

## Spectacles, Sunglasses and Contact Lenses

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## Policy Statement

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### Summary

West Yorkshire Police needs to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and protect police officers and police staff from any risks associated with the use of display screen equipment (DSE).

In order to achieve this, the Force will provide eyesight tests and spectacles or sunglasses where these are necessary to enable officers and staff to use DSE or prescription glasses in specific cases (NPAS pilots, NPAS tactical flight officers, Unmanned Aerial Vehicles (UAV) Operators and officers or staff required to wear safety glasses).

Under this policy, all police officers and police staff are treated as if they are display screen equipment (DSE) users. (Information is available from the Force intranet on DSE issues.)

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### Scope

This policy applies to all police officers and police staff.

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## Principles

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### Eyesight tests

- The Force will only provide:
    - Vouchers for one free eyesight test every two calendar years, but in exceptional circumstances if an individual is an approved designated DSE user and the optometrist states this is the reason/need for additional tests, then consideration can be had to offer additional tests; and
    - One pair of spectacles every two years unless there is a change in the individual's prescription during this period;
  - Police officers and police staff must obtain a voucher from People Services prior to the appointment being made which they must give to the designated provider in order to receive a free eyesight test. (Free eyesight tests cannot be obtained from other providers under this scheme.)
  - Following completion of the eyesight test, those who require spectacles in order to use DSE can be provided with a pair of suitable spectacles from a stipulated range with the designated provider. Contact lenses cannot be provided. Officers and staff may, if they so choose, select spectacles from a different range or wear contact lenses. If so, they will have to pay for these spectacles or lenses personally.
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### Safety glasses

- If police officers or police staff need to wear prescription safety glasses then the Force will purchase or reimburse the individual the cost of appropriate glasses, usually up to a maximum of £150.

- Prescription safety glasses will only be purchased for specific cases, following discussion with the Force Health and Safety Unit. They will decide what type of safety glasses are needed for the role, in consultation with the individual's line manager.
- Approved roles include:
  - Vehicle Mechanics;
  - Vehicle Prep;
  - Authorised Firearms Officers (see below); and
  - PSU Level 2 – will be issued with “overspecs” from POT and not prescription glasses.

**NPAS pilots**

- As part of the Aviation Medical Examination, all NPAS pilots must undergo a full ophthalmological assessment and then have routine eye examinations during their regular medicals with their approved medical examiner (AME).
- The Force will reimburse the costs of the medicals.

**Helicopter pilots**

- If spectacles are required for flight safety the Force will reimburse the cost of two pairs of glasses as Civil Aviation Authority Regulations require a second pair to be retained in the aircraft at all times. The following criteria will be applied:
  - Two pairs of single lens glasses – up to £90 each; or
  - Two pairs of bifocal glasses – up to £100 each; or
  - Two pairs of trifocal/varifocal glasses – up to £214 each.
- The above figures cover the frames and anti-scratch/anti-reflection coating. There will be no inclusion for tints as helmet visors are tinted.

**Fixed wing pilots**

- Fixed wing pilots are required to wear sunglasses when flying in bright conditions, such as full day light. Reimbursement will be provided for two pairs of sunglasses up to £80 each.
- Pilots needing sunglasses with prescription lenses will be reimbursed for the cost of prescription sunglasses as follows:
  - Two pairs of single lens sunglasses – up to £90 each; or
  - Two pairs of bifocal sunglasses - up to £100 each; or
  - Two pairs of trifocal/varifocal sunglasses – up to £214 each.
- The above figures cover the frames and anti-scratch/anti-reflection coating. The prescription sunglasses must provide 100% UV light protection, also called UVA, UVB protection or UV400, and should have category 3 lenses with anti-glare tinting (suitable for use in bright/strong sunlight, including light which is reflected off water or snow). Also, they must be nil colour offset, non-polaroid, thin armed sunglasses.

**NPAS Tactical Flight Officers**

- NPAS Tactical Flight Officers (TFOs), who are required to wear glasses when flying, can be reimbursed for the cost of purchasing spectacles that

**(TFOs) including externally seconded**

are required to enable them to use the necessary equipment.

The following criteria will be applied:

- Two pairs of single lens glasses – up to £90 each.
  - Two pairs of bifocal glasses – up to £100 each.
  - Two pairs of trifocal/varifocal glasses – up to £214 each.
  - The above figures cover the frames and anti-scratch/anti-reflection coating. There will be no inclusion for tints as helmet visors are tinted.
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**Authorised Firearms Officers (AFOs)**

- All Authorised Firearms Officers (AFOs) are required to wear safety glasses when participating in certain aspects of firearms training, not limited to, but mainly shooting on range.
  - AFOs must have eyesight which enables them to conduct the tasks, either with or without correctional lenses. If they require corrective lenses, AFOs must obtain an up-to-date lens prescription so the force issue safety glasses can be obtained.
  - The force will supply one pair of prescription safety glasses, and these can be worn both in training and operationally if required, usually up to a maximum of £150.
  - Officers who need prescription glasses in firearms training must wear prescription glasses operationally. These glasses can be the force issue safety glasses or their own prescription glasses.
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**Unmanned aerial vehicle (UAV) operators**

- Police officers or staff members who are required to operate unmanned aerial vehicles (UAVs), also known as Remotely Piloted Aircraft Systems (RPASs), as part of their role must wear sunglasses when operating this equipment. This is due to the necessity to look up into the sky, often in the vicinity of the sun, during operation.
- Non-prescription sunglasses will be provided to operators following their initial training course, by their Business Support Unit.
- Officers and staff receiving the sunglasses must sign a tax disclaimer to state that they will only use them for work purposes.
- People needing sunglasses with prescription lenses must contact their Business Support Unit, who can provide further information about the process for prescription sunglasses to be provided. Operators can be supplied with sunglasses if they provide details of their prescription, or can arrange their own sunglasses and be reimbursed as follows:
  - One pair of single lenses sunglasses – up to £90; or
  - One pair of bifocal sunglasses - up to £117; or
  - One pair of trifocal/varifocal sunglasses – up to £214.

