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| 1. Introduction/ Background | Under the Management of Health and Safety at Work Regulations, xxx have a duty to assess workplace risks for new or expectant mothers. xxx will identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk. |
| 2. Status | Corporate Policy |
| 3. Purpose | To ensure that the health of both the woman and the baby are protected To ensure that women are aware of health risks in relation to pregnancy and breastfeeding To ensure women are able to continue working and return to work after giving birth |
| 4. Definitions /Scope | Applicable to any expectant or new mother who has informed the company that she is pregnant or has given birth (if new employee) |
| 5. Process | Risk Assessment The risk assessment should be reviewed at regular intervals during the pregnancy to take into account changing health and ergonomic needs. All risk assessments should be recorded on the risk assessment sheet Following return to work after pregnancy, the risk assessment process must be repeated. It should always be assumed that breast-feeding is undertaken for the first 6 months after birth unless notified otherwise. The situation with pregnancy is not static – as the pregnancy progresses there are changes to the body shape. Increasing girth can give rise to ergonomic or fatigue or space issues. Reviews should be undertaken on a regular basis as agreed between line Managers and employees. Records of risk assessments should be kept by the Manager/HR and a copy given to the woman for reference. |
| 6. Duties and responsibilities | After notification of pregnancy it is the Line Manager’s responsibility to undertake the risk assessment process in consultation with the pregnant or nursing mother Occupational Health should be involved with the risk assessment when the individual has an underlying health issue or has an unusual risk activity in the job. |
| 7. Training | Managers should seek advice from HR and Occupational Health if there are any issues with undertaking the risk assessment |
| 8 Associated Documentation | Risk Assessment Guidance This procedure will be reviewed 2 yearly or if changing legislation indicates. |