

## UNIVERSITY OF EXETER HEALTH, SAFETY AND ENVIRONMENT STANDARD

### NEW AND EXPECTANT MOTHERS

<b>Date of Approval:</b>	January 2018	<b>Revision Date:</b>	January 2021
<b>Author and Lead:</b>	Rhian Loosemore, Health and Safety Advisor		
<b>Aim:</b>	The University is committed to ensuring the health, safety and welfare of all staff, students and visitors. The University will support all women during a pregnancy and return to work. This standard sets out the steps to be taken by the expectant mother and their manager following the notification that the employee has given birth within the last six months or is pregnant.		
<b>Scope:</b>	This standard applies to all campuses of the University of Exeter.		
<b>Relevant Legislation:</b>	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992 Equality Act 2010		
<b>Responsibility for implementation:</b>	Colleges and Professional Services Managers Safety, Health and Wellbeing Service Human Resources Business Partners (HRBP) Human Resources Advisor (HR Advisor)		
<b>Definitions:</b>	<p><u>Managers</u>: any person who supervises or line manages staff/students at the University of Exeter</p> <p><u>Staff/Employee</u>: any person employed by the University of Exeter, including PhD students</p> <p><u>General Practitioner (GP)</u>: an employee's doctor</p> <p><u>Registered Midwife</u>: a responsible and accountable professional who works in partnership with women to give the necessary support during pregnancy and after birth</p>		
<b>Training availability:</b>	Health and Safety Induction (online) Refresher: Health and Safety (online)		
<b>Standard to meet:</b>	<b>Accountability</b>	<b>Reference documents and more information</b>	
1.	All staff will receive information regarding the arrangements for new and expectant mothers in the Health and Safety Induction (online) training and Refresher Health and Safety (online) training every 3 years thereafter.	Staff / Students	
2.	All expectant mothers must report their pregnancy to their Line Manager / HR Business Partner (HRBP) or HR Advisor as soon as possible once the pregnancy is confirmed.	Staff / Student	<a href="#">HR Business Partners/Advisors</a>
3.	<p>When an employee has formally reported that she is pregnant, the Manager or a nominated person in agreement with the pregnant employee is required to assess the risks of the work by completing a New and Expectant Mothers risk assessment. This risk assessment must be completed as soon as possible after receiving notification of the pregnancy, and be carried out with the employee.</p> <p>All hazards associated with the work or work environment will be considered, in conjunction with current operational risk assessments already in place e.g. COSHH, DSE etc.</p> <p>Managers will ask the employee to see written confirmation of the pregnancy, normally issued by a GP or Registered Midwife by producing a maternity certificate</p>	Manager	<p><a href="#">Maternity Risk Assessment Guidance</a></p> <p><a href="#">New and Expectant Mothers risk assessment tool</a></p> <p><a href="#">Chemical phrases</a></p> <p><a href="#">Maternity Certificate MATB1 Guidance</a></p>

	(MATB1).		
4.	Managers can ask their HRBP, Occupational Health or Health and Safety Team for assistance to complete the New and Expectant Mothers risk assessment if required.	Manager	<a href="#">Occupational Health</a> <a href="#">Health and Safety</a> <a href="#">HR Business Partners/Advisors</a>
5.	<p>On completion of the New and Expectant Mothers risk assessment, reasonable adjustments must be made to reduce those risks highlighted as medium or high.</p> <p>In consultation with the College / Professional Service HRBP, reasonable adjustments to reduce the risk to the new or expectant mother include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Altering the working condition</li> <li>• Altering hours of work</li> <li>• Finding suitable alternative work or working location</li> </ul> <p>Where adjustments to the working conditions are required, medical advice from the GP or Registered Midwife can be sought.</p> <p>Managers can also seek advice from the Occupational Health Team.</p> <p>Exceptionally, if no suitable alterations can be made, it may be necessary to ensure the employee remains at home on paid leave for as long as necessary to protect the employee's health and safety, and that of the unborn child.</p>	Manager	<a href="#">Occupational Health</a>
6.	<p>The New and Expectant Mothers risk assessment must be updated regularly, taking into account the changes that may occur during the pregnancy.</p> <p>The New and Expectant Mothers risk assessment must be reviewed and updated each trimester of pregnancy, or more frequently if required by the employee. Updates must be recorded using the risk assessment form or similar e.g. 1-2-1 notes.</p> <p>Each review of the New and Expectant Mothers risk assessment must be dated and countersigned both by the Manager (or nominated person) completing the risk assessment and the employee. Updates to the risk assessment can be added to the original, showing the developments during pregnancy or new documents can be created for each assessment.</p> <p>All risk assessments must be recorded and stored securely by the manager in the employee's personal file. Copies will need to be sent to HR for the new or expectant mother's Personnel record and also to the new or expectant mother.</p>	Manager	<a href="#">New and Expectant Mothers risk assessment tool</a>

