

**MATERNITY – STAFF AND STUDENTS
(WHO ARE NEW OR EXPECTANT MOTHERS)
PROCEDURE**

Document reference	2509
Version number	009
Owner	Steve Johnson
Department/Area	Health & Safety
Date of review	10.04.24
Date of approval	24.04.24
Approved by	SLG
Next review date	23.04.26
Date of EIA if appropriate	08.04.24
Status (delete as appropriate)	Internal/Public

SCOPE

All staff and students who are new or expectant mothers.

Purpose

The main purpose of this guidance is to identify the duties relating to pregnant women and New Mothers under health and safety legislation and areas of work which may have hazards that could put a pregnant woman or their child at risk.

The undertaking of risk assessments will ensure that any possible risks that new and expectant mothers may encounter in the course of their work or studies are correctly identified and addressed accordingly.

Definition

The phrase 'new or expectant mother' means an employee or student who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Notification

Dudley College of Technology has a legal duty to protect new and expectant mothers. In order for the college to fulfil this duty, pregnant women need to inform their line manager/tutor of their pregnancy at the earliest opportunity, so that appropriate safeguards can be taken.

Pregnancy must not be regarded as ill health, and many women work or study for the duration of the pregnancy and may return to work or studies while they are still breastfeeding.

Responsibility

The new or expectant mother is responsible, initially, for notifying their manager or tutor that she is pregnant.

Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore, working conditions normally considered acceptable may be temporarily affected during pregnancy and while breastfeeding. Related health and safety implications can be adequately addressed by normal health and safety management procedures.

Procedure

		Responsibility
1.	The expectant mother should inform their Line Manager or Tutor that they are pregnant at their earliest convenience. The Line Manager or Tutor is within their right to request this in writing along with certification from a mid-wife/doctor.	Expectant Mother
2.	A risk assessment should be undertaken as soon as possible, and regularly reviewed throughout the pregnancy to ensure that any additional needs are addressed during the pregnancy. For staff the risk assessment is undertaken by a member of the health and safety team, however, if the member of staff prefers, the assessment can be carried out by their own Line Manager. For students, the risk assessment should be undertaken by the Tutor, who will understand the risks faced by the student and be able to make reasonable adjustments accordingly (where these are required).	Health & Safety Team Individual Tutors
3.	Templates and links to the following Appendices have been produced as an aid to the assessment. - Appendix 1 - Maternity - Student Risk Assessment on page 4. - Appendix 2 - Maternity – Staff Risk Assessment on page 9. These should be completed accordingly.	
4.	The completed risk assessment will be signed by both the pregnant member of staff and the line manager.	Expectant Mother
5.	The assessment is a live document and as such should be revised as necessary throughout the duration of the pregnancy by the Line Manager/Tutor. The expectant mother is responsible for informing their manager/tutor of any changes to her condition that may affect their health and safety.	Line Manager / Tutor & Expectant Mother
6.	Upon return from maternity leave, the Line Manager should review the assessment with the new mother and make any revisions accordingly.	Line Manager / Tutor

7.	Suitable provisions will be made for new mothers wishing to express breast milk during works hours.	
8.	A copy of the risk assessment, and all supporting documentation, will be stored on the employees personnel file or the student records.	

Appendix I - Maternity Student Risk Assessment

Health and Safety in Maternity

To be completed by Tutor

Name of student	
Student ID number	
Curriculum Area/Course	
Assessment date	
Assessment carried out by	
Due date	
Stage in pregnancy	Stage 1 1-14 weeks ☐
	Stage 2 14-32 weeks ☐
	Stage 3 32-40 weeks ☐
	Stage 4 up to 6 months after birth ☐
	Stage 5 while breastfeeding ☐

Main tasks and activities
What are the main tasks/activities of the course: Curriculum coverage Work placements (<i>if applicable</i>)

Advise the student that it is their responsibility to notify the placement provider of their pregnancy. The placement provider is legally obliged to carry out a maternity risk assessment.

Are there any situations that could give rise to problems for work/study either indoors or outdoors or lone working?

Please identify level of risk and add a short explanatory note.

Indoor	High risk ☐	Medium risk ☐	Low risk ☐
Outdoor	High risk ☐	Medium risk ☐	Low risk ☐
Lone working	High risk ☐	Medium risk ☐	Low risk ☐

Notes:

Students' health

Please describe individual's current health at this stage.

Add short explanatory note if required.

