



## New & Expectant Mothers Policy

### Policy statement

Little Elms is committed to protecting the health and safety of all new and expectant mothers.

### Scope

This policy applies to all "New and expectant mothers", which is defined as an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

### Associated Hazards

- Physical agents (e.g. handling children at nursery or standing for long periods of time)
- Biological agents (e.g. blood borne viruses or infectious diseases)
- Chemical agents (e.g. medicines or cleaning substances)
- Working conditions (e.g. workload or stress).

### Nursery Manager Responsibilities

To safeguard the health and safety of new and expectant mothers, the Nursery Manager will:

- Arrange for rest breaks to be taken by the new or expectant mother as reasonably required
- Provide appropriate facilities for expectant and breastfeeding mothers to rest as far as possible
- Keep pregnant employees informed of any contagious illnesses that may be identified within the nursery setting (for example, chickenpox)

### Risk Assessment

The Nursery Manager will:

- Conduct/review the 'new and expectant mother' risk assessment at the following time, taking into account any additional or heightened risks that may occur at different stages:
  - When they are informed an employee is pregnant, breastfeeding or has given birth in the previous six months.
  - If/when any changes to the working environment occur that have not already been considered in the risk assessment
  - If/when any changes occur to the employee's health
  - When the employee returns to work after maternity leave
- Identify any significant risks (via the risk assessment) that need to be controlled or eliminated to ensure a safe working environment for the employee and her unborn baby
- Incorporate into the risk assessment any advice provided by the employees GP or midwife
- If, despite all practicable measures being taken, the Nursery Manager considers that there is an unacceptable risk to a new or expectant mother, or her unborn baby, the Nursery Manager will escalate their concerns to the HR Manager and Head of Operations.

### Employees Responsibilities

Employees will:-

- Report to the Nursery Manager as soon as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- Follow advice and information given by the Nursery in relation to safe working practices
- Follow advice provided by a GP, midwife or other medical practitioner and share any advice received with the Nursery Manager so it can be incorporated into the risk assessment
- Report any hazardous situation to the Nursery Manager so that arrangements for the appropriate remedial action can be taken
- Co-operate with arrangements for health and safety and use all protective and safety equipment provided by the Nursery.



*Associated Documents:*

- *Risk Assessment – General*
- *New & Expectant Mother Risk Assessment*
- *Maternity Policy*