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| **HSP15 New and Expectant Mothers** |  |

# 1.0 Policy

1.1 NHS Education for Scotland (NES) is committed to ensuring that it will risk assess the working conditions of all its employees who are new or expectant mothers and ensure that appropriate arrangements are made to protect their health and that of their child.

# 2.0 Scope

2.1 This policy applies to any NES employee.

2.2 A new or expectant mother is a person who is pregnant, who has given birth within the previous six months, (delivered a living child or after 24 weeks of pregnancy, a stillborn child) or who is breastfeeding.

**3.0 Responsibilities and Requirements**

3.1 **The Chief Executive and the Executive Team** have overall responsibility for the ongoing review, development and implementation of this procedure.

3.2 **The Director of Workforce**:

3.2.1 Has been assigned operational responsibility for the review, ongoing formulation, development and implementation of this procedure within NES;

* + 1. Will ensure that to assist with the implementation of this policy, NES has retained the services of a competent Occupational Health Advisor;
		2. Will ensure that required action is taken to resolve any health issues identified by the NES Occupational Health Advisor and/ or risk assessments.

 3.2.4 Will report on the operation of this procedure as part of the annual review of NES’s

health and safety management system (HSMS).

3.3 **Directors, Heads of Departments, Senior Managers and their Deputies** are responsible for the implementation of this procedure within their areas of responsibility. They will ensure that:

* + 1. Risk assessments are carried out covering factors specific to the individual, their tasks and the area in which they are performed;
		2. Risk assessments are reviewed and amended as appropriate at least once every two months and whenever there is reason to believe they are no longer valid;
		3. Action plans are developed and implemented to resolve any health issues identified by risk assessment or by NES’s Occupational Health Advisor(s) who is to be consulted as appropriate when developing and implementing these plans;
		4. The expectant/new mother is to be provided with information about the risks and the safety measures put in place;

3.4 **Line Managers** are responsible for the implementation of this procedure within their areas of responsibility. They will ensure that:

* + 1. Suitable risk assessments are carried out for their staff at suitable frequencies. (Health and Safety Representatives may provide assistance);
		2. The new mother is to be provided with information about the risks and the safety

measures in place. She will be directed to INDG373 “A Guide for New and Expectant Mothers” on the HSE website. She is to be encouraged to inform her Line Manager if she feels at risk of harm either to herself or her child.

3.5 **Any employee** who has reason to believe that she is pregnant is requested to inform their

 line manager or NES Human Resources and Organisation Development department in

 confidence to discuss and assess whether her work activities may give rise to risks to her

 health and that of her unborn child.

* 1. Where required the **NES’s Occupational Health Advisor** is responsible for:

3.5.1 The carrying out of any required medical evaluations;

3.5.2 Providing advice to both staff and management on work related health issues;

3.5.3 Assisting in the assessment of work activities to identify potential risks to

 health and the identification and implementation of control measures;

3.5.4 Assisting in monitoring the effectiveness of risk control measures.

* 1. **The Health and Safety Advisor and Health and Safety Representatives** will provide assistance in the application of this procedure.

**4.0 Procedure**

4.1 Risk assessments are to cover the factors identified below and to be reviewed at regular

 intervals during the process of the pregnancy.

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| **Aspects of Pregnancy** | **Workplace Factors** |
|  Morning sickness Backache Varicose veins Haemorrhoids Increasing number of visits to the toilet Tiredness Balance Comfort Dexterity/Agility/Co-ordination | Weekend/ Evening workOvertimeManual handlingSustained/awkward posturesStandingSpace constraintsHot/cold environmentsUse of protective clothing |

An example of a risk assessment record for new or expectant mothers at work can be found in Appendix 1 of this procedure.

* 1. If the risk to the new or expectant mother cannot be removed or minimised to

 a safe level then further action is to be taken. Consideration is to be given to: -

4.2.1 Alteration of working hours;

4.2.2 Alteration of working conditions;

4.2.3 Alteration of tasks.

4.3 If a registered medical practitioner or a registered midwife has provided a certificate, the recommendations outlined in the certificate are to be followed.

4.4 If at any stage during her pregnancy or when she is nursing the child the employee suffers ill health or is concerned that her work may be affecting the health of herself or her unborn child she should, in confidence, contact her manager for a reappraisal of her duties. If the health concerns cannot be immediately resolved the member of staff will be released from duties on work related sick absence in accordance with the NES’s Human Resources and Organisation Development Policies, until the health issues are resolved or when she would normally return to work after the birth if that she has exercised that option. (The NES Occupational Health Advisor should be contacted for advice as appropriate).

4.5 Prior to return to work after giving birth a nursing mother is required to discuss with her line manager in confidence, her work and responsibilities in order to ensure that there will be no health risks to herself or her child.

* 1. Records of completed risk assessments and action plans and records associated with the operation of this procedure are to be kept for a minimum of 3 years in accordance with the requirements of procedure HSMP 04 ‘Formulation, Development and Control of the Health and Safety Management System’ (HSMS).

4.7 The operation of this procedure will be audited in accordance with the NES’s Health, and Safety Management Audit Procedure