Fit ☐	Fit subject to restriction ☐	Referred to GP/midwife ☐
---------------------------------	--	--

Notes:

General notes

Discussion Points

Curriculum area		
List areas where the student may be put at risk to themselves or unborn child		
1.	Low ☐	High ☐
2.	Low ☐	High ☐
3.	Low ☐	High ☐
List the restrictions/controls in place		

Equipment		
Does the student use any equipment to assist with the course	Yes ☐	No ☐
Please list;		
Does this equipment		
Require them to stand or sit awkwardly?	Yes ☐	No ☐
Restrain or restrict them?	Yes ☐	No ☐
Make it difficult to reach?	Yes ☐	No ☐
Require them to repeat movements or actions?	Yes ☐	No ☐
Expose them to vibrations or shocks to the abdomen?	Yes ☐	No ☐
<i>If the answer is yes to any of these questions, you must discuss with the relevant CM and/or the health and safety team on how to improve or change the way the equipment is used.</i>		

Hazardous substances		
Chemical or biological		
Does the student handle or have contact with any substances or chemicals?	Yes ☐	No ☐
<i>If the answer is yes, please review the COSHH assessment paying particular attention to substances which can affect unborn or breast-feeding babies.</i>		

Safety wear		
Does the student use personal protective equipment (PPE)?	Yes ☐	No ☐
If the answer is yes review the current PPE provided and replace if necessary.		
Notes;		

Workplace		
Is the student in contact with x-rays?	Yes ☐	No ☐
Is the student in contact with radiography?	Yes ☐	No ☐
If the answer is yes discuss student removal from the task immediately.		
Notes;		

Workplace		
Do the studies bring the student into contact with animals. (enzootic)	Yes ☐	No ☐
If the answer is yes review measures to eradicate risk of infection.		
Notes:		

Actions agreed	
Having completed the assessment, please list any points which need further discussion together with action agreed to ensure the student can complete the course safely.	
Discussion point	Action agreed
1.	
2.	
3.	
4.	

Students signature	
Sign	Print

Tutor's signature	
Sign	Print

Curriculum Manager's signature	
Sign	Print

Assessment review
Further assessment to be carried if course detail or student circumstances change.

Appendix 2 - Maternity Staff Risk Assessment

Health and Safety in Maternity

To be completed by a member of the Health and Safety Team

Name of employee	
Payroll number	
Which Curriculum or support area	
Assessment date	
Assessment carried out by	
Due date	
Stage in pregnancy	Stage 1 1-14 weeks ☐
	Stage 2 14-32 weeks ☐
	Stage 3 32-40 weeks ☐
	Stage 4 up to 6 months after birth ☐
	Stage 5 while breastfeeding ☐

Main tasks and activities
What are the main tasks/activities of the job/course programme?

Are there any situations that could give rise to problems for work/study either indoors or outdoors or working alone?			
Please identify level of risk and add a short explanatory note.			
Indoor	High risk ☐	Medium risk ☐	Low risk ☐
Outdoor	High risk ☐	Medium risk ☐	Low risk ☐
Lone working	High risk ☐	Medium risk ☐	Low risk ☐
Notes:			

Employees health		
Please describe individual's current health at this stage. Add short explanatory note if required		
Fit ☐	Fit subject to restriction ☐	Referred to GP/midwife ☐
Notes:		

General notes

Display Screen Equipment (DSE)

Discussion Points

Equipment		
Does the employee use any equipment to do their job?	Yes ☐	No ☐
Please list		
Does this equipment		
Require them to stand or sit awkwardly?	Yes ☐	No ☐
Restrain or restrict them?	Yes ☐	No ☐
Make it difficult to reach?	Yes ☐	No ☐
Require them to repeat movements or actions?	Yes ☐	No ☐
Expose them to vibrations or shocks to the abdomen?	Yes ☐	No ☐
If the answer is yes to any of these, you must discuss with the employee how to improve or change the way they use this equipment.		

Hazard substances Chemical or biological		
Does the employee handle or have contact with any substances or chemicals?	Yes ☐	No ☐
<i>If the answer is yes please review the COSHH assessment with the Manager, paying particular attention to substances which can affect unborn or breast-feeding babies</i>		

Safety wear		
Does the employee use personal protective equipment (PPE)?	Yes ☐	No ☐
<i>If the answer is yes review the current PPE provided and replace if necessary</i>		
Notes:		

Workplace		
Is the employee in contact with x-rays?	Yes ☐	No ☐
Is the employee in contact with radiography?	Yes ☐	No ☐
<i>If the answer is yes discuss possible restriction/removal from the workplace with your Manager immediately.</i>		
Notes:		

Workplace		
Does the work bring the employee into contact with animals (enzootic)?	Yes ☐	No ☐
<i>If the answer is yes, review measures to eradicate risk of infection</i>		
Notes:		

Actions agreed

Having completed the assessment, please list any points which need further discussion together with action agreed to ensure the employee and continue their work safely.

Discussion point	Action agreed
1.	
2.	
3.	
4.	

Employees signature

Sign	Print
------	-------

Managers signature

Sign:	Print
-------	-------

Assessment review

Further assessment to be carried out at the request of the employee if circumstances change.