

CORPORATE PROCEDURE

New and Expectant Mothers

1 Aims of the procedure

The aim of this Corporate Procedure is to ensure that Neath Port Talbot County Borough Council (NPTCBC) complies with its legal obligations under relevant legislation to ensure the health, safety and welfare of new and expectant mothers.

The purpose of this procedure is to ensure that a risk assessment is completed of any specific risks at work which can affect female employees of child bearing age who could become pregnant and any risks to new and expectant mothers.

2 Responsibilities

2.1 Corporate Directors

Corporate Directors shall be responsible for the overall implementation of this Corporate Procedure.

2.2 Heads of Service

Heads of Service shall be responsible for the day-to-day implementation of this Corporate Procedure and will ensure the provision of the necessary resources to ensure a safe system of work, comply with the statutory obligations placed upon NPTCBC.

2.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared overall responsibility for health, safety and welfare between the LEA, Governing Body and Headteacher.

2.4 Managers/ Team Leaders/Headteachers

Managers/ Team Leaders/Headteachers are responsible for ensuring the implementation of this Corporate Procedure within their workplaces.

Managers/Team Leaders/Headteachers shall ensure that the employee is involved in the risk assessment process [CF/15/01](#) and that the controls identified and implemented. Where necessary the findings are communicated to all other employees as may be appropriate.

2.5 Employees

Are responsible for informing their employer that they are pregnant or breast feeding, this must be done via a written notification as soon as possible, where possible a certificate from the GP or the Mid-wife should be provided in order to confirm pregnancy.

2.6 Corporate Health and Safety Section

The Corporate Health and Safety Section will provide advice and guidance to employees and their line managers as required.

2.7 Occupational Health Unit

The Manager/Team Leader/Headteacher will refer the employee to the Occupational Health Unit for medical assessment by either the Physician or Occupational Health Adviser after the pregnancy risk assessment has identified any pre-existing medical conditions and/or problems with previous pregnancies which could be affected by the work process.

3 Risk assessment

3.1 A 'suitable and sufficient' risk assessment must be carried out on the corporate pregnancy risk assessment form [CF/15/01](#). The risk assessment should consider the following topics:-

- Any history of medical complications
- Previous pregnancy complications
- Main Job duties
- The work station
- Manual handling, either inanimate or people or both lifting tasks.
- Physical exertion, such as stair climbing, lifting/carrying or walking long distances etc.
- Biological or chemical contaminants.
- Physical agents, such as driving or using cleaning machines.
- And any other aspect that may affect the employee such as the working environment, work loads, protective equipment and any pre-existing medical concerns.

4 Night work

Special consideration must be given to new and expectant mothers who work at night, if a medical certificate states that night work may affect the employees health and safety, then the Manager/Team Leader/Headteacher must either:

- a) Temporarily adjust the working conditions and/or hours of work, if that then is unreasonable,
- b) Offer the employee suitable alternative daytime work, if any is available or if that is not reasonable,
- c) Suspend the employee from work, on full paid leave, for as long as is necessary to protect her health and safety and that of her child.

There is only a requirement to this when the risk arises from the work and can not be adequately controlled.

It should also be noted that the above three steps must be considered at all times during the assessment process when the level of risk cannot be controlled adequately.

5 Breastfeeding

There are other risks to consider for employees who are breastfeeding such as working with chemicals that can be transferred from blood to milk, thus causing potential risks to the baby.

Once the employer has been notified in writing that the employee is breastfeeding, a risk assessment must be completed and controls put into place. The risk assessment must be reviewed at regular intervals for as long as the employee continues to breastfeed.

It is good practice to provide a healthy and safe environment for nursing mothers to express and store milk.

Where the risk to health and safety are being adequately controlled, it is unlikely that employees who continue to breastfeed will be exposed to risks that require them to be offered alternative work or paid leave.

6 Maternity Scheme and further guidance

The “Maternity Scheme” produced by the Personnel Section is available to all staff, copies can be found on the Intranet or can be obtained from the Personnel Section.

Further information can be obtained from guidance produced by the

Health and Safety Executive, as follows:-

- “A guide for new and expectant mothers who work” INDG 373
- “New and Expectant mothers at Work, an Employers Guide” ISBN 0717625834