store. If you are found to have a prescription you will then be entitled to a pair of single vision glasses with Pentax lenses from the £45 range. If you wish, you can upgrade to a higher price range and use the voucher as a £45 contribution towards a pair of glasses.

You are also offered through this voucher our Premium Club discount. This entitles you to a further £20 off a pair of glasses if chosen from the £99 range or above in store (i.e. £65 towards your glasses). This discount applies to most in store offers, such as the 2 for 1 offer, but it cannot be used in conjunction with over 60’s discount, the student discount, the sale, contact lenses or easycare.

If it is found you do not have a prescription after having your sight test you will be able to redeem your voucher for a pair of non-prescription sunglasses from a set range.

Any staff member who drives a police vehicle or Authorised Firearms Officers must take Form 2851b to the Specsavers optician and ask them to indicate on the form as to your fitness to carry out the role as a driver or AFO and forward to the HR Health and Attendance Team for recording purposes.

Premium Club

In addition, as our eye care provider Specsavers is offering all employees the added benefit of a £20 off voucher to family members.

This premium Club voucher entitles the presenter to £20 off the £99 range and above.

The discount can be used with most in store offers, such as the 2 for 1 offer, but it cannot be used in conjunction with over 60’s discount, the student discount, the sale, contact lenses or easy care.