

<b>MATERNITY, ADOPTION AND PATERNITY</b>	<b>Policy</b> <b>Register No: 04027</b> <b>Status: Public</b>
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	<b>JCNC</b>	
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Lyn Hinton	Director of Nursing	January 2018
Lisa Mellor	HR Operations Lead	27 <sup>th</sup> April 2018

<b>Professionally Approved By:</b>		
Peter Waller-Flynn	Head of Human Resources	May 2018

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## **1.0 Purpose**

- 1.1 This policy provides advice on the Trust's Maternity, Adoption and Paternity provisions.
- 1.2 Should an employee choose to explore if they are eligible for Shared Parental Leave advice should be sought from Human Resources.
- 1.2 Human Resources are available to provide additional advice, support and assistance on any of the information provided.

## **2.0 Maternity Leave (Time off work)**

- 2.1 A pregnant employee is entitled to take up to 52 weeks maternity leave. The employees' length of service will determine what proportion of this is paid or unpaid leave. However, the Additional Maternity Leave (unpaid) may be extended by local agreement in exceptional circumstances for example, where employees have sick pre-term babies or multiple births.

## **3.0 Maternity Pay**

- 3.1 An employee remains employed by the Trust whilst on maternity leave, and the contract of employment continues throughout the periods of ordinary and additional maternity leave.
- 3.2 The Statutory Maternity Pay provisions and the Occupational Maternity Pay Scheme, which the Trust offers, are detailed below. The rate of Statutory Maternity Pay (SMP) is currently £145.18 a week (tax year 2018 - 2019) this amount is reviewed annually, or 90 per cent of your average gross weekly earnings (before tax) whichever is the smaller, paid for a maximum of 39 weeks.
- 3.3 To confirm the rate of SMP please use the government website details provided in the reference section of this document.

### **Eligibility**

Less than 26 week's continuous service at the start of the 15<sup>th</sup> week before the expected week of childbirth.

26 weeks or more continuous service at the start of the 15<sup>th</sup> week before the expected week of childbirth but less than 1 year at the 11<sup>th</sup> week before the expected week of childbirth.

### **Entitlement**

#### **Maternity Allowance**

Employees should contact the Job Centre Plus or Social Security Office for further information on the entitlement criteria and how to apply to receive it.

#### **Statutory Maternity Pay**

This is paid for up to 39 weeks.

The first 6 weeks are paid at 90% of the average weekly earnings.

The remaining 33 weeks are paid at the Statutory Maternity Pay rate (£145.18 a week or 90% of

average weekly earnings whichever is the lower).

More than 1 year's continuous service at the start of the 11<sup>th</sup> week before the expected week of childbirth, and intending to return to work.

### **Occupational Maternity Pay**

This is paid for 39 weeks.

The first 8 weeks are paid at full pay (including Statutory Maternity Pay or Maternity Allowance).

Then 18 weeks are paid at half pay, plus any Statutory Maternity Pay or Maternity Allowance where the total amount payable, does not exceed full pay.

The remaining 13 weeks are paid at the Statutory Maternity Pay rate (£145.18 a week or 90% of average weekly earning whichever is the lower).

**The payment of the 8 weeks full pay and 18 weeks half pay is conditional on the employee returning to work from maternity leave for a minimum of 3 calendar months. An employee who fails to return to work for the 3 calendar months will be required to repay all monies received (apart from Statutory Maternity Pay or Maternity Allowance).**

## **4.0 Notifying the Trust of the Pregnancy**

4.1 Once an employee has notified the Trust that they are pregnant, both the manager and employee have a number of responsibilities.

### **As a Manager you should:-**

- Respond to your employee's formal notification within 28 days.
- Inform Payroll of the employee's intention to take maternity leave.
- Ensure that a risk assessment is completed and reviewed at least on a monthly basis.
- Receive the MATB1 certificate.

### **As an Employee you should:-**

#### **Give your Manager notification of your pregnancy**

- You will need to let your manager know in writing (*see Form 1*) no later than the end of the 15<sup>th</sup> week before the baby is due, or as soon as is reasonably practicable. You will also need to let them know the expected week of childbirth and when you intend to start your maternity leave. It would also be helpful if you are planning to return to work, to confirm when you are likely to return.
- The earliest that maternity leave can start is at the beginning of the 11<sup>th</sup> week before the expected week of childbirth.

- If you want to change the start date of your maternity leave, you must give 28 days notice in writing to your manager of the new date.

### **Give your manager the MAT B1 certificate.**

- This can be obtained from your doctor or midwife, and is a certificate which confirms the pregnancy, the due date and expected week of childbirth. It is required by the Trust in order for Statutory Maternity Pay to be paid, if eligible. You will need to give this to your line manager as soon as possible.

### **Be involved in completing a Risk Assessment.**

- Your manager will ask you to help them complete the risk assessment and involved in the reviews.
- If you believe there is a risk to you or your baby's health and safety, which has not been considered in the risk assessment, you should let your manager know immediately.

### **Notify your manager when your baby is born.**

- You will need to let your manager know when your baby is born. (Refer to Appendix 3)

## **5.0 Antenatal Appointments**

- 5.1 You are entitled to paid time off to attend ante-natal appointments. You must advise the manager as soon as possible and you may be requested to produce proof of appointment.

## **6.0 Earliest start date for Maternity Leave**

- 6.1 The earliest that maternity leave can start is at the beginning of the 11<sup>th</sup> week before the expected week of childbirth.
- 6.2 Employees who give birth before their leave date or expected week of childbirth are still entitled to the same number of weeks' maternity leave, but this will start automatically from the date of birth.
- 6.3 Employees who give birth later than their expected week of childbirth are not entitled to an extended period of maternity leave. They may be able to extend their leave by using a different type of leave, such as taking any accrued annual leave or unpaid parental leave.

## **7.0 Sickness within the last four weeks before childbirth**

- 7.1 If an employee is absent from work during the last four weeks before the expected week of childbirth because of illness related to the pregnancy, maternity leave will automatically commence at the fourth week before childbirth. This applies even if

the day of absence is before the date the employee has notified the Trust of the intended date to start maternity leave.

**As a Manager you should:-**

- Seek advice from the Occupational Health Service, if it is not