

# **New, Nursing and Expectant Mothers Policy**

**(HSP 004)**

**V5.0**

**May 2024**

## Table of Contents

|                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------|-----------|
| <b>1. Introduction.....</b>                                                                                | <b>4</b>  |
| <b>2. Purpose of this Policy/Procedure .....</b>                                                           | <b>4</b>  |
| <b>3. Scope.....</b>                                                                                       | <b>5</b>  |
| <b>4. Definitions / Glossary .....</b>                                                                     | <b>7</b>  |
| <b>5. Ownership and Responsibilities .....</b>                                                             | <b>7</b>  |
| <b>5.1. Role of Chief Executive .....</b>                                                                  | <b>7</b>  |
| <b>5.2. Role of the Director of Human Resources and Organisational Development .....</b>                   | <b>7</b>  |
| <b>5.3. Role of the Chief Operating Officer .....</b>                                                      | <b>8</b>  |
| <b>5.4. Role of Heads of Nursing (or Care group equivalent) .....</b>                                      | <b>8</b>  |
| <b>5.5. Role of Line Managers.....</b>                                                                     | <b>8</b>  |
| <b>5.6. Role of the Health and Safety Committee .....</b>                                                  | <b>8</b>  |
| <b>5.7. Role of the Childcare Co-ordinator .....</b>                                                       | <b>8</b>  |
| <b>5.8. Role of Individual Staff .....</b>                                                                 | <b>9</b>  |
| <b>5.9. Role of Health, Safety and Moving and Handling Team .....</b>                                      | <b>9</b>  |
| <b>5.10. Role of the Occupational Health Team.....</b>                                                     | <b>9</b>  |
| <b>5.11. Role of the Infant feeding Co-ordinator .....</b>                                                 | <b>9</b>  |
| <b>6. Standards and Practice .....</b>                                                                     | <b>9</b>  |
| <b>7. Dissemination and Implementation .....</b>                                                           | <b>12</b> |
| <b>8. Monitoring compliance and effectiveness .....</b>                                                    | <b>12</b> |
| <b>9. Updating and Review .....</b>                                                                        | <b>12</b> |
| <b>10. Equality and Diversity .....</b>                                                                    | <b>13</b> |
| <b>Appendix 1. Governance Information .....</b>                                                            | <b>14</b> |
| <b>Appendix 2. Equality Impact Assessment .....</b>                                                        | <b>17</b> |
| <b>Appendix 3. Statement confirming pregnancy.....</b>                                                     | <b>20</b> |
| <b>Appendix 4. Risk Assessment for New and Expectant Mothers .....</b>                                     | <b>21</b> |
| <b>Appendix 5. Guidance for completion of Assessment Form .....</b>                                        | <b>25</b> |
| <b>Appendix 6. New, Expectant and Breastfeeding Mothers Flowchart Guide to Risk Assessment Action.....</b> | <b>33</b> |

## **Data Protection Act 2018 (UK General Data Protection Regulation – GDPR) Legislation.**

The Trust has a duty under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 to ensure that there is a valid legal basis to process personal and sensitive data. The legal basis for processing must be identified and documented before the processing begins. In many cases we may need consent; this must be explicit, informed, and documented. We cannot rely on opt out, it must be opt in.

Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 is applicable to all staff; this includes those working as contractors and providers of services.

For more information about your obligations under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 please see the Information Use Framework Policy or contact the Information Governance Team.

Royal Cornwall Hospital Trust      [rch-tr.infogov@nhs.net](mailto:rch-tr.infogov@nhs.net)

## **1. Introduction**

- 1.1. Pregnancy is not a disease or illness but a dynamic condition, which will result in many physiological, hormonal, and psychological changes before the birth of the child and for a period of time afterwards.
- 1.2. The requirements of and risks to pregnant women and people in the workplace will therefore vary during the different stages of the pregnancy and any risk assessment performed must be reviewed accordingly throughout given this changing scenario.
- 1.3. A further risk assessment must be undertaken upon return to work and consideration will need to be given to the nursing mother, women or birthing person (as opposed to expectant mother, women or birthing person) as the risks will be different.
- 1.4. The risk assessment is to cover the workplace. All work activities, and work processes, that the new, expectant women or pregnant people or breastfeeding (nursing) mother, women or birthing people is engaged in. This includes physical hazards, biological and chemical agents along with working conditions/environmental hazards that they may be exposed to that could involve a risk to the Health, Safety or Welfare to them or their baby.
- 1.5. If risks are identified by the risk assessment, then information about those risks must be given to that member of staff and actions taken to eliminate avoid and/or remove/reduce the risk.
- 1.6. If the risk cannot be eliminated, avoided or reduced then a series of measures must be taken which effectively removes that new, expectant or breastfeeding mother, women, pregnant or birthing person from the source of risk.
- 1.7. A summary of such measures can be found under the appropriate heading or guidance booklet in this document.
- 1.8. This version supersedes any previous versions of this document.

## **2. Purpose of this Policy/Procedure**

- 2.1. This document outlines the Trust's obligations and management processes to ensure the Health, Safety and Welfare of women, pregnant or birthing people who are or have recently been pregnant, recently returned to work following a period of maternity leave and/or are breastfeeding/chestfeeding a child.
- 2.2. The document aims to ensure that the Trusts statutory duties and obligations are upheld in accordance with the various statutory requirements within and without legislation enforced by the Health and Safety Executive.
- 2.3. Pregnancy and maternity are also a protected characteristic within the Equality Act 2010 and as such the Trust will not treat a woman, pregnant or birthing person unfavorably or discriminate against them because of their pregnancy/maternity.

- 2.4. This policy provides guidance to staff who are pregnant and managers of new and expectant mothers, and birthing people and applies to employees of the Trust within Agenda for Change terms and conditions and also Dentists and Doctors under the national Medical and Dental terms and conditions of service.
- 2.5. This policy sets out maternity provisions and arrangements in relation to the birth of a child. This policy shall operate alongside additional HR policies for things such as Paternity and Parental Leave.

### **3. Scope**

- 3.1. The requirements of this policy will apply to women and pregnant or birthing people detailed in paragraph 2.1 and 2.4 above and staff or management with detailed with responsibilities below.
- 3.2. This guideline makes recommendations for women, pregnant and birthing people who are pregnant and working on behalf of the Trust. For simplicity of language, the policy uses the term women, pregnant and birthing people throughout, but this should be taken to also include people who do not identify as women, pregnant or birthing people who are pregnant, in labour and in the postnatal period.
- 3.3. Royal Cornwall Hospitals NHS Trust aim and accept, in so far as is reasonably practicable, the need to ensure the Health and Safety and Welfare of all its employees by taking all steps necessary to fulfil its obligations.

