

Eyesight Testing. Cover Notes

Full Title:	Guidance – Eyesight Testing
Security Status:	Not Protectively Marked
Suitable For Disclosure:	Yes
Reasons for Non Disclosure:	N/A
Policy Reference:	AJB
Registry Reference:	06/0043
Policy Implementation Date:	N/A
Policy Review Date:	December 2007
Department/Division Responsible:	PERSONNEL
Policy Owner:	Head of Department, Personnel
Last Reviewed By:	NS
Date Last Reviewed:	October 2006

Eyesight Testing. Guidance Details

- Background
- Display Screen Equipment
- Drivers
- Prospective Police Staff Employees
- Administrative Procedures
- Reimbursement
- Approved Spectacles
- Contact Lenses
- Withdrawal of Authority to Drive
- Administration
- Eyesight Standards

Background

The Health and Safety (Display Screen Equipment) Regulations 1992 require the Force to reimburse the cost of eyesight tests for display screen equipment users. The eyesight tests must be provided at regular intervals.

Alongside this is the need to test the eyesight of all members of staff who are required to drive a vehicle on duty. Where a member of staff has a disability reasonable adjustments will be applied to the application of this policy in accordance with the provisions of the Disability Discrimination Act.

Display Screen Equipment

Any member of staff who is required to use display screen equipment shall, upon their request, be provided with an opportunity to undergo an eye and eyesight test every two years. This will include all police officers, police staff and members of the Special Constabulary.

In addition, when any member of staff experiences eyesight problems which may reasonably be considered to be caused by work on display screen equipment, they shall upon their request be provided with an eye and eyesight test.

The tests should only be carried out by a registered ophthalmic optician or a registered medical practitioner with suitable qualifications. The onus is on the individual member of staff concerned to have their eyes tested at the appropriate time.

The cost of the tests will be met by the Force. Members of staff who require approved vision aids for work on display screen equipment or who regularly come into contact with members of the public will, upon application, be reimbursed in accordance with the current scale of fees available from your local Personnel office.

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, the cost of which will be reimbursed. If you fall into this category and have not had your eyes tested in the past two years you should avail yourself of an eyesight test as soon as possible. After the initial test, notification will be in the form of a reminder. If such members of staff do not attend a test within three months of receiving notification in order to ensure the Health and Safety of our staff and members of the public, the authority to drive whilst on duty will be withdrawn until such time as they have taken a suitable eyesight test. Suitable eyesight tests in these circumstances are:-

1. Those carried out by a registered ophthalmic optician, OR
2. A Keystone Driver Vision eye test at Headquarters Driver Training.

Note: Ophthalmic tests will also include an examination of the eye in addition to an eyesight test.

This is not provided by the Keystone Test.

When a test discloses that a member of staff who drives a vehicle on police duty requires vision aids for driving purposes only, application must be made in order to obtain the appropriate reimbursements for approved vision aids.

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. Reimbursement will be made for any costs incurred in obtaining the optician's certificate of test on appointment.

Administrative Procedures

Ophthalmic Optician Test/Keystone Driver Vision Test

All members of staff who wish to undergo or are required to undergo an eye and eyesight examination at the Force's expense in the case of:-

- their biennial test, OR
- experiencing eyesight problems reasonably considered to be caused by display screen equipment

should complete **Force Form 2851**.

A copy of this form will accompany the reminder sent out to drivers every two years. The form should be used by employees wishing to undertake either an examination by an ophthalmic optician or the Keystone Driver Vision Test.

The process will be as follows:-

- The employee should complete Part A of the form and submit it to their supervisor.
- The supervisor should complete Part B and hand the form back to the employee who should arrange an appointment for the appropriate test. Keystone Driver Vision Tests should be arranged via Headquarters Driver Training Section.
- The employee should then hand the form to the person carrying out the eyesight test for completion as follows:-

(a) Keystone Driver Vision Test

The person conducting the Keystone Driver Vision Test should complete Part C of the form and forward it to the appropriate Personnel, who will then forward a copy of the form to the employee.

OR

(b) Optician's Test

On completion of the test the optician should complete Part D of the form and return it to the employee. The test fee should then be reclaimed and a claim for reimbursement made on a Form 307 together with a valid receipt.

Note: The completed Form 2851 and the claim for reimbursement should be forwarded to the appropriate Personnel Section.

If vision aids are required, application for reimbursement at the current rate should be made on the reverse of the form and a Form 307 attached, together with the optician's report and itemised receipt.

Employees who do not meet the standard of the Keystone Driver Vision Test and are required to drive vehicles on duty will be advised to make an appointment with an optician at the earliest opportunity. The employee concerned should retain their form and proceed as at (b), above.

Employees who, on production of an optician's report, do not meet the standard will have their authority to drive withdrawn. A copy of the form detailing the eyesight standard should be forwarded to your local Personnel section who will forward it to Driving School.

