



Charity Number 1036832

January 2018

New and expectant mothers - Employment and staffing

Policy Statement

The law defines the new or expectant mother as someone who is pregnant, has given birth within the previous six months, or is breast feeding.

Naval Under 5's has a responsibility to protect the new or expectant mother under the Management of Health and Safety at Work Regulations 1999. Since it is possible for the first weeks of pregnancy to go undetected, this policy must be made known to all female employees. It will be added to the staff induction pack to enable all staff to be aware of the procedures needed to be followed in these circumstances.

From a health and safety point of view, you and your baby will have more protection from hazards at work if you inform NUF in writing that you are pregnant so that a specific risk assessment can be undertaken. The Preschool management committee may ask for written medical evidence and the employee is required to then provide it. The following certificates can be used for this purpose: Medical Statement; Maternity Certificate (Mat B1). If a Med 3 is furnished with medical advice from the employee's doctor, a specific risk assessment will be undertaken by the Health & Safety Officer immediately and reasonable steps taken to remove any risks identified.

Method;

Upon receipt of written confirmation of pregnancy from the employee and regardless of medical confirmation, the Health and Safety Officer; of the Preschool/Nursery with support from the Manager/Senior Supervisor will undertake an immediate risk assessment and discuss the issue with the employee concerned.

- Particular regard will be given to the Safe lifting procedures. The pregnant or nursing employee will be advised not to lift children, heavy loads, and loads above chest height or furniture.
- Trip hazards which are part of the daily risk assessment will be removed by any staff member upon seeing them as it is a particular risk of working with small children that they may leave toys lying around at any time or any spills must be cleared up immediately and the area marked.
- Adequate opportunity will be provided for the pregnant/nursing employee to be seated while working with children and be aware of the seat size for comfort. The employee concerned will not be required to sit or stand for lengthy periods of time and will be encouraged to adopt the most comfortable and safe posture while carrying out her duties.
- Discreetly and with confidentiality in mind - Notice will be given to parents reminding them of the requirement to notify the Manager or Senior Supervisor of the presence of infectious disease within the family e.g. German measles and the Senior Supervisor has a duty of care to inform the pregnant /nursing employee if such information is received.
- The general risk assessments will be conducted at regular intervals by the Health and Safety Officer and the employee concerned.
- A separate risk assessment will be carried out on the pregnant or nursing member of staff as soon as they make the employer aware that they are pregnant. It will be checked regularly (daily or weekly if required) and amendments done when needed.
- The pregnant member of staff must carry the documentation issued to them by their doctor/health visitor /midwife /hospital as soon as it is issued. They must make staff aware where they have stored the documents whilst in the setting so that they are easy to access if a medical situation arises.
- The employee will be given a copy of A Guide for New and Expectant Mothers Who Work: Health and Safety Executive ISBN 0 7176 2614 8.

What are the maternity rights?

The employee's maternity rights fall into four categories:

- time off work for antenatal care with pay;
- maternity leave;



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- maternity pay; and
- protection against unfair treatment or dismissal.

There are two maternity benefits available to employees:

- Statutory Maternity Pay, paid by employers; and
- Maternity Allowance, paid by the Department for Work and Pensions.

ABOVE ALL THE MANAGER AND THE HEALTH & SAFETY OFFICER WILL OBSERVE COMPLETE PROFESSIONAL CONFIDENTIALITY