# 2.19 New and Expectant Mothers - Policy and Procedures

## Version History and Control Sheet

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<th>New and Expectant Mothers - Policy and Procedures</th>
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<tr>
<td>Version</td>
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<tr>
<td>Date of original creation</td>
<td>October 2012</td>
</tr>
<tr>
<td>Date of last Issue</td>
<td>N/A</td>
</tr>
<tr>
<td>Author/s</td>
<td>John Woods</td>
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<td>File name</td>
<td>New and Expectant Mothers - Policy and Procedures</td>
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## Document History

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<tr>
<th>Version Number</th>
<th>Purpose/Change Details</th>
<th>Author</th>
<th>Date</th>
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<tr>
<td>1.0</td>
<td>Original Document/draft</td>
<td>John Woods</td>
<td>10/12</td>
</tr>
<tr>
<td>1.1</td>
<td>Feedback and amends</td>
<td>John Woods</td>
<td>1/13</td>
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## Document Sign Off

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Name</th>
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<tr>
<td>Managing Director</td>
<td>[Signature]</td>
<td>Trevor Caffull</td>
<td>01-02-13</td>
</tr>
<tr>
<td>Project Manager</td>
<td>[Signature]</td>
<td>J.W. Woods</td>
<td>21/1/13</td>
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<tr>
<td>Property Services</td>
<td>[Signature]</td>
<td>S. Peacock</td>
<td>4/2/13</td>
</tr>
<tr>
<td>Health and Safety Advisor</td>
<td>[Signature]</td>
<td>Kevin Jones</td>
<td>6-2-13</td>
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Section 1 - Policy

1.1 Purpose

The Salvation Army Trading Company Ltd (SATCoL) is committed, so far as is reasonably practicable through best practice, managing the risks associated with new or expectant mothers as employees and volunteers. This policy outlines SATCoL’s approach to the management of such risks in order to comply with the Health and Safety Regulations.

1.2 Scope

This procedure applies to all SATCoL locations including shops and head office facilities.

SATCoL through the implementation of this policy and procedures will ensure that where work is of a kind which could involve risk, to introduce an occupational assessment of factors appropriate to the role and implement measures to encourage improvements in the safety and health at work of employees.

1.3 Requirements

A Risk Assessment for New and Expectant Mothers includes risk factors as appropriate to the role and working environment of the employee/volunteer within SATCoL.

The aim is to ensure all employees/volunteers who become pregnant undergo a risk assessment as early in their pregnancy as possible and that risks identified are controlled as far as is reasonably practical. The regulations also extend to women who have given birth in the previous six months, or are breastfeeding.

1.4 Responsibilities

SATCoL

The company will ensure, so far as is reasonably practicable, that employees will not be exposed to any hazards and associated risks when pregnant or breastfeeding.

Property Services

- Are Policy & Procedures Owners
- Are available to provide advice and further guidance where required

HR

- Are available to advise upon Statutory Maternity rights Pay/leave etc (Staff Handbook)
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All Line Managers including Location Managers

Managers are responsible for ensuring that:
- This policy and procedures are implemented and made known to all staff and volunteers within their area of responsibility
- Are to be involved in the process of pregnancy risk assessment by contributing to the assessment with the employee
- Any concerns raised by an assessment are discussed and addressed with the member of staff
- Any workstation furniture and equipment meet employees changing needs
- Any control measures recognized as necessary through risk assessment are implemented and regularly reviewed
- New and Expectant Mothers have the opportunity to take suitable rest breaks or undertake changes of activity
- Consideration is given to health and safety issues on the employee’s return to work after maternity leave
- Manage their teams with the objective to eliminate health hazards and risks

Staff

Staff, including volunteers are responsible for ensuring that:
- They advise their line manager as soon as pregnancy is confirmed
- This policy and procedures are adhered to at all times
- They participate in the maternity risk assessment process by examination of their own roles and environment and highlight any perceived issues of significant risk
- They undertake a new assessment if there are any significant changes in an aspect of job function after the original assessment
- Any concerns or requirements arising from the assessment are discussed with their manager
- Inform their line manager of any issues associated with their work
- Staff must also let the company know if they have any medical conditions eg headaches, eyestrain, postural problems, work related upper limb disorders (aches and sprains) etc.
- They take suitable and sufficient breaks or have a change of activity under guidance of their line manager
- Lone workers & Home working employees adopt the same policy and procedure
Section 2 - Procedure

Pregnant & Expectant Mothers Procedures

Advise of Pregnancy
- Advised by Member of Staff to line manager
- Change of Duties/Location

Member of staff reads "Guide for New and Expectant Mothers who work"

Manager Completes Risk Assessment Form
- Any Hazards or issues recorded. Risk evaluated and control measures put in place
- Actions diarised including regular review dates

Line Manager
- 1) Files documentation
- 2) Diary reviews and actions agreed

Overview

Line managers must make an assessment once notification is received of the pregnancy. (A certificate should be provided by employees who can obtain this from their GP or midwife) **Note:** Until written notification is received there is no obligation to take action other than those resulting from a general risk assessment - however SATCoL will **plan** to conduct the New and Expectant Assessment on verbal notification based on a ‘sensible’ risk based approach.