This policy applies to members of staff who are either pregnant, breastfeeding mothers and people (whilst breastfeeding continues) or nursing mothers and birthing people up to six months after confinement and highlights additional measures to be considered. These include:

- 3.3.1. Giving an expectant mother, women or pregnant person time off work with pay for ante-natal care.
- 3.3.2. Ensuring that they receive maternity leave.
- 3.3.3. The according of maternity benefits, occupational pay, statutory maternity pay or Maternity Allowance (where eligible) or ensuring they receive protection against unfair treatment or dismissal.
- 3.3.4. Carrying out initial risk assessments for all women and pregnant people of childbearing age to protect them from any hazards in the workplace, which could result in a risk to an expectant mother, women or pregnant person or unborn child.
- 3.3.5. Depending on the nature of your job and/or area that you are based it may be appropriate to complete more than one risk assessment during your pregnancy. In most circumstances the risk assessment should be reviewed on a monthly basis during the pregnancy to ensure relevance and identify any changes.

Note: These risk assessments should be undertaken in line with other relevant risk assessments that may also be in place e.g. currently covid risk assessments needs to be done on notification of pregnancy and at

28 weeks as pregnancy as this will affect the staff members covid age. Further advice can be sought from the Health and Safety team.

- 3.3.6. Carrying out additional risk assessments specific to the new, expectant or breastfeeding/chestfeeding mother, pregnant or birthing person when they notify their managers of this fact and that these are reviewed throughout their pregnancy and on return to work.
- 3.3.7. Ensuring that risks which are identified through the risk assessment process are acted upon to eliminate, avoid, reduce and/or control the risk and if this cannot be achieved remove the person from the risks by taking the following steps:
  - 3.3.7.1. Temporarily adjusting her/their working conditions and/or hours of work.
  - 3.3.7.2. Or if not reasonable to do so, or would not avoid the risk, offer her/them suitable alternative work.
  - 3.3.7.3. Or if that is not feasible, suspend her/them from work (paid leave) for as long as necessary to protect her/their safety or health or that of the child.
- 3.3.8. Give special consideration to new and expectant mothers or pregnant people who work at night, in that if that individual has a medical certificate stating that night work could affect her/their health or safety the Trust will, either:
  - 3.3.8.1. Offer her/them suitable daytime work if available or,
  - 3.3.8.2. Suspend her/them from work (paid leave) for as long as is necessary to protect her/their health or safety.
- 3.3.9. Supporting an individual that believes that there is a risk to her/their health and safety or to that of her/their baby, which has not been considered in the risk assessment so that she/they can raise the issue and be treated in a sympathetic manner.
- 3.3.10. Ensure that any matter, which the individual believes is a risk to her/their health and safety or to that of her/their baby, which has not been considered in the risk assessment, is now considered, reassessed and added to the risk assessment.
- 3.3.11. Ensure that the risk assessment specifically applicable to the individual new, expectant and breast-feeding/chestfeeding mother or pregnant or birthing person is kept under review after she/they have returned to work for a period of not less than six months.

## 4. Definitions / Glossary

For the purposes of this document the following definitions shall apply:

|                                                               |                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trust                                                         | The Royal Cornwall Hospitals NHS Trust.                                                                                                                                                                                                                                                                             |
| New or expectant mother, women or pregnant or birthing people | Means a worker who is:<br>Pregnant, or,<br>Who has given birth within the previous six months, or<br>Who is breastfeeding/chestfeeding.<br>Given birth is defined in the Management of Health and Safety at Work Regulations 1999 as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child.' |
| Staff                                                         | Women, pregnant or birthing person employed to undertake work for or on behalf of the Trust, whether remuneration (financial or otherwise) is received by or on behalf of the individual.                                                                                                                           |
| HSE                                                           | Health and Safety Executive.                                                                                                                                                                                                                                                                                        |
| MHSWR                                                         | Management of Health and Safety at Work Regulations 1999.                                                                                                                                                                                                                                                           |
| Suspend/Suspension                                            | Medical suspension to ensure the health, safety and wellbeing of the staff and the unborn child.                                                                                                                                                                                                                    |

## 5. Ownership and Responsibilities

### 5.1. Role of Chief Executive

The Chief Executive remains accountable for the implementation and delivery of this policy, however, the day-to-day responsibility for management actions contained herein is delegated through the management structure of the organisation.

### 5.2. Role of the Director of Human Resources and Organisational Development

- In accordance with other trust policies the Director of Human resources will ensure that this policy is applied to all staff (who are expectant, new or breastfeeding/chestfeeding mothers, pregnant or birthing people) in a fair, reasonable and balance manner across the organisation without detriment or compromise.
- Ensure that specialist human resources staff are engaged in, any discussion with staff or managers with regard discussion or negotiation in the event of a staff member being considered at significant risk by her/ their usual work activities.

### **5.3. Role of the Chief Operating Officer**

Shall ensure that the appropriate managers undertake suitable and sufficient risk assessments in a timely fashion and review the assessment at the required intervals.

### **5.4. Role of Heads of Nursing (or Care group equivalent)**

The Heads of Nursing are to:

- Be aware of the Trust's Health and Safety strategy and policies.
- Support the departmental manager in promoting a health and safety culture within your working environment, ensuring participation and involvement when requested.
- Identify potential risks and health and safety issues that may impact on the Trust's ability to achieve its objectives, and report concerns through your line management structure.
- Are required to take due care at work, report any accidents, incidents or untoward occurrences and comply with the Trust's Health and Safety policies in order that the Trust can fulfil its health and safety responsibilities.

### **5.5. Role of Line Managers**

Line Managers are responsible for:

- The undertaking of a specific risk assessment when officially informed in writing by a GP or a midwife as to an employee being pregnant, or following receipt of the letter from the employee (appendix 3).
- Ensuring that information will be treated in the strictest of confidence, in accordance with Trust confidentiality arrangements.
- Ensuring that the Childcare Co-Ordinator is notified by means of the statement confirming pregnancy located at appendix 3 of this document and flowchart at appendix 6.

### **5.6. Role of the Health and Safety Committee**

The Health and Safety Committee is responsible for:

- Reviewing this document in accordance with the time frame identified in the Meta data (Appendix 1) and section 9 below.
- Monitoring compliance through reports from the Health and Safety Team.

### **5.7. Role of the Childcare Co-ordinator**

- The Childcare Co-ordinator will provide advice, information and guidance to staff and managers in relation to general aspects of maternity leave and pay.

