



New and Expectant Mothers Policy

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Revision history

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Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

This policy contains the following:

1. Assessment
2. Risk Management Options
3. Rest Breaks and Facilities
4. Radiation and Pregnancy
5. Night Work - Employees
6. Lone Working
7. Accident Reporting

Appendix 1 Risk Assessment Flow Chart

1. Assessment

In compliance with the Management of Health and Safety at Work Regulations 1999, all risks in the workplace must be assessed. In addition to these risk assessments the manager/tutor, together with the new or expectant mother will carry out an individual specific assessment. The assessments must take account of physical, biological and chemical agents, processes and working conditions, which may affect the health and safety of new and expectant mothers. The online New and Expectant Mother Assessment form via the [Smartlog](#) system should be used for this purpose.

An assessment will need to be reviewed at 3, 6, 7 and 8 months of pregnancy and every two months for new and breast-feeding women, or sooner, if there is any reason in either case to suspect that it is no longer valid or there is a change to the matter to which the assessment relates.

2. Risk Management Options

If a significant risk cannot be avoided by other means the following steps must be taken to remove staff from the risk:

- Step 1 - temporarily adjust her working conditions and/or hours of work: or if it is not reasonable to do so, or would not avoid the risk:
- Step 2 – offer her suitable alternative work if any is available: or if that is not feasible, college must:
- Step 3 – suspend her from work (paid leave) for as long as is necessary to protect her health, her safety or that of her child.

The Health and Safety Executive's view is that the health and safety implications of pregnancy can usually be adequately addressed by normal health and safety management procedures. Therefore, the above actions should only be considered after seeking advice from the Occupational Health provider, the Health and Safety Manager and Human Resources.

3. Rest Breaks and Facilities

Suitable facilities must be provided for staff who are pregnant or breast feeding/expressing milk to rest. These facilities should be conveniently situated in relation to toilets, hand washing and where necessary, include the facility to lie down and suitable storage for expressed milk.

The purpose of a break is to prevent the onset of fatigue. To achieve this objective, the College will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks. Where possible, new and expectant mothers will be given the discretion to decide the timing and extent of breaks in relation to the tasks undertaken. Any employee who believes that her workload does not permit adequate breaks should bring this to the attention of their manager.

New and expectant mothers who are users of DSE are encouraged and will be expected, to take the opportunities for breaks.

4. Radiation and Pregnancy

Staff and students using Display Screen Equipment (DSE) are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of Display Screen Equipment (DSE). Therefore, there is no reason for a person who is pregnant, or seeking to become pregnant, to avoid working with such equipment.

The College acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health. The policy is therefore that any pregnant employees may request a temporary transfer or a reduction in the volume of Display Screen Equipment (DSE) work that she undertakes. Although no guarantee can be given, such requests will receive full and proper consideration and will be granted, where this can be achieved without disruption of the College's operations.

5. Night Work – Employees

If a new or expectant mother works at night, and has a medical certificate stating that night work could affect her health or safety then the following must be implemented:

Suitable alternative day time work offered if available;

Suspension from work (given paid leave) for as long as it is necessary to protect her health or safety.

The Health and Safety Executive are not at present aware of any risks to employees who are pregnant or breast-feeding, or to their children from working at night in itself. If a medical certificate is produced contact the Occupational Health provider, the Health and Safety team and Human Resources immediately for guidance.

6. Lone Working

It is sometimes possible that individuals could be considered as 'Lone Workers', as defined by the Health and Safety Executive whilst travelling on college business or being remote from colleagues whilst in college buildings. If lone working cannot be prevented a means of communication and a 'contact' programme should be considered in the risk assessment process. This is particularly relevant where non-public sites or places are to be visited. The College Lone Working Policy should be followed.

7. Accident Reporting

Any new or expectant mother who is involved in an accident or near miss incident whilst in College or undertaking College activities must report it immediately to their Head of Department/Tutor. They must also complete an Incident Form via [Smartlog](#) system in accordance with the Incident Reporting, Recording and Investigation Policy.

Appendix 1

Risk Assessment Flow Chart