Hazards
- Working at Heights
- Manual Handling
- Insufficient Rest
- Temperature
- VDU’s and workstation
- Lone Working
- Threat of violence
- Chemicals used in relation to cleaning
- Infectious or contagious disease
- Work environment-floor surfaces, reaching, prolonged standing

Aspects that may affect work
- Morning sickness
- High or Low Blood pressure
- Backache
- Tiredness
- Balance
- Comfort
- Varicose Veins
- Increasing size
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- Dexterity and agility, co-ordination and speed of movement which may be impaired

The Health and Safety Executive (HSE) publish guidance in their leaflet “Guide for new or Expectant mothers who work”.

Responsibilities

- Once pregnancy has been confirmed to the line manager he/she must take account of the potential and actual hazards in the workplace which could adversely affect the wellbeing of the new or expectant mother and/or unborn child.

- A risk assessment must then be completed, identifying potential hazards, evaluating risk and developing an action plan containing control measures. Managers can complete this jointly with the employee by observation of the employee undertaking their normal tasks.

- Issues that arise from the assessment must be discussed between the line manager and employee.

- Any advice from doctor or midwife must be passed on to SATCoL as employer.

- Line Managers complete the Action Log to monitor progress.

- Line Managers must file a copy of the Risk Assessment form for future reference/audit.

- If there are any specific issues highlighted in the Risk Assessment, such as a more complex medical issue or an issue that cannot be resolved reference to HR will be required to take into account specific needs identified.

The line manager will retain accountability for the safety and well being of all staff working under their control and changing circumstances that may arise.

Determine the Level of Risk

The risk rating must take all of the above into account as well as any personal requirements for the staff involved. It must include the working environment and the geographical location. In all circumstances each hazard identified must be evaluated.

Control Measures

Hazards are identified and recorded on the Risk Assessment form (Appendix 1)

- Low
- Medium
- High

These will be recorded in the Risk assessment as an Initial Risk Rating and then as a Residual Risk Rating to reflect the impact of further improvements put in place to reduce risks.

Line Managers should use Appendix 2 to record and diarise any actions identified.

Equipment

Where a completed Risk Assessment identifies the need for equipment eg Chair then this must be discussed with line manager who will confirm the equipment is required. The Line Manager should then arrange for this to be provided if appropriate or make other suitable adjustments by reference to the guidance of senior management.
Rest Breaks

The purpose of a break is to prevent the onset of fatigue. To achieve this objective expectant mothers might agree with line managers as a control measure changes of activity within their working day and are encouraged, and will be expected to take suitable breaks. Change of activity could be phone calls, filing, meetings etc.

There is no prescribed duration for a break but guidance suggests that more frequent short breaks every hour are better than longer breaks (15 mins every 2 hours).

Ergonomic Assessment

If an expectant mother has an existing medical condition that could be aggravated during pregnancy the workstations and environment should be assessed by a trained ergonomic advisor.

This should be discussed with line managers who will arrange with HR for this to be carried out.
Section 3 - References

3.1 Statutory Documents

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<tr>
<th>Document Ref.</th>
<th>Title</th>
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<tbody>
<tr>
<td></td>
<td>European New and Expectant Mothers Directive</td>
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<td></td>
<td>Guide for new or expectant mothers who work</td>
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<td></td>
<td>Health and Safety (Display Screen Equipment) regulations</td>
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<td></td>
<td>The Management of Health and Safety at Work Regulations</td>
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<td>Control of substances Hazardous to Health Regulations</td>
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<td>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</td>
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<td></td>
<td>Provision and Use of Work Equipment Regulations</td>
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<td>Manual Handling Regulations</td>
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<td>Working Time Regulations</td>
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3.2 Abbreviations

<table>
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<td>COSHH</td>
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<tr>
<td>DSE</td>
<td>Display Screen Equipment</td>
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<tr>
<td>HSE</td>
<td>Health &amp; Safety Executive</td>
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<tr>
<td>RSI</td>
<td>Repetitive Strain Injury</td>
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<tr>
<td>VDU</td>
<td>Visual Display Unit or Computer/Display Screen</td>
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3.3 Definitions

**Staff** - refers to any persons carrying out SATCoL business whether they are paid or unpaid. The definition is extended to include volunteers, contractors and exhibition staff.
### NEW & EXPECTANT MOTHERS RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Hazard:</th>
<th>Existing Controls already in place:</th>
<th>Yes</th>
<th>No</th>
<th>Initial Risk Rating HML</th>
<th>Further Improvements required to Reduce Risks are: (Management action plan)</th>
<th>By Whom?</th>
<th>By When?</th>
<th>Residual Risk Rating HML</th>
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H= High M= Medium L=Low

Persons at Risk (√) Add as Appropriate:

<table>
<thead>
<tr>
<th>All employees</th>
<th>Volunteers</th>
<th>Young worker (under 18)</th>
<th>Other visitors</th>
<th>Cleaner</th>
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<tbody>
<tr>
<td>Shop staff</td>
<td>Customer</td>
<td>Disabled worker</td>
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### NEW AND EXPECTANT MOTHERS LOG

<table>
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<tr>
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Notes