- Shall undertake the role of “Relevant Person” as defined in the Child and Families Act 2014 (s.75K2).
- The Childcare Co-ordinator will also maintain accurate records of all maternity leave dates and staff requesting maternity packs.

#### **5.8. Role of Individual Staff**

In order for the Trust to discharge its duties with regard to new and expectant mothers, pregnant or birthing person, you are advised to inform your supervisor/line manager as soon as you become or are aware you are pregnant by using a copy of the letter in appendix 3.

Report to the appropriate line manager any concerns with work activities that may impact upon the development of the condition.

#### **5.9. Role of Health, Safety and Moving and Handling Team**

Will provide advice and guidance for staff and line managers alike in completing risk assessments.

#### **5.10. Role of the Occupational Health Team**

Will provide help, advice and guidance for all staff and their managers during pregnancy and following their return to work.

#### **5.11. Role of the Infant feeding Co-ordinator**

The infant feeding co-ordinator can be contacted for advice and support regarding breast feeding/chestfeeding or expressing milk for new mothers or birthing people. Ext.2149 (01872 252149).

## **6. Standards and Practice**

- 6.1. The Trust has a duty of care for the health and safety of all employees whilst at work under section 2 of the Health and Safety at Work Act 1974 (HASWA). Also under the Management of Health and Safety at Work Regulations 1999 employers are required to carry out a risk assessment and evaluation of all the significant hazards which may be faced by new or expected mothers, women and pregnant person within the workplace.
- 6.2. A risk assessment must be completed, using the risk assessment ‘Appendix 4’ by the line manager as soon as informed of the pregnancy. Pregnancy is not a static condition and as it develops it will be necessary to review the original assessment in the light of changing circumstances. The worker herself/their self should be made aware of the need to report to her/their line manager any difficulties she/they may be experiencing or special requirements, e.g. periodic rest periods.
- 6.3. Due to the hazards present in some of the working environments within the Trust the assessment may identify the need for re-deployment or paid sick leave if not available. This is particularly relevant in areas with a high risk of violence and aggression or challenging behavior.

- 6.4. If any risks are identified then employers must take action to remove, reduce or control the risk. If the risk cannot be removed employers must:
- 6.4.1. Action 1; temporarily adjust her/their working conditions and/or hours of work; or if that is not possible.
  - 6.4.2. Action 2; offer her/them suitable alternative work following an appropriate assessment of that environment (at the same rate of pay) if available; or if that is not feasible.
  - 6.4.3. Action 3; suspend her/them from work on paid leave for as long as necessary to protect her/their health and safety and that of her/their child.
- 6.5. MHSWR also states that where a new or expectant mother or pregnant or birthing person works nights and provides a medical certificate from her/their GP or Midwife which says that working nights will affect the health of the woman or pregnant or birthing person, then the employer must suspend her/them from work, on full pay, for as long as necessary. However, the Employment Rights Act 1996 provides that where appropriate, suitable alternative work should be offered, on the same terms and conditions, before any suspension from work.
- 6.6. The Workplace Regulations require employers to provide suitable rest facilities for workers who are pregnant or breastfeeding/chestfeeding. The facilities should be suitably located (e.g. near to toilets) and where necessary should provide appropriate facilities for the new or expectant mother to lie down.
- 6.7. When notice is given from the woman to inform her manager that she/they intend to express milk on her/their return to work, the risk assessment will need to be revisited and consideration of where the new mother or birthing person can go to do this. If there is not a private place suitable or within easy access, the manager must consider the need for longer break/s to enable the woman or birthing person to walk to a suitable room elsewhere. Expressed milk will be stored in a container provided by the woman or birthing person and stored inside a cooler or similar bag within a fridge provided for staff only use but not a drugs or other clinical/patient use fridge.
- 6.8. Trust Staff based at RCH in Truro, now have the use of a room specifically dedicated for staff to be able to express milk whilst on duty at work, in a suitable private place. This room is located within the Outpatient Department on the First Floor of Trelawny Wing and is known as St Anne's Nest. The room is fitted with swipe access control.
- 6.9. Line Managers of staff who do not have suitable local facilities and wish to make use of the room should contact the Access Control Team via email using the following address: [rcht.accesscontrol@nhs.net](mailto:rcht.accesscontrol@nhs.net) to obtain the relevant application form. Access will be granted for a period of 12 months after which time, access will be removed unless an extension is applied for by the line manager.
- 6.10. A risk assessment must be completed, using the risk assessment 'appendix 4' by the line manager as soon as informed of the pregnancy. Please refer to Guidance notes in Appendix 5.

- 6.11. Given the changing nature of pregnancy and the post-natal period the risks identified to new and expectant mothers or pregnant and birthing people will vary during the different stages of the pregnancy. The assessment must take this into account and be reviewed accordingly. The initial assessment must take place as soon as the member of staff informs their manager that they are pregnant and then the suggested dates for review are:
- 6.11.1. Documented reviews.
  - 6.11.2. Review 1 – between 14 – 26 weeks.
  - 6.11.3. Review 2 – after 27 weeks.
  - 6.11.4. Return to work review.
- 6.12. Good practice guidance suggests reviews of the following: (not necessarily documented.)
- 6.12.1. Monthly until 32 weeks.
  - 6.12.2. Fortnightly at 32-36 weeks
  - 6.12.3. Weekly from 36 weeks.
- 6.13. If the risk to new or expectant mothers or pregnant person identified by the risk assessment cannot be controlled, the Trust is obliged under Health and Safety legislation, where it is reasonable to do so, to alter the hours or working conditions of pregnant workers, if doing so would avoid the risks. Night workers have a right to transfer to day shifts if their doctor advised it on health and safety grounds. Expectant mothers or pregnant people may also request that working hours be reduced.
- 6.14. Where altering the hours of work or working conditions are not reasonable or would not avoid the risk, the new or expectant mother, women or pregnant person has the right to be offered suitable alternative work. This has to be with no detriment in terms and conditions, where this is available within the Trust's undertaking.
- 6.15. If suitable alternative work is not available then the Trust must suspend the new or expectant mother, woman or birthing person for as long as necessary to avoid any risk.
- 6.16. The Trust is not obliged to take the actions above until the new or expectant mother, woman, pregnant or birthing person has provided written notification that she/they is/are pregnant or that she/they have given birth within the previous 6 months or is breast-feeding/chestfeeding.
- 6.17. The risk assessment identifying the hazards, significant risks, control measures, monitoring and review arrangements must be formally recorded using the Trust's Risk Assessment form for new and expectant mothers or women and pregnant people and a copy forwarded to Health, Safety and Moving and Handling Team and Occupational Health Services.