7.	On return to work following a pregnancy (successful or unsuccessful), regardless of the length of maternity leave taken the New and Expectant Mothers risk assessment must be reviewed and updated to reflect the needs of the employee. This review will identify the need to implement reasonable adjustments to support the employee if changes to the work are required (refer to point 5 above for examples of reasonable adjustments).	Manager	
8.	For breast-feeding mothers returning to work, Managers will ensure that sufficient arrangements are in place for the employee to express milk whilst at work including providing a lockable discrete room e.g. first aid room, office, that the employees can use to express milk and a secure location to store the expressed milk in the workplace.	Manager	<a href="#">First Aid Rooms</a>

### Standard Monitoring and Measurement Criteria

Annually the standard lead for New and Expectant Mothers will carry out a review to ensure that all elements of the standard are being implemented effectively across all aspects of the standard. Performance scoring criteria will be set in advance. Specifically the following will be measured:

1.	<p>Using HR maternity leave data, a sample of a minimum of 15 cases will be selected to ascertain</p> <ol style="list-style-type: none"> <li>1. That a New and Expectant Mothers risk assessment has been completed</li> <li>2. That the risk assessment has been updated throughout the pregnancy (each trimester as a minimum)</li> <li>3. Any high or medium risks identified have been actioned appropriately</li> </ol>
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The results of the review will be shared with each College / Professional Service, indicating good practice and any learning and action that need to be taken. A summary of compliance will be reported to the Safety, Health and Wellbeing Consultative Committee annually.

#### List of consultees during approval process:

Stephenson, Juliette <J.Stephenson@exeter.ac.uk>; Stone, Ian <I.Stone@exeter.ac.uk>; Hamilton, Jo <J.Hamilton@exeter.ac.uk>; Davey, Matt <M.L.Davey@exeter.ac.uk>; Shore-Nye, Mike <M.Shore-Nye@exeter.ac.uk>; Murrish, Orlando <O.Murrish@exeter.ac.uk>; Hirst, Paul <P.S.Hirst@exeter.ac.uk>; Mucklow, Paul <P.R.Mucklow@exeter.ac.uk>; Strawbridge, Sharon <S.M.Strawbridge@exeter.ac.uk>; Lindsell, Kate <K.Lindsell@exeter.ac.uk>; 'sarah.buck@bsw-exeter.co.uk'; Markes, Karen <K.Markes@exeter.ac.uk>; Reeves, Gail <G.Reeves@exeter.ac.uk>; Grimmer, Ruth <R.Grimmer@exeter.ac.uk>; Howkins, John <J.Howkins@exeter.ac.uk>; Hart, Rob <R.J.Hart@exeter.ac.uk>; 'Pez.Hargreaves@fxplus.ac.uk'; Charman, Dan <D.J.Charman@exeter.ac.uk>; Peka, Linda <L.A.Peka@exeter.ac.uk>; Durston, Cathy <C.Durston@exeter.ac.uk>; Burn, Rachel <R.L.Burn@exeter.ac.uk>; Wetherell, Mike <M.J.Wetherell@exeter.ac.uk>; Harrison, Charles <C.Harrison@exeter.ac.uk>; Woodgate, Adam <A.R.Woodgate@exeter.ac.uk>

#### Version control:

Version 1 – May 2014 to August 2017

Version 2 – January 2018 to January 2021