

Expectant Mothers Policy



Formby High School
Determined To Achieve

Expectant Mothers Policy

Introduction

Pregnant workers are considered a specific risk group and measures must be taken with regard to their safety and health. The School has a statutory obligation under the Management of Health and Safety at Work Regulations to ensure any workplace hazards are risk assessed for expectant mothers and that these risks are removed or reduced so far as reasonably practicable. This policy applies to members of staff; separate procedures are in place for students.

Purpose

The School is committed to ensuring that expectant mothers are not exposed to any unnecessary or significant risk. Risks include those to the unborn child as well as to the mother herself.

Pregnancy is not ill health. Pregnancy is part of everyday life within the workplace and is considered within the health and safety at work arrangements. The School aims to:

- a) Provide a safe working environment which, as far as is reasonably practicable, reduces the personal risks to the expectant mother and her unborn child.
- b) Implement a proactive approach to risk assessment to identify where risks need to be controlled or removed.
- c) Provide guidance to management and staff on implementing adequate control measures.

Definitions

- Expectant mother – is an employee who is pregnant.
- Workplace – means any premises or part of premises which are not domestic premises and are made available to any person as a place of work.

Responsibilities

Governing Body

- The Governing Body will monitor the implementation of this policy and will review the policy every three years.

Headteacher and Senior Leadership Team

- Ensure that employees who are expectant mothers are not exposed to any significant risks (outlined in **Appendix 1**).
- Make the necessary arrangements for maternity cover.
- Monitor the implementation of the risk assessment for an expectant mother, including any agreed reasonable adjustments.
- When risks cannot be controlled or removed ensure that suitable alternative work is offered to the expectant mother.
- Keep any risks under review throughout the different stages of pregnancy.

Middle Leaders

- Liaise regularly with the Health and Safety Coordinator to ensure the implementation of the risk assessment and any agreed reasonable adjustments.

- Monitor the health and welfare of the employee and raise any concerns directly with the Human Resources Manager and/or Senior Leadership Team line manager.

Human Resources Manager

- Once notified in writing that an employee is pregnant, the HR Manager will instruct the Health and Safety Coordinator (HSC) to undertake a specific risk assessment (see **Appendix 1**) for the employee to identify any hazards in the workplace that could pose a risk to expectant mothers.
- Retain a copy of the risk assessment on file.
- Liaise with the employee, Senior Leadership Team and the appropriate middle leader(s) to ensure that action is taken to remove, reduce or control any risks that are identified in the above mentioned risk assessment.
- As part of this process, consider whether there are any reasonable adjustments that should be made to the employee's duties and responsibilities.
- Where it is necessary, liaise with the Senior Leadership Team to ensure suitable alternative work is offered to expectant mothers.
- Liaise with the employee regarding maternity arrangements, including start date, return to work date, 'Keeping in Touch' days and the transition to full duties on returning to work.

Health and Safety Coordinator

- Will carry out a risk assessment with the employee, the result of which will be reported back to the Human Resources Manager, who will then arrange for any necessary adjustments to be made as a result of the risk assessment findings.
- Meet regularly with the employee to monitor the implementation of the risk assessment and adjust it accordingly.

Employee

- Notify the Human Resources Manager or Headteacher in writing that they are an expectant mother so that an assessment of work duties and environment can be undertaken.
- Inform the line manager and Human Resources Manager of any advice or guidance received from a doctor or midwife that could impact on the risk assessment.
- Follow any procedures/systems/control measures which are implemented to protect their health and safety and that of their unborn child.
- Inform the line manager and Human Resources Manager of any specific medical instructions or conditions which may affect their health and safety.
- Inform the line manager, Health and Safety Coordinator and Human Resources Manager of any hazards in the workplace which may affect their health and safety.
- Take responsibility for protecting their own health at work, including taking appropriate measures to protect themselves.
- Liaise regularly with the line manager and Human Resources Manager and raise any concerns directly with these personnel.

Risk Assessment

In line with the Management of Health and Safety at Work Regulations the School is required to assess the workplace risks that may affect health, safety and welfare of any pregnant staff. The risk assessment will outline the existing control measures designed to safeguard the staff member and her unborn child as well as detail what further action needs to be taken to remove or reduce these risks from occurring.

The risk assessment should be completed immediately after the employee has informed the school of her pregnancy and should be formally reviewed at week 28. In some circumstances, it may be necessary for some of the control measures to continue following the staff member's return to work and, if appropriate, this will be agreed with the Human Resources Manager and Senior Leadership Team line manager upon the employee's return to work.

Maternity Leave

Employees are entitled to maternity leave under the terms contained within the School's Maternity Policy.

Antenatal Appointments

The employee is entitled to reasonable time off to attend antenatal appointments. The employee may be asked by School to provide verification of appointments.

Occupational Health

Occupational Health are available to provide advice and support on specific issues relating to the pregnant member of staff at work. Should there be any concern regarding the pregnant member of staff's health, she should be referred to Occupational Health immediately.

Appendix 1

Common Risks to Expectant Mothers

The following list has been produced to help the Human Resources Manager, line manager and employee consider the risks that expectant mothers may be exposed to in the workplace:

- Lifting/carrying of heavy loads
- Working at height
- Standing or sitting for long periods of time
- Challenging behaviour by students
- Exposure to infectious diseases
- Work related stress
- Positioning of work station and posture
- Exposure to radioactive material
- Threat of violence in the workplace
- Long working hours
- Excessive noise
- Chemical handling
- Inadequate rest facilities
- Extreme (high or low) temperatures
- Lone working
- Agile working
- Travelling as part of the employee's duties

Health Problems during Pregnancy

When considering the risk assessment, the Human Resources Manager, line manager and pregnant mother should consider some of the following health problems:

- Morning sickness – often worse in the morning but can occur at other times of the day.
- Back ache – this may be aggravated by manual handling activities, or standing/sitting for prolonged periods.
- Increased physical size – this may make it difficult to use equipment or workstations comfortably, without adjusting furniture.
- Increased bladder function – more frequent trips to the toilet may be necessary, requiring an employee to be within easy access of facilities.
- Increased tiredness – that may cause an inability to work long hours or sustain prolonged physical or mental effort.
- Change in blood pressure – that may cause dizziness or faintness during more frequent prolonged physical effort.



Risk Assessment for New and Expectant Mothers

To be completed by Health and Safety Coordinator

Name:	Department:
Signed:	Job Title:
Due date:	Number of weeks pregnant now:

Please consider the potential hazards listed below and assess any risk that may apply to this individual in the course of their work. Record any action required to reduce or eliminate any risk as necessary, and re-evaluate when/if appropriate.

Manual Handling, incl. deliveries of stationery/duties of a First Aider etc.	
Sitting/standing for long periods, eg meetings/lectures/reception work	
Workstation/posture problems	
Hazardous substances, eg radiation, drugs, chemicals, X rays	
Excess noise	
Working at Height (putting up displays, access to shelves)	
Contact with infectious diseases (Rubella, Chickenpox etc)	
Work with blood and body fluids incl duties as First Aider	
Night work/shifts/long working hours	
Workplace temperatures	
Driving on school business	
Stress (workplace/workload demands, changes within dept. etc)	
Any other risk (please specify)	

This form is to be kept on file by in the HR Department

Name of Assessor:

Signed: Date.....