6.18. The Trust is also exempt from maintaining any of the actions detailed above, including the suspension from night work, where the woman or pregnant person has not provided the written notification of her/their condition or has failed to produce a certificate signed by a registered medical practitioner or midwife within a reasonable time of being requested to do so by her/their employer. The above exemption also applies where the Trust knows the woman or pregnant person is no longer pregnant, etc., or cannot establish whether she/they remains so.

## 7. Dissemination and Implementation

- 7.1. Care Group General Managers will ensure this policy is communicated to all relevant staff and implemented within their area of responsibility.
- 7.2. This document will, initially be distributed via the Health and Safety Committee and then held on the electronic Document Library for unrestricted access.

## 8. Monitoring compliance and effectiveness

| Information Category                        | Detail of process and methodology for monitoring compliance                                                                              |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Element to be monitored                     | Completion of risk assessment                                                                                                            |
| Lead                                        | Head of Health and Safety                                                                                                                |
| Tool                                        | Periodic audit – during planned Health and Safety Audit During specific inspection using iAuditor Software                               |
| Frequency                                   | Quarterly                                                                                                                                |
| Reporting arrangements                      | Health and Safety Report to Health and Safety Committee                                                                                  |
| Acting on recommendations and Lead(s)       | Health and Safety Committee, reporting to Operational Leadership Group (OLG) and Quality Assurance Group (GAC) as per Terms of Reference |
| Change in practice and lessons to be shared | Feedback to local area following audit, generic lessons fed back via Health and Safety Committee                                         |

## 9. Updating and Review

- 9.1. This document will be reviewed in accordance with the review date detailed in the Meta Data (Appendix 2.)
- 9.2. The document will also be reviewed in the event of any change to legislation, published best practice within the industry sector and in the event of any incident relating to the requirements of this document.

- 9.3. Where the revisions are minor, e.g. amended job titles or changes in the organisational structure, approval can be sought from the Executive Director responsible for signatory approval and, can be re-published accordingly without having gone through the full consultation and ratification process.

## **10. Equality and Diversity**

- 10.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the [Equality Diversity And Inclusion Policy](#) or the [Equality and Diversity website](#).

- 10.2. Equality Impact Assessment

The Initial Equality Impact Assessment Screening Form is at Appendix 2.

## Appendix 1. Governance Information

| Information Category                                                     | Detailed Information                                                                                                                                                               |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Document Title:</b>                                                   | New, Nursing, Expectant Mothers Policy (HSP004) V5.0                                                                                                                               |
| <b>This document replaces (exact title of previous version):</b>         | New, Nursing and Expectant Mothers Policy, Procedure and Guidance (HSP04) V4.1                                                                                                     |
| <b>Date Issued / Approved:</b>                                           | May 2024                                                                                                                                                                           |
| <b>Date Valid From:</b>                                                  | May 2024                                                                                                                                                                           |
| <b>Date Valid To:</b>                                                    | May 2027                                                                                                                                                                           |
| <b>Author / Owner:</b>                                                   | G Griffiths, Head of Health and Safety                                                                                                                                             |
| <b>Contact details:</b>                                                  | 01872 25266                                                                                                                                                                        |
| <b>Brief summary of contents:</b>                                        | Outlines the management processes and Trust arrangements to ensure the health, safety and welfare of staff who are pregnant, have recently given birth or are nursing their child. |
| <b>Suggested Keywords:</b>                                               | Pregnant, Breastfeeding/Chestfeeding, Nursing, Mother, Baby, Child, Expectant Mothers, Pregnant and Birthing Person                                                                |
| <b>Target Audience:</b>                                                  | <b>RCHT:</b> Yes<br><b>CFT:</b> No<br><b>CIOB ICB:</b> No                                                                                                                          |
| <b>Executive Director responsible for Policy:</b>                        | Dual Chief People Officer and Chief Operating Officer                                                                                                                              |
| <b>Approval route for consultation and ratification:</b>                 | Health and Safety Committee                                                                                                                                                        |
| <b>Manager confirming approval processes:</b>                            | G Griffiths, Head of Health and Safety                                                                                                                                             |
| <b>Name of Governance Lead confirming consultation and ratification:</b> | Natasha Quick, Service and Improvement and Business Lead (Health)                                                                                                                  |

| Information Category                                                                    | Detailed Information                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Links to key external standards:</b>                                                 | Health and Safety at Work etc Act 1974<br>Management of Health and Safety at Work Regulations 1999.<br>Workplace (Health, Safety and Welfare) Regulations 1992.<br>Sex Discrimination Act 1975 Employment Rights Act 1996, Child and Families Act 2014.<br>Shared Parental leave Regulations 2014 (Draft at time of document review)<br>New and Expectant Mothers at Work: A Guide for Employers (HSG122).<br>Breastfeeding and Work (DoH 2007). |
| <b>Related Documents:</b>                                                               | Health and Safety General Policy.<br>Control of Substances Hazardous to health policy.<br>Health Surveillance Policy.<br>Radiation Protection Policies.                                                                                                                                                                                                                                                                                          |
| <b>Training Need Identified:</b>                                                        | Yes – Support for managers undertaking risk assessment.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Publication Location (refer to Policy on Policies – Approvals and Ratification):</b> | Internet and Intranet                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Document Library Folder/Sub Folder:</b>                                              | Chief Operating Officer/Health and Safety.                                                                                                                                                                                                                                                                                                                                                                                                       |

### Version Control Table

| Date          | Version Number | Summary of Changes                                                                                                              | Changes Made by                              |
|---------------|----------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| August 2006   | V1.0           | Original Document                                                                                                               | Len Welch                                    |
| November 2009 | V2.0           | Partial Update (to be completed during the valid to dates) - Details of sections which contains amendments to be included here. | Len Welch                                    |
| January 2013  | V3.0           | Complete Revision                                                                                                               | J Robin Gatenby<br>Health and Safety Manager |
| March 2015    | V3.1           | Review to sections 5.6 and 6.6                                                                                                  | J Robin Gatenby<br>Health and Safety Manager |

| Date          | Version Number | Summary of Changes                                                                                                                                                                       | Changes Made by                                                                                             |
|---------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| March 2021    | V4.0           | Full 3 Year Review to reflect the changes in Trust. Updating of legislation and information.                                                                                             | Natasha Quick<br>Service Improvement and Business Lead (Health)                                             |
| December 2023 | V5.0           | Full Review to reflect the changes in the Trust. Updating of legislation and information. Addition of St Annes Nest Facility. Addition of Equality, Diversity and Inclusion Terminology. | Gavin Griffiths,<br>Head of Health and Safety,<br><br>Jemma Dunstan,<br>Health and Business Support Advisor |

**All or part of this document can be released under the Freedom of Information Act 2000.**

**All Policies, Strategies and Operating Procedures, including Business Plans, are to be kept for the lifetime of the organisation plus 6 years.**

**This document is only valid on the day of printing.**

**Controlled Document.**

This document has been created following the Royal Cornwall Hospitals NHS Trust [The Policy on Policies \(Development and Management of Knowledge Procedural and Web Documents Policy\)](#). It should not be altered in any way without the express permission of the author or their Line Manager.