Reimbursement

Members of staff should remember when purchasing vision aids that there is a current maximum reimbursement. Details are listed below. The individual is free to pay any balance if they purchase a more expensive product.

In cases where individuals receive full reimbursement from a contributory health scheme, Insurance Company or similar for vision aids/testing, they will not be able to claim under this scheme. However, where part reimbursement is made, a claim may be submitted for the balance (subject to satisfying the scheme rules).

Eyesight Test

All members of staff who have an ophthalmic eye and eyesight test will be reimbursed the full cost of the test.

Vision Aids

Members of staff who drive vehicles on duty

The following are the maximum amounts that may be reimbursed to members of staff who are required to drive vehicles on duty:-

Spectacle Type	Reimbursement
Single Vision Frame - (full set)	£60
Bi or Vari Focal Frame - (full set)	£75
Single Vision Lenses - (re-glazing)	£30
Bi or Vari Focal Lenses - (re-glazing)	£45

The amounts quoted are taxable and payment will only be made subject to the purchase of approved spectacles or contact lenses.

Members of staff who are display screen equipment users

Members of staff who are display screen users are reimbursed the full cost of the eyesight test. Members of staff who require vision aids for display screen equipment use will be reimbursed £45 towards the cost of spectacles or contact lenses. It should be noted that this amount is non-taxable.

Employees who regularly come into contact with members of the public and who require vision aids when on duty, either continually or occasionally, must wear spectacles of the approved type or contact lenses. This applies to officers who wear spectacles for reading purposes only. No other type of spectacles will be worn.

No reimbursement will be made for the cost of additional pairs of spectacles obtained on the same prescription, nor will reimbursement be made for repairs to spectacles.

(Where damage is as a result of an injury on duty/assault on duty costs will be reimbursed.)

Approved Spectacles

Approved spectacles are any spectacles fitted with plastic lenses and plastic ear ends which conform to the appropriate British Standard. Consideration must be given to the dress standards expected from all employees.

Contact Lenses

In cases where members of staff choose to buy contact lenses, they may use any reimbursement towards the cost of such lenses. Should the contact lenses prove unsuitable, the member of staff will bear the cost of any spectacles purchased subsequently.

Withdrawal of Authority to Drive

Any employee who is required to drive a vehicle on duty who either:-

- fails to attend a test within three months of notification or the requirement, OR
- does not meet the standard of the Keystone Driver Vision Test and subsequently does not, within 3 months of initial notification, have an ophthalmic optician test to correct their vision

Will have their authority to drive vehicles on duty removed.

Administration

Section Supervisors will identify those members of staff within their formations who are required to drive a vehicle on duty and forward those details to Headquarters Personnel/Divisional Personnel Sections.

An administrative system should be maintained by Headquarters Personnel/

Divisional Personnel sections which will carry out the following functions:-

1. Record details of all members of staff who are required to drive vehicles as a regular part of their role.
 2. Record details of any ophthalmic optician's test/Keystone Driver Vision Test undertaken by members of staff.
 3. Bring forward reminders, to all members of staff required to drive vehicles on duty, that an eyesight test is due. The fact that a copy of the reminder has been sent will be recorded on personnel files.
 4. Identify those employees who drive vehicles on duty and who have failed to provide evidence of having attended a suitable eyesight test three months after the reminder was issued.
 5. (Regarding those identified at '4' above) generate a confidential memorandum to the member of staff's Head of Department/Divisional Commander which confirms the withdrawal of the authority to drive whilst on duty.
 6. Provide an efficient system of recording all reimbursements made to members of staff with regard to eyesight tests and vision aid fees.
-

Eyesight Standards

Police Drivers

Advanced Unaided 6/18 in both eyes, correctable to 6/6 in both eyes and 6/6 binocular depth perception required.

Standard Unaided 6/18 in both eyes, correctable to 6/6 in one eye and 6/12 in the other eye and 6/6 binocular.

Special Constables and Police Staff

Required to drive Passenger Carrying Vehicle (PCV). Unaided 3/60 both eyes correctable to 6/9 in one eye and 6/12 in the other eye.

Police Staff not driving PCV or Large Goods Vehicle

If below Police Standard Driver DSA test - read a number plate at 20.5 metres.

Expert Contact: A.S. 700 2717

Compliance Statement

This document was audited in December 05 by Head of Department, Personnel within the guidelines of the Human Rights Act 1998. The audit was carried out on the assumption that the guiding legislation is itself compliant with the Human Rights Act 1998.

Where there are areas of potential interference with individuals' rights under the Act due regard has been given to the issues of legality legitimate aim proportionality and fairness.

Subject to any new legislation or changes in case law which require immediate amendment this document next requires reviewing in December 07 by the Head of Department, Personnel.

Back