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WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

# **NEW AND EXPECTANT MOTHERS PROCEDURE**

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Approved by: Executive Team

Date of Approval: 16 October 2019

Review by Date: October 2022

Version: 1

## **New and Expectant Mothers Procedure**

### **1. Purpose and Scope**

- 1.1 Health Education and Improvement Wales (HEIW) recognises its duty to ensure the health and safety of employees who are new or expectant mothers are not put at risk by the work that they undertake.
- 1.2 The purpose of this procedure is to ensure the safety of all new and expectant mothers and will identify how HEIW will meet legislative requirements and will identify responsibilities for action in relation to new and expectant mothers.
- 1.3 This procedure applies to all employees who are pregnant or nursing.

### **2. Aims and Objectives**

- 2.1 To take all reasonable measures so that those women who may be pregnant or nursing are employed without risk to their own health or safety or that of their unborn children.

### **3. Implementation**

- 3.1 Although it is not a legal obligation, an employee who learns that she is pregnant will be encouraged to inform HEIW in writing that she is pregnant and she may be required to provide medical evidence of her pregnancy.
- 3.2 Once informed of the pregnancy, the Facilities and Compliance Manager will carry out an assessment of the health and safety risks to the individual employee and/or her unborn child using the HEIW form (Appendix A).
- 3.3 In conducting the risk assessment, which will involve the individual employee and their line manager, account will be taken of any medical statement provided by the employee's doctor or midwife such as:
  - any existing medical condition and/or of medical conditions to which the expectant or nursing mother may be prone.
  - adjustments to working conditions that may be needed during pregnancy or breastfeeding such as:
    - additional measures required to eliminate or control risks
    - possible need for additional breaks or shorter working hours
- 3.4 If any risks are identified, HEIW will do all that is reasonably practicable to remove, reduce or control them and if the risk cannot be removed, HEIW will:
  - temporarily adjust the employees working conditions and/or her hours of work, if that is not possible

- offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
- suspend her from work on paid leave for as long as is necessary for her health or safety or that of her child

3.5 A room has been set aside to be used by workers who are pregnant or who are breastfeeding and the use of this facility will be discussed and agreed upon as part of the risk assessment process.

#### **4. Training**

4.1 All female employees of childbearing age will be provided with information about the risks to their health and safety and the precautions in place to control those risks.

#### **5. Monitoring**

5.1 The new or expectant worker's line manager is required to review the initial risk assessment:

- At 24 weeks and every eight weeks by appointment thereafter;
- If the expectant mother raises any concerns in the meantime;
- On return to work.

## Appendix A

### New and Expectant mothers Risk Assessment

Name: .....

Department: .....

Date of Assessment: .....

Date of Baby's Birth (expected or actual): .....

Notice in writing of pregnancy received by HEIW: .....

Questionnaire		Yes	No
<b>Manual Handling</b>			
1.	Do you perform any manual handling tasks? (If 'YES' briefly describe these tasks)		
2.	Do you require any handling aids to be able to perform these tasks? (If 'YES' then state items required)		
<b>Working Environment</b>			
1.	If you use a computer screen has a DSE assessment been completed? (If 'NO' then ensure that one is completed immediately)		
2.	Do you need further equipment to make your working position more comfortable? (If 'YES' list items required)		
3.	Is your working day suitably flexible to allow you to reduce unnecessary fatigue? (If 'NO' consider reorganising work hours)		
4.	Are you able to control the pace and volume of your work to avoid unnecessary stress? (If 'NO' consider reorganising work routine)		
5.	Are you able to take rest periods when necessary? (If 'NO' consider reorganising work routine)		

Questionnaire		Yes	No
6.	Are you able to control the temperature in your environment to avoid extremes of cold or heat? (If 'NO' consider improvements to heating/ventilation systems)		
7.	During the normal course of your work, do you come into contact with any hazardous substances that may cause harm to you or your unborn/breastfed child? (If 'YES' list hazardous substances and ensure COSHH assessment has been completed for each)		
8.	Are you experiencing any conditions as a result of your pregnancy that we should be aware of?		
General			
9.	Are there any other work-place issues which are causing you concern that we need to be aware of? (If 'YES' provide details below)		

**Recommendations:**

(The following actions have been undertaken to address issues raised by this risk assessment)

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Signed: .....(Pregnant/Nursing Mother)

Date: .....

Signed: .....(Line Manager)

Date: .....

Signed: .....(Facilities and Compliance Manager)

Date: .....

Once complete, please return this form to the People Team