## Appendix 2. Equality Impact Assessment

### Section 1: Equality Impact Assessment (EIA) Form

The EIA process allows the Trust to identify where a policy or service may have a negative impact on an individual or particular group of people.

For guidance please refer to the Equality Impact Assessment Policy (available from the document library) or contact the Equality, Diversity, and Inclusion Team  
[rcht.inclusion@nhs.net](mailto:rcht.inclusion@nhs.net)

| Information Category                                                                                                                | Detailed Information                                        |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Name of the strategy / policy / proposal / service function to be assessed:</b>                                                  | New, Nursing and Expectant Mothers Policy (HSP004) V5.0     |
| <b>Department and Service Area:</b>                                                                                                 | Chief Operating Officer/Health and Safety                   |
| <b>Is this a new or existing document?</b>                                                                                          | Existing                                                    |
| <b>Name of individual completing EIA</b><br>(Should be completed by an individual with a good understanding of the Service/Policy): | Gavin Griffiths, Head of Health, Safety Moving and Handling |
| <b>Contact details:</b>                                                                                                             | 01872 252976                                                |

| Information Category                                                                                                                  | Detailed Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Policy Aim – Who is the Policy aimed at?</b><br>(The Policy is the Strategy, Policy, Proposal or Service Change to be assessed) | Ensure the health, safety and welfare of safety of working women and pregnant and Birthing people in the Trust during their pregnancy and return to work following childbirth.<br><br>It provides guidance to staff who are pregnant and managers of new and expectant mums and pregnant people. The policy aims to provide details of potential provisions for maternity, however, as the maternity provisions are complex if an employee becomes pregnant she/ they should clarify the relevant procedures with her line manager or HR department as there are other policies that may also apply. |
| <b>2. Policy Objectives</b>                                                                                                           | Provide robust advice for the risk assessment process for working women and pregnant people in the Trust during their pregnancy and return to work following childbirth.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>3. Policy Intended Outcomes</b>                                                                                                    | Improved health, safety and wellbeing of new and expectant mothers and Pregnant People.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>4. How will you measure each outcome?</b>                                                                                          | Audit of new, Expectant Mothers and Pregnant People risk assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>5. Who is intended to benefit from the policy?</b>                                                                                 | Women and people who are pregnant and working on behalf of the Trust.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Information Category                                                                     | Detailed Information                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6a. Who did you consult with?</b><br>(Please select Yes or No for each category)      | <ul style="list-style-type: none"> <li>Workforce: Yes</li> <li>Patients/ visitors: No</li> <li>Local groups/ system partners: No</li> <li>External organisations: No</li> <li>Other: Yes</li> </ul>                                                                                                |
| <b>6b. Please list the individuals/groups who have been consulted about this policy.</b> | <b>Please record specific names of individuals/ groups:</b><br>Health and Safety Committee<br>Vice Chair Kernow Maternity Voices Partnership                                                                                                                                                       |
| <b>6c. What was the outcome of the consultation?</b>                                     | Approved, following a substantial conversation between the author and the associate director of ED and I. Concluding that the title will reflect the title of the legislation, but the policy uses gender neutral terminology alongside the stated gender specific terminology in the legislation. |
| <b>6d. Have you used any of the following to assist your assessment?</b>                 | <b>National or local statistics, audits, activity reports, process maps, complaints, staff, or patient surveys:</b><br>None                                                                                                                                                                        |

## 7. The Impact

Following consultation with key groups, has a negative impact been identified for any protected characteristic? Please note that a rationale is required for each one.

Where a negative impact is identified without rationale, the key groups will need to be consulted again.

| Protected Characteristic                                                                            | (Yes or No) | Rationale                                                                                                          |
|-----------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Age</b>                                                                                          | No          | This policy does not impact on age.                                                                                |
| <b>Sex</b> (male or female)                                                                         | No          | Support and maintain the health and wellbeing of women, pregnant people during and following pregnancy/childbirth. |
| <b>Gender reassignment</b><br>(Transgender, non-binary, gender fluid etc.)                          | No          | This policy does not impact on gender reassignment.                                                                |
| <b>Race</b>                                                                                         | No          | This policy does not impact on race.                                                                               |
| <b>Disability</b> (e.g. physical or cognitive impairment, mental health, long term conditions etc.) | No          | This policy does not impact on disability.                                                                         |

| Protected Characteristic                                               | (Yes or No) | Rationale                                                                                                             |
|------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Religion or belief</b>                                              | No          | This policy does not discriminate with any religious or cultural beliefs.                                             |
| <b>Marriage and civil partnership</b>                                  | No          | This policy does not impact on marriage/civil partnership.                                                            |
| <b>Pregnancy and maternity</b>                                         | No          | Support and maintain the health and wellbeing of women and pregnant people during and following pregnancy/childbirth. |
| <b>Sexual orientation</b> (e.g. gay, straight, bisexual, lesbian etc.) | No          | This policy does not impact on sexual orientation.                                                                    |

**A robust rationale must be in place for all protected characteristics. If a negative impact has been identified, please complete section 2. If no negative impact has been identified and if this is not a major service change, you can end the assessment here.**

I am confident that section 2 of this EIA does not need completing as there are no highlighted risks of negative impact occurring because of this policy.

Name of person confirming result of initial impact assessment: Gavin Griffiths, Head of Health Safety, Moving and Handling.

**If a negative impact has been identified above OR this is a major service change, you will need to complete section 2 of the EIA form available here:**  
[Section 2. Full Equality Analysis](#)

## Appendix 3. Statement confirming pregnancy

All staff

Please complete this form and return to your supervisor/line manager as soon as possible.

Name:

Address:

Date:

Dear [Line Manager]

Pregnancy Risk Assessment

I am writing to inform you that I am pregnant and that my baby is due on the .....

I understand that as I have now informed you of my pregnancy I do have the right to a personal and specific risk assessment as set out in the Management of Health and Safety at Work Regulations 1999

I also understand that you should regularly review my initial assessment as my pregnancy progresses to take into account possible risks that may occur during the different stages of my pregnancy.

