HUMBERSIDE FIRE AND RESCUE SERVICE

# People and Culture

## Large Goods Vehicle Medical Assessment Policy

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| **Responsible Person** | **Head of Occupational Health** |
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## 1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) recognises the value of the health and wellbeing of its workforce to the current and future health and success of the Service by proactively promoting a positive healthy culture.

The organisation recognises the benefit of appropriate and timely provision of Large Goods Vehicle (LGV) medical assessments, in accordance with the statutory requirements, as required by the Driver and Vehicle Licensing Agency (DVLA).

### Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

### National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## 2. EQUALITY, DIVERSITY & INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## 3. AIM AND OBJECTIVE

### Aim

To provide staff engaged in LGV Medical Assessment with guidance and procedures to undertake this assessment.

### Objectives

- To ensure staff are aware of LGV Medical Assessment procedures.

## 4. ASSOCIATED DOCUMENTS

- Equality Impact Assessment
- Legal References
  - DVLA D4 Medical Examination Report
- National Guidance
  There is no specific National Guidance relevant to this policy.

## 5. SCOPE

This guidance applies to all employees of HFRS; where there are organisational and statutory standard requirements associated with some roles, e.g., LGV drivers.

## 6. GUIDANCE INFORMATION

The DVLA determines (and publishes) the fitness requirement for holders of LGV licences and considers the D4 Medical Examination Report as evidence that the required fitness has been achieved by the individual licence holder. The D4 medical assessment is a statutory requirement before the licence is issued, again at age 45 and five yearly thereafter until the age of 65 when it must be undertaken annually.

The Service provides LGV medical assessment via the Services Medical Adviser (SMA) when a Group 2 category, on an individual's driving licence, is a requirement of their role.

Only in exceptional circumstances will the individual's General Practitioner (GP) or other medical professional be required to undertake the medical assessment on behalf of the Service. This would only be supported following prior agreement being sought from the Head of Occupational Health & Wellbeing. No such retrospective agreement will be considered.

Individuals may alternatively choose to self-fund a private medical assessment via their own GP.

## 7. PROCESS

Where the LGV licence is required for a role within the Service and a medical assessment is due, it is the individual's responsibility to contact the Occupational Health Administrators, at the earliest opportunity, to make an appointment with the SMA, as the SMA does not attend each week.

Contact can be made by:

Telephone: 01482 398513 (internal 8513)
24-hour Answer phone: 01482 398515
E mail: OccHealthAdmin@humbersidefire.gov.uk

Or in writing or by calling in personally to:

Occupational Health & Wellbeing Centre,
Beverley Fire Station,
New Walkergate,
Beverley.
HU17 9EQ.

If anyone has a particular problem attending during normal office hours, they should contact Occupational Health (OH) to discuss the situation further.

DVLA usually advises the individual of the upcoming medical assessment, well before it is due. It cannot be undertaken a day later than it is due but may be undertaken up to a month before.

## 8. DOCUMENTATION

The appropriate form: DVLA D4 Medical Examination Report is available from the DVLA website.

However, renewal forms are normally issued to the individual by the DVLA, and these are required at the SMA appointment. When attending the appointment, anyone who fails to bring the appropriate forms should inform the Occupational Health administrators on arrival, so that a form can be downloaded from the DVLA website.

Individuals are personally responsible for returning their completed D4 Medical Examination Report to DVLA.

## 9. ATTENDANCE

Individuals attending a medical assessment who wear glasses should bring them to the appointment.

Contact lens wearers should also bring their glasses and suitable contact lens kit to enable both aided and unaided vision to be measured during the medical assessment.

Appropriate ID must be brought, such as a driving licence or passport to support the urine sample ID process.

No charge is incurred to individuals for the services provided by the SMA. The medical assessment will be recorded on the individuals OH records.

Any work-related (or potentially work-related) factors identified by the SMA will be addressed via OH in conjunction with the individual and management e.g. when an individual will clearly not meet the DVLA criteria for an LGV licence holder.

In exceptional circumstances when it has been agreed to engage an external medical practitioner to undertake the medical examination, payment may be required before or at the time of the assessment. Due to time restraints, if this is paid by the individual then the receipt should be attached to an accompanying memo and submitted for approval by the appropriate Head of Function to redeem the expenditure and then submitted to Finance.

**If anyone requires any further guidance/information relating to this document, please contact Occupational Health & Wellbeing**