The above figures cover the frames and anti-scratch/anti-reflection coating.

The prescription sunglasses must provide 100% UV light protection, also called UVA, UVB protection or UV400, and should have category 3 lenses with anti-glare tinting (suitable for use in bright/strong sunlight, including light which is reflected off water or snow).

- If replacement glasses are required, authorisation is needed from the individual's line manager in the first instance for new glasses to be provided. Contact must then be made with the training supplier or their Business Support Team, as appropriate.

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#### **Damage to spectacles or lenses**

- If an officer's or staff member's spectacle frames or lenses are damaged in the course of operational duty, the Force will contribute up to £30.00 to the cost of the repair of spectacles.
  - If the spectacles or lenses cannot be repaired, then the Force will reimburse the affected officer or staff member the cost of replacing the spectacles or lenses, up to a maximum of £45.00 (or via appropriate criteria if glasses are safety/role specific).
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#### **Chemical, biological, radiological and nuclear (CBRN)**

- Individuals who have undertaken training in all the aspects of chemical, biological, radiological and nuclear (CBRN) incident handling will be required to wear respirators and personal issue chemical suits.
  - Individuals must have eyesight which enables them to conduct the tasks, either with or without correctional lenses. If they require corrective lenses, they will need to obtain an up-to-date lens prescription so that these can then be fitted to the respirator. (Contact lenses cannot be worn.)
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## **Responsibilities**

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#### **Individuals**

Individuals are responsible for:

- Contacting People Services if they want a free eyesight test and providing their personal details in order to obtain a voucher in advance of any appointment being made;
  - Contacting and attending at the designated provider to undertake the test;
  - Choosing whether to wear spectacles or contact lenses, unless their role dictates otherwise;
  - If they need to wear prescription safety glasses for their role:
    - Checking their role is on the list of approved roles or gaining approval from Health and Safety prior to purchase;
    - Completing the safety glasses reimbursement form, after they have purchased them; and
    - Submitting the form together with the receipt;
  - If their spectacles or contact lenses are damaged in the course of operational duty:
    - Completing and submitting a claim via the Proactis system using the optical reimbursement form; and
    - Attaching a receipt for the purchase of the replacement spectacles or contact lenses or a receipt for repair to the spectacles.
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<b>NPAS Pilots</b>	<p>NPAS Pilots are responsible for:</p> <ul style="list-style-type: none"> <li>• Contacting Pay Section providing all receipts of assessments, costs and medicals; and</li> <li>• Submitting a claim via email to the Pay Section mailbox for reimbursement of glasses or sunglasses required for flight safety. Please attach all receipts to the email and specify whether single lenses, bifocal glasses or trifocal/varifocal glasses are required, if appropriate.</li> </ul>
<b>NPAS Tactical Flight Officers (TFOs)</b>	<p>NPAS Tactical Flight Officers (TFOs) are responsible for:</p> <ul style="list-style-type: none"> <li>• Contacting People Services if they want a free eyesight test and providing their personal details in order to obtain a voucher, in advance of any appointment being made; and</li> <li>• Submitting a claim via email to the Pay Section mailbox for reimbursement of glasses required to use necessary equipment when flying. All receipts must be attached to the email.</li> </ul>
<b>NPAS Tactical Flight Officers (TFOs) – externally seconded</b>	<p>NPAS Tactical Flight Officers (TFOs) externally seconded are responsible for:</p> <ul style="list-style-type: none"> <li>• Contacting People Services if they want a free eyesight test and providing their personal details in order to obtain a voucher, in advance of any appointment being made; and</li> <li>• Submitting a claim to their home Force to claim back the monies towards the cost of glasses. The home Force in turn will claim back from West Yorkshire Police as part of the NPAS Secondment Arrangement.</li> </ul>
<b>Authorised Firearms Officers (AFOs)</b>	<p>In addition to the police officer responsibilities above, AFOs are also responsible for:</p> <ul style="list-style-type: none"> <li>• Submitting an e-mail application to Chief Inspector Firearms (Ops) for approval, if they need to wear prescription safety glasses for firearms work.</li> </ul>
<b>Unmanned aerial vehicle (UAV) operators</b>	<p>UAV operators are responsible for:</p> <ul style="list-style-type: none"> <li>• Completing the tax disclaimer when provided with their sunglasses; and</li> <li>• Liaising with Business Support to obtain prescription sunglasses, if required.</li> </ul>
<b>People Services</b>	<p>People Services is responsible for:</p> <ul style="list-style-type: none"> <li>• Inputting the details provided by the individual on to a voucher record; and</li> <li>• Emailing the individual with the voucher and details of the designated provider and how to receive a free eyesight test.</li> </ul>
<b>Finance &amp; Commercial Services</b>	<p>The Finance &amp; Commercial Services Directorate is responsible for:</p> <ul style="list-style-type: none"> <li>• Processing the submitted claim; and</li> </ul>

**OFFICIAL**

- Reimbursing police officers and police staff, via the payroll system, direct into their salary for the cost of glasses as specified in this policy.
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## Additional Information

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**Compliance**

This policy complies with the following legislation:

- Data Protection Act 2018
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