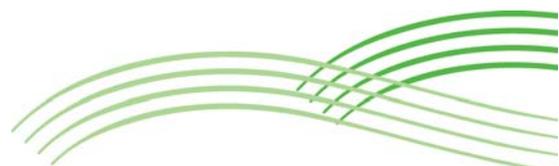


# Health & Safety Policy

## HSP 20

### New & Expectant Mothers

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Draft	07.03.2016	David Maine	1 <sup>st</sup> Draft for consultation/review
1.1	Approved	10.01.2017	David Maine	1 <sup>st</sup> Issue



<b>Title:</b>	HSP 20 – New & Expectant Mothers
<b>Author(s):</b>	David Maine
<b>Date:</b>	January 2017
<b>Review date:</b>	January 2018
<b>Application:</b>	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the 'employer' or is in control of the premises.

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	New or Expectant Mother	An employee who is pregnant; who has given birth within the previous six months; or who is breast feeding.
<b>Policy Aims</b>	<p>TWHF is committed to protecting the health, safety and welfare of our staff and recognises the importance of ensuring that a professional, supportive and caring environment is provided for New and Expectant Mothers.</p> <p>This policy outlines TWHF's intention regarding New and Expectant Mothers and in particular takes into account the requirements of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Equality Act 2010 and as such must be brought to the attention of all staff.</p>	
<b>Policy</b>	<p>TWHF recognises that pregnancy is a part of normal life and not a state of ill health, but that activities may put at risk the health of staff who are as defined by the Health and Safety Executive as pregnant, (or their unborn child), currently breast feeding or who have given birth within the past 6 months.</p> <p>TWHF is responsible for providing the necessary resources to enable managers to implement this Policy in their area of responsibility and control.</p> <p>In undertaking its duties with regards to New and Expectant Mothers TWHF will:</p> <ul style="list-style-type: none"> <li>• Ensure that the health and safety risks inherent in the activities of TWHF are assessed and that these assessments include the risks to females of childbearing age and, in particular, to new and expectant mothers, and their unborn baby</li> <li>• Ensure that the assessments are reviewed on notification of pregnancy, periodically as the pregnancy continues and on return to TWHF.</li> <li>• To consult with new and expectant mothers on matters affecting their health and safety</li> <li>• To provide the necessary information, instruction and training necessary for new and expectant mothers.</li> <li>• Ensure that the necessary provisions are in place to assist and support staff who are new and expectant mothers, including appropriate welfare facilities.</li> <li>• Provide adequate resources to enable managers to implement this policy.</li> </ul>	
<b>Risk</b>	<p>Risk to the health of staff who are pregnant, (or their unborn child), currently breast feeding or who have given birth within the past 6 months.</p> <p>The risks are absence, potential legal action and poor corporate reputation. This risk will be mitigated by adherence to this policy and having adequate arrangements in place.</p>	

<b>Responsibility</b>	This responsibility is discharged primarily at the line management/operational level.
<b>Roles &amp; Responsibilities</b>	
1.	<p>Roles and responsibilities are defined in HSP2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
<b>Arrangements</b>	
1.	<p><b>Notification</b></p> <p>In order for the TWHF to meet its obligations under this policy, and undertake the necessary risk assessments, it is important that female employees inform their employers that they are pregnant, have given birth in the previous six months or are breastfeeding. The notification should be given, as early as possible.</p> <p>It is recognised that staff may wish the information to be treated in confidence and this will be respected by the line manager although HR and Occupational Health may be involved where necessary.</p> <p>The line manager should undertake a risk assessment as soon as they become aware that a member of staff is pregnant.</p>
2.	<p><b>Assessing the Risk</b></p> <p>On receipt of notification from an employee that she is pregnant, has given birth within the previous six months or is breastfeeding, the line manager must conduct a specific risk assessment. The assessment must take into account any advice provided by the woman's GP or Midwife on her health. When carrying out a pregnancy risk assessment, there are some common hazards that need to be considered, these include:</p> <ul style="list-style-type: none"> <li>• The layout of workstations</li> <li>• Manual handling</li> <li>• Exposure to chemicals</li> <li>• Working at height</li> <li>• Stress and fatigue</li> <li>• Exposure to infectious diseases</li> <li>• Violence and aggression</li> <li>• Night work</li> </ul> <p>If any risks are identified then TWHF must take action to remove, reduce or control the risk.</p> <p>During gestation, risk assessments should be reviewed at least once per trimester.</p>
3.	<p><b>Welfare Provisions</b></p> <p>Employees must be provided with or have access to essential items listed below:</p> <ol style="list-style-type: none"> <li>1. <u>A facility to lie down or recline</u> Tiredness and morning sickness are common features of pregnancy, particularly during the early stages, and bouts of tiredness can be quite acute and occur without warning. Therefore a facility to lie down or recline should be provided where possible.</li> <li>2. <u>Sanitary/private facilities</u> Pregnant women should have sanitary facilities close by which should contain a 'sick' bowl as an additional receptacle should the women need to vomit. Breast feeding mothers who wish to express</li> </ol>

	<p>milk should have a private area to use, other than a sanitary facility, access to a fridge with either a dedicated or segregated marked shelf, or a cool box for storage of the milk.</p> <p><u>Additional considerations for Managers</u>          In addition to private areas, sanitary facilities and the ability to lie down, managers should look sympathetically on requests for extra breaks for food, changes to working patterns and time off to attend medical appointments, and be alert to any changes in personal protective equipment requirements due to increasing abdominal size.</p>
4.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
5.	<p><b>Appendices</b></p> <p>I. HSF20.1 New &amp; Expectant Mothers Risk Assessment Template</p>

