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Policy Statement

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 where these are necessary to enable officers and staff to use DSE or prescription glasses in specific cases (NPAS pilots, NPAS tactical flight officers 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, including information about designated DSE users.)

Scope

This policy applies to all police officers and police staff.

Principles

Eyesight Tests

- The Force will only provide:
  - Vouchers for one free eyesight test every two calendar years; 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 the HR help desk 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.

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.
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.
- 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.
  - 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.

NPAS Tactical Flight Officers (TFOs)

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

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.

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 or 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).

**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.)

**Responsibilities**

**Police Officers and Police Staff**

Police officers and police staff are responsible for:
- Contacting the HR help desk, via their mailbox, if they want a free eyesight test and providing their personal details in order to obtain a voucher;
- 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:
  - 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;

**NPAS Pilots**

NPAS Pilots are responsible for:
- Completing and submitting a claim via the Proactis system for reimbursement of medical examinations; and
- Submitting a claim via email to the Pay Section mailbox for reimbursement of glasses required for flight safety. Please attach all receipts to the email and specify whether single lenses, bifocal glasses or trifocal/varifocal glasses are required.

**NPAS Tactical Flight Officers (TFOs)**

NPAS Tactical Flight Officers (TFOs) are responsible for:
- 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.
### Authorised Firearms Officers (AFOs)

In addition to the police officer responsibilities above, AFOs are also responsible for:

- Submitting an e-mail application to Chief Inspector Firearms (OPS) for approval, if they need to wear prescription safety glasses for firearms work.

### HR Help Desk

The Help Desk is responsible for:

- Inputting the details provided by the individual on to a voucher record; and
- Emailing the individual with the voucher and details of the designated provider and how to receive a free eyesight test.

### Finance Department

The Finance Department is responsible for:

- Processing the submitted claim; and
- Reimbursing police officers and police staff, via the payroll system, direct into their salary for the cost of safety glasses, and, for NPAS pilots, medical examinations and glasses required for flight safety.
Additional Information

Policy Database Administration

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The Equality and Human Rights Assessment for this policy is held on Force Registry which can be accessed via [this link](#).

The table below details revision information relating to this document:

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<thead>
<tr>
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<tr>
<td>Amended section on Responsibilities for NPAS Pilots, submitting a claim via the Pay Section for reimbursement of glasses. Request from Martin Terrell. JNCC approved.</td>
<td>10/05/2016</td>
</tr>
<tr>
<td>Added in sections under principles and responsibilities for NPAS Tactical Flight Officers (TFOs) and Authorised Firearms Officers (AFOs). JNCC approved.</td>
<td>06/07/2017</td>
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