I am writing to ask you to arrange to see me as soon as possible in order to conduct a risk assessment.

Thank you for your time and attention to this matter. I look forward to hearing from you in the near future.

Yours faithfully

Name:

Job title:

Usual work location:

Copy to:

Staff Personnel files

Childcare Co-ordinator

## Appendix 4. Risk Assessment for New and Expectant Mothers

|                                                                                                            |                             |                                                     |                                                                           |                                     |                           |
|------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------|---------------------------|
| Name of New/Expectant/Breastfeeding/chestfeeding Mother, Women, pregnant or birthing person:               | Click here to enter text.   | Care Group: Choose an item.                         | Site: Choose an item.                                                     | Location: Click here to enter text. |                           |
| Job Title:                                                                                                 | Click here to enter text.   | Outline of principal work activities                | Click here to enter text.                                                 |                                     |                           |
| Date of Initial Assessment: Click here to enter a date.                                                    |                             | First Review: Click here to enter a date.           | Second Review: Click here to enter a date.                                |                                     |                           |
| Intended start date of Maternity Leave: Click here to enter a date.                                        |                             | Expected delivery date: Click here to enter a date. | Expected date of return from maternity leave: Click here to enter a date. |                                     |                           |
| Return to Work Review:                                                                                     | Click here to enter a date. | Additional notes:                                   | Click here to enter text.                                                 |                                     |                           |
| Name of Assessor: Click here to enter text.                                                                | Signature:                  |                                                     | Name of New/Expectant Mother: Click here to enter text.                   | Signature:                          |                           |
| Hazard                                                                                                     | Yes                         | No                                                  | NA                                                                        | Control Measures                    | Comments/notes            |
| Is there any risk to the employee from lone working activity?<br>Click here to enter text.                 | <input type="checkbox"/>    | <input type="checkbox"/>                            | <input type="checkbox"/>                                                  | Click here to enter text.           | Click here to enter text. |
| Is the work free from risk of physical violence (physical or verbal assault)?<br>Click here to enter text. | <input type="checkbox"/>    | <input type="checkbox"/>                            | <input type="checkbox"/>                                                  | Click here to enter text.           | Click here to enter text. |
| Are there rest facilities available?<br>Click here to enter text.                                          | <input type="checkbox"/>    | <input type="checkbox"/>                            | <input type="checkbox"/>                                                  | Click here to enter text.           | Click here to enter text. |
| Contact with patients/clients?<br>Click here to enter text.                                                | <input type="checkbox"/>    | <input type="checkbox"/>                            | <input type="checkbox"/>                                                  | Click here to enter text.           | Click here to enter text. |
| Contact with blood or bodily fluids?<br>Click here to enter text.                                          | <input type="checkbox"/>    | <input type="checkbox"/>                            | <input type="checkbox"/>                                                  | Click here to enter text.           | Click here to enter text. |
| Other hazards:<br>Click here to enter text.                                                                | <input type="checkbox"/>    | <input type="checkbox"/>                            | <input type="checkbox"/>                                                  | Click here to enter text.           | Click here to enter text. |

|                                                                            |                          |                          |                          |                           |                           |
|----------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------|---------------------------|
| Physical Agents                                                            |                          |                          |                          | Control Measures          | Comments/notes            |
| Shocks, vibration or movement<br>Click here to enter text.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Hazard                                                                     | Yes                      | No                       | NA                       | Control Measures          | Comments/notes            |
| Manual handling patients/other<br>Click here to enter text.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Noise<br>Click here to enter text.                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Non ionising electromagnetic radiation<br>Click here to enter text.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Ionising Radiation<br>Click here to enter text.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Extremes of heat or cold<br>Click here to enter text.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Movements and postures<br>Click here to enter text.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Display Screen Equipment<br>Click here to enter text.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Other hazards:<br>Click here to enter text.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Biological Agents                                                          |                          |                          |                          | Control Measures          | Comments/notes            |
| Hepatitis B/HIV (AIDS virus)/ Herpes/<br>Click here to enter text.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| TB/ Syphilis / chicken pox / typhoid<br>Click here to enter text.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Rubella / Toxoplasma / Cytomegalovirus<br>Click here to enter text.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| All substances labelled R40, R45, R46 and R47<br>Click here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |

|                                                                          |                          |                          |                          |                           |                           |
|--------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------|---------------------------|
| Mercury and Mercury derivatives<br>Click here to enter text.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Antimitotic (cytotoxic) drugs<br>Click here to enter text.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Chemical Agents<br>Click here to enter text.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Carbon Monoxide<br>Click here to enter text.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Hazard                                                                   | Yes                      | No                       | NA                       | Control Measures          | Comments/notes            |
| Lead and Lead derivatives<br>Click here to enter text.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Other hazards:<br>Click here to enter text.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Other occupational hazards                                               |                          |                          |                          | Control Measures          | Comments/notes            |
| Occupational stress<br>Click here to enter text.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Personal Protective Equipment (suitability)<br>Click here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Click here to enter text.                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Click here to enter text.                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |
| Click here to enter text.                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Click here to enter text. | Click here to enter text. |

### Action Plan

Summary of the steps to be taken if any, as a result of this risk assessment, to reduce level of risk for the mother, foetus or baby. (continue on a separate sheet if necessary)

| Ref.                      | Action                    | Responsibility            | Completion date             | Have the controls implemented reduced the risk to an acceptable level?<br>YES/NO |
|---------------------------|---------------------------|---------------------------|-----------------------------|----------------------------------------------------------------------------------|
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Choose an item.                                                                  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Choose an item.                                                                  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Choose an item.                                                                  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Choose an item.                                                                  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Choose an item.                                                                  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Choose an item.                                                                  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Choose an item.                                                                  |

If 'NO', please seek further advice from the Health, Safety and Security Service or Occupational Health

Action plan completed by: ..... Job Role: ..... Date: .....

Please forward copies of this assessment to the Health, Safety and Moving and Handling Team and Occupational Health Services,

## Appendix 5. Guidance for completion of Assessment Form

| HAZARD                        | RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PRECAUTIONS                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Agents</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                        |
| Shocks, vibration or movement | Regular exposure to shocks, low frequency vibration for example driving or riding or excessive movement may increase the risk of miscarriage. Long term exposure to vibration does not cause foetal abnormalities but often occurs with heavy physical work, so there may be an increased risk of prematurely or low birth weight.                                                                                                                                                                                                                                                                    | Pregnant workers and those who have recently given birth are advised to avoid work likely to involve uncomfortable whole body vibration, especially at low frequencies, or where the abdomen is exposed to shocks or jolts.<br><br>Breastfeeding/chestfeeding workers are at no greater risk than other workers.                       |
| Manual handling               | Pregnant workers are especially at risk from manual handling injury e.g. Hormonal changes can affect the ligaments, increasing susceptibility to injury and postural problems may be increased as the pregnancy progresses.<br><br>There can also be risks for those who have recently given birth, for example after a caesarean section there is likely to be a temporary limitation of lifting and handling capability.<br><br>There is no evidence to suggest that breastfeeding/ chestfeeding mothers and birthing people are at greater risk from manual handling injury than any other worker. | It may be possible to alter the nature of the task so that tasks that have a manual handling risk are reduced for all workers including new or expectant mothers, women or pregnant people. It would be necessary to address the specific needs for the worker and reduce the amount of physical work she/ they is/are required to do. |
| Noise                         | Although no direct or specific risk to new or expectant mother or pregnant person or foetus, prolonged exposure may cause tiredness and increased blood pressure.                                                                                                                                                                                                                                                                                                                                                                                                                                     | Comply with the Noise at Work Regulations.                                                                                                                                                                                                                                                                                             |

| HAZARD                                 | RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PRECAUTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Non ionising electromagnetic radiation | The term used to describe part of the electromagnetic spectrum covering two main regions, namely optical radiation (ultraviolet (uv), visible and infrared) and electromagnetic fields (EMFs) (power frequencies, microwaves and radio frequencies. Optical Radiation – no greater risk than normal workers although extreme over exposure to radio frequency radiation could cause harm by raising body temperature.                                                                                                                                                                                                        | Exposure to electric and magnetic field should not exceed the restrictions on human exposure published by the NRPB. Further information can be obtained from the HSE website <a href="http://www.hse.gov.uk/radiation/nonionising/issue.html">www.hse.gov.uk/radiation/nonionising/issue.html</a>                                                                                                                                                                                                                                                                                                                     |
| Ionising Radiation                     | <p>Significant exposure to ionising radiation can be harmful to the foetus and this is recognised by placing limits on the external radiation does to the abdomen of the expectant mother or pregnant person for the declared term of the pregnancy.</p> <p>If a nursing mother or birthing person works with radioactive liquids or dusts, these can cause exposure to the child, particularly through contamination of the mothers skin Also, there may be a risk to the foetus from significant amounts of radioactive contamination breathed in or ingested by the mother and be transferred across to the placenta.</p> | <p>Work procedures should be designed to keep exposure of the pregnant woman or person as low as reasonably practicable and certainly below the statutory dose limit for pregnant women and pregnant people.</p> <p>Special attention should be paid to the possibility of nursing mothers and birthing people receiving radioactive contamination and they should not be employed in work where the risk of such contamination is high.</p> <p>The working condition should be such as to make it unlikely that a pregnant woman or person might receive high accidental exposures to radioactive contamination.</p> |

| HAZARD                                                                                                                                                                                              | RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PRECAUTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Extremes of cold or heat                                                                                                                                                                            | <p>Pregnant women and people tolerate heat less well and may more readily faint or be more liable to heat stress. The risk is likely to be reduced after birth, but it is not certain how quickly an improvement comes about.</p> <p>Breastfeeding/chestfeeding may be impaired by heat dehydration.</p> <p>No specific problems arise from working in extreme cold, although clearly for other Health and Safety reasons, warm clothing should be provided.</p>                                                                                                                                                                                                                                                                                                     | <p>Pregnant workers should take great care when exposed to prolonged heat at work, for example when working near furnaces.</p> <p>Rest facilities and access to refreshments would help.</p>                                                                                                                                                                                                                                                                   |
| Movements and postures, travelling either inside or outside the establishment – mental and physical fatigue and other physical burdens connected with the activity work of new or expectant mothers | <p>Fatigue from standing and other physical work has long been associated with miscarriage, premature birth and low birth weight.</p> <p>Excessive physical or mental pressure may cause stress and give rise to anxiety and raised blood pressure.</p> <p>Pregnant workers may experience problems in working at height eg. Ladders, platforms and working in tightly fitting workspaces or with workstations, which do not adjust sufficiently to take account of increased abdominal size, particularly during the later stages of pregnancy. This may lead to strain or sprain injuries.</p> <p>Dexterity, agility, co-ordination, speed of movements, reach and balance may also be impaired, and an increased risk of accidents may need to be considered.</p> | <p>Ensure that hours of work and the volume and pacing of work are not excessive and that, where possible, the employees themselves have some control over how their work is organised.</p> <p>Ensure that seating is available where appropriate and practical.</p> <p>Longer or more frequent breaks may be appropriate to help avoid fatigue.</p> <p>Adjusting workstations or work procedures may help remove postural problems and risk of accidents.</p> |

| HAZARD                                                                                                                      | RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PRECAUTIONS                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work with Display Screen Equipment (VDU's)                                                                                  | <p>Although not specifically listed in the Pregnant Workers Directive, anxiety about radiation emissions from display screen equipment and possible effects on pregnant women and people have been widespread. However, there is substantial evidence that these concerns are unfounded. There has been considerable public concern about reports of higher levels of miscarriage and birth defects among some groups of visual display unit (VDU) workers, in particular due to electromagnetic radiation.</p> <p>Many scientific studies have been carried out but taken as a whole their results do not show any link between miscarriages or birth defects and working with VDUs.</p> <p>Research and reviews of the scientific evidence will continue to be undertaken.</p> | In the light of the scientific evidence pregnant women and people do not need to stop work with VDUs. However, to avoid problems caused by stress and anxiety, women and people who are pregnant or planning children and worried about working with VDUs should be given the opportunity to discuss their concerns with someone adequately informed of current authoritative scientific information and advice. |
| <b>Biological Agents</b>                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Biological Agents<br>Hepatitis B HIV (Aids virus) Herpes TB, Syphilis Chickenpox Typhoid Rubella Toxoplasma Cytomegalovirus | Many biological agents can affect the unborn child if the mother or pregnant person is infected during pregnancy. These may be transmitted through the placenta while the child is in the womb, or during or after birth, for example through breastfeeding/ chestfeeding or through close physical contact between mother, pregnant or birthing person and child.                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Depends on the risk assessment, which will take account of the nature of the biological agent, how infection is spread, how likely contact is, and what control measures there are. These may include physical containment, hygiene measures, and vaccines.</p> <p>Where there is a high risk then the pregnant worker should avoid exposure altogether.</p>                                                  |

| HAZARD                                        | RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PRECAUTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All substances labelled R40, R45, R46 and R47 | <p>Content</p> <p>R40 possible risk of irreversible effects R45 may cause cancer.</p> <p>R46 may cause heritable genetic damage R47 may cause birth defect.</p> <p>R61 may cause harm to the unborn child R63 possible risk of harm to the unborn child R64 may cause harm to breastfed babies.</p> <p>NOTE: A risk assessment must be undertaken, as this is the only way to determine the actual risk to health.</p> <p>Although they have a potential to endanger health or safety there may be no risk in practice when below Occupational or Maximum Exposure Limit.</p> | <p>With the exception of lead and asbestos these substances all fall within the scope of Control of Substance Hazardous to Health (COSHH). For work with hazardous substances, which include chemicals which may cause heritable genetic damage, employers are required to assess the health risk to workers arising from such work, and where appropriate prevent or control the risk. In carrying out assessments employers should have regard for women or people who are pregnant, or who have recently given birth.</p> |
| Mercury and Mercury derivatives               | <p>Organic mercury compounds could have adverse effects on the foetus. Animal studies and human observations have demonstrated that exposure to these forms of mercury during pregnancy can slow the growth of the unborn baby, disrupt the nervous system, and cause the mother to be poisoned.</p> <p>No clear evidence of adverse effects on developing foetus from studies of humans exposed to mercury and inorganic mercury compounds.</p>                                                                                                                              | <p>Guidance Notes:</p> <p>EH17: Mercury – Health and Safety precautions<br/>MS12: Mercury – medical surveillance.</p> <p>Give practical guidance on the risks of working with mercury and how to control them.</p>                                                                                                                                                                                                                                                                                                           |

| HAZARD                        | RISK                                                                                                                                                        | PRECAUTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nitrous Oxide (Entonox)       | There is no documented evidence to confirm or exclude the existence of any casual connection between pregnancy and the exposure to nitrous oxide.           | <a href="http://www.bochealthcare.co.uk/en/quality-and-safety/safety-and-technical-data/safety-data-sheets/safety-data-sheets.html">http://www.bochealthcare.co.uk/en/quality-and-safety/safety-and-technical-data/safety-data-sheets/safety-data-sheets.html</a>                                                                                                                                                                                          |
| Antimitotic (cytotoxic) drugs | In the long term these drugs cause damage to genetic information in sperm and eggs. Some can cause cancer. Absorption is by inhalation or through the skin. | <p>There is no known threshold limit and exposure must be reduced to as low a level as is reasonably practicable. Assessment of the risk should look particularly at preparation of the drug for use (pharmacists, nurses), administration of the drug, and disposal of waste (chemical and human).</p> <p>Those who are trying to conceive a child or are pregnant or breastfeeding/chestfeeding should be fully informed of the reproductive hazard.</p> |

| HAZARD                                                                                                             | RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PRECAUTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Chemical agents of known and dangerous percutaneous absorption (ie. That may be absorbed through the skin).</p> | <p>The HSE guidance booklet EH40 Occupational exposure limits, updated annually, contains tables of inhalation exposure limits for certain hazardous substances. Some of these substances can also penetrate intact skin and become absorbed into the body, causing ill-health effects. These substances are marked 'Sk' in the tables. As with all substances, the risks will depend on the way that the substance is being used as well as on its hazardous properties. Absorption through the skin can result from localised contamination, for example from a splash on the skin or clothing, or in certain cases, from exposure to high atmospheric concentrations of vapour.</p> | <p>Take special precautions to prevent skin contact. Where possible, use engineering methods to control exposure in preference to personal protective equipment, such as gloves, overalls or face shields. For example, perhaps you could enclose the process or redesign it so that less spray is produced. Where you must use personal protective equipment (either alone or in combination with engineering methods), ensure that it is suitable.</p> <p>The Control of Pesticides Regulations 1986 (COPR) sets out general restrictions on the way that pesticides can be used. In addition, all pesticides must be approved before they can be advertised, sold, supplied, used or stored.</p> <p>Conditions can be put onto the approval, which may for example limit the way the product can be used (for example restrict the way it can be applied), require that certain safety precautions are followed, and restrict who may use it (for example professionals or amateurs). These conditions are reflected on the product label.</p> <p>Failure to comply is an offence.</p> |

| HAZARD                                                                                                    | RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PRECAUTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Carbon Monoxide                                                                                           | <p>Carbon monoxide readily crosses the placenta and can result in the foetus being starved of oxygen. Data on the effects of exposure to carbon monoxide on pregnant women and people is limited but there is evidence of adverse effects on the foetus. Both the level and duration of maternal exposure are important factors in the effect on the foetus.</p> <p>There is no indication that breast fed or chest fed babies suffer adverse effects from their mother's , birthing persons exposure to carbon monoxide, nor that the mother or birthing person is significantly more sensitive to carbon monoxide after giving birth.</p>                                                                                                                                                   | HSEs guidance note EH43: Carbon monoxide – gives practical advice on the risks of working with carbon monoxide and how to control them. It warns that pregnant women and people may have heightened susceptibility to the effects of exposure to carbon monoxide.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Lead and lead derivatives – in so far as these agents are capable of being absorbed by the human organism | <p>Occupational exposure to lead in the early 1990s, when exposure was poorly controlled, was associated with high frequencies of spontaneous abortion, stillbirth and infertility. More recent studies draw attention to an association between low-level lead exposure before the baby is born from environmental sources and mild decreases in intellectual performance in childhood.</p> <p>The effects of breastfed/ chestfed babies of their mothers' or birthing persons lead exposure have not been studied. However, lead can enter breast milk. Since it is thought the nervous system of young children is particularly sensitive to the toxic effects of lead, the exposure of breastfeeding/ chestfeeding mothers and birthing people to lead should be viewed with concern.</p> | <p>The Approved Code of Practice associated with the Lead Regulations "Control of Lead at Work" sets out the current exposure limits for lead and the maximum permissible blood lead levels for workers who are exposed to lead to such a degree that they are subject to medical surveillance. It gives a blood lead level for men and a lower level for women of reproductive capacity. This is to help protect the foetus from injury in the weeks before a pregnancy is confirmed.</p> <p>Once their pregnancy is confirmed, women or birthing people who are subject to medical surveillance under the lead regulations will normally be suspended from work which exposes them significantly to lead, by the Employment Medical Adviser or Appointed Doctor carrying out the medical surveillance.</p> |

## Appendix 6. New, Expectant and Breastfeeding / Chestfeeding Mothers, Women and Pregnant and Birthing People Flowchart Guide to Risk Assessment Action

