Organisational Arrangements for the Management of the Health and Safety Risk to New and Expectant Mothers

Health and Safety Service
Introduction
These Organisational Arrangements form part of the College’s Health and Safety Policy. They outline the College’s approach to complying with the requirements of legislation to protect the health and safety of new and expectant mothers at work, including:

- Management of Health and Safety at Work Regulations 1999 (MHSW)
- Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations)
- Equality Act 2010

Management
Overall management of health and safety is described in the Organisational Arrangements for the Management of Health and Safety.

Employees
While you do not have to inform the College that you are pregnant, have given birth in the last six months or are breastfeeding, it is important (for you and your child’s health and safety) to notify them in writing as early as possible. Until the College receives written notification from you, it is not required to take any further action, such as altering working conditions or hours of work.

The College can also ask you to provide a certificate from your GP or registered midwife showing that you are pregnant.

Once notified, your line manager should normally undertake a review of the risk assessments that apply to your work and if any additional risks are identified, the College, normally through your line manager, must inform you (either directly or through your safety representative) about them and the preventative and protective measures implemented to reduce, remove or control them.

Pregnant workers are entitled to more frequent rest breaks and you should agree the necessary timing and frequency of rest breaks with your line manager.

There are no legal restrictions on breastfeeding at work or any time limit for doing so. This is something for you to decide but it should not prevent you from returning to work. You should provide the College with written notification that you are breastfeeding so that suitable facilities can be identified.

Human Resources Department
The Human Resources Department take the lead in coordinating a new or expectant mothers health and safety arrangements (See: http://www.bbk.ac.uk/hr/policies_services/FamilyLeave)

Once notified they will inform the individual’s line manager to review relevant risk assessment.

Line Managers
Line managers have the primary responsibility to ensure;

- The day to day compliance with these Organisational Arrangements,
• Any risk assessment applicable to the individual’s work is reviewed in light of the change of circumstances and kept under review as the pregnancy progresses, (a template is available on the Health and Safety Service website and guidance is available from the Health and Safety Executive http://www.hse.gov.uk/mothers/)

• Where an employee has notified you that there is a previous pregnancy-related medical condition, you must take into account any medical advice from their GP or midwife and adjust your working conditions accordingly. Additional advice may be sought from the Health and Safety Advisor or the College’s Occupational Health Provider.

• You identify somewhere for pregnant and breastfeeding employees to rest and where necessary, this should include somewhere for them to lie down.

• That where an employee returns to work and is breastfeeding, suitable facilities for doing so are identified. It is not suitable for toilets to be used for expressing milk.

Further information is available from the Health and Safety Executive and guidance specific to the College is available on the Health and Safety Service Website.

Appendix A - Definitions

**A new or expectant mother** is a woman who is pregnant, has given birth within the last six months or is breastfeeding.

‘**Given birth**’ is described in the Management of Health and Safety at Work Regulations 1999 (the Management Regulations) as having ‘delivered a living child or, after 24 weeks of pregnancy, a stillborn child’.