

New & Expectant Mother Policy

Version Number	1
Revision Date	5 September 2023
Department	Business Support and Transformation
Author	Heath, Safety and Wellbeing Manager
Reason for Policy Creation/Revision	Regular Review
Data Protection	This policy complies with our Data Protection Policy & Procedures.
Equalities	This policy ensures that we have equal protection in place for employees.
Sustainability	N/A
Proof Read By	Head of HR & OD and People Partner
Date Approved	10 October 2023
Approved By	Director of Business Support & Transformation
Next Review Due	3 years after approval or should any legislation change.
Audience – Training and Awareness Approach	Manager training will be required to support awareness and effective use of the policy.
Effective Date	12 October 2023
Internal References – Policies & Procedures (Located on The Hub)	New & Expectant Mothers Risk Assessments - Form 305 Family Friendly Policy and Procedure
External References	Employment Rights Act 1996 Equality Act 2010 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992

NEW & EXPECTANT MOTHER POLICY

1. Policy Purpose

- 1.1 This policy is to ensure the protection against Organisational Health & Safety risks of employees who are pregnant or who have recently given birth, and to protect the developing child.

2. Definitions and Scope

- 2.1 'New or expectant mother or birth parent ' means a person who is pregnant, who has given birth within the previous 6 months or who is breastfeeding.
- 2.2 'Given birth' – is where a person has delivered a living child or, after 24 weeks of pregnancy, a stillborn child.
- 2.3 It's important that we support all birth parents equally. Legal protections also apply to some transgender men, non-binary people and people with variations in sex characteristics, or who are intersex.
- 2.4 We will ensure that we engage with the new or expectant birth parent at the start of the process outlined within this policy. This will include use of language that is inclusive, non-offensive and in accordance with how the person self describes and wishes to be addressed.
- 2.5 The Equality Act 2010 makes it unlawful to dismiss or discriminate against an employee because they are pregnant, a new birth parent or are breastfeeding. Breaches of health and safety law may also be discrimination under the Act, depending on the circumstances.
- 2.6 The Act requires no length of service qualification and gives protective rights to a broad range of workers, including contract, agency and apprentice workers.
- 2.7 Employees should also refer to our Family Friendly Policy and Procedure which outlines further leave provisions and entitlements including Adoption, Maternity, Paternity and Partner and Shared Parental Leave as well as Time Off for Dependants.

3. Employee Responsibilities

- 3.1 All employees will be informed of the hazards and risks identified in the General Risk Assessment and of the need to notify in writing to their manager (who will in turn inform the HR & OD Team) of becoming a new or expectant birth parent.

4. Assessment and Control

- 4.1 The General Risk Assessment carried out will take account of any general hazards and risks which can affect a new or expectant birth parent , whether or not any such persons are employed at the time of the assessment.
- 4.2 Upon receiving notification that an employee is a new or expectant birth parent, a New and Expectant Mothers Risk Assessment will be carried out, based on the findings of the General Risk Assessment. This will ensure that they are not exposed to anything which will either damage their health or that of their developing child.

NEW & EXPECTANT MOTHER POLICY

- 4.3 In addition, the assessment must also take account of any medical recommendations provided by the birth parent's doctor or midwife.
- 4.4 The employee's manager, with support from the People Partner, will be responsible for ensuring that the assessment is carried out and periodically reviewed by the Health, Safety & Wellbeing Manager.
- 4.5 The employee and relevant manager will be informed of the findings of the New and Expectant Mothers Risk Assessment and any restrictions on their normal duties.
- 4.6 The assessment will be monitored and reviewed by the relevant manager, supported with advice and guidance from the People Partner, throughout the time that the employee remains as a new or expectant mother/ birth parent . All Risk Assessments and reviews will be recorded and filed by the Health, Safety & Wellbeing Manager.
- 4.7 The risk assessment must make necessary adjustments as the pregnancy progresses and if there are any significant changes to the birth parent's activities or workplace.
- 4.8 The main risk areas to new and expectant birth parents within Hanover roles includes:
- Posture and position
 - General working conditions
 - Slips, trips and falls
 - Handling of loads
 - Movements and postures
 - Physical shocks and vibration – particularly blows to the abdomen
 - Excessive heat and cold
 - Ionising and non-ionising radiation
 - Biological agents – bacteria, viruses, etc.
 - Toxic chemicals and exposure to harmful substances such as lead, radioactive material, infectious diseases and antimetabolic (cytotoxic) drugs
 - Welfare facilities
 - Fatigue, stress and working hours
 - Passive smoking
 - Lone working / night working / working at height
 - Nutrition
 - Travelling
 - Violence and aggression
- 4.9 Electromagnetic radiation from computer screens is currently not believed to adversely affect the birth parent or foetus. All new and expectant birth parents will be informed of the current thinking on this subject.
- 4.10 Any Personal Protective Equipment provided must be safe and comfortable for the birth parent to use, especially as their pregnancy progresses.
- 4.11 For all risks identified in the specific risk assessment, measures will be taken to eliminate or adequately control the risk. Suitable measures, under the Employment Rights Act 1996, may include:

NEW & EXPECTANT MOTHER POLICY

- Adjusting working conditions and/or hours. The pregnant or new birth parent can work nights, provided the work involved presents no risk to the health and safety of them or their child.
- Providing suitable alternative work on same terms and conditions, this may include offering suitable alternative day work where the individual assessment identifies a risk from night work or where their doctor or midwife presents a medical certificate stating they should not work nights.
- Discussing any conditions or circumstances where their pregnancy could affect their work.
- Where working conditions / hours cannot be adjusted and suitable alternative work cannot be given to adequately control the risk, the employee will be given paid leave of absence for as long as necessary to protect their health and safety and that of their child.

4.12 Suitable facilities will be provided for new and expectant birth parents to rest and more frequent rest breaks will be given as part of the assessment process. These facilities will allow the birth parent to lie down if necessary, be located conveniently to sanitary facilities and will include provisions for expressing / storing milk, where necessary and reasonably practicable.

4.13 A safe and private space must be provided to allow the birth parent to express milk if they choose to, toilets are not a suitable place for this.

5. Data Protection

5.1 All information held and used under this policy will conform to Hanover's Data Protection Policy and Procedure and the Employee Privacy Policy.

6. Monitoring & Evaluation

6.1 This policy will be monitored and evaluated by the Health, Safety and Wellbeing Manager.

6.2 This policy does not constitute contractual terms and conditions. Hanover reserves the right to amend any provision of this policy subsequent to appropriate consultation.

7. Reporting Requirements

7.1 Data on this policy shall be reported through our workforce and healthy safety data being reported to ELT and SMT on a monthly basis, and our Board on a quarterly basis.

8. Review

8.1 We will review this policy every three years, or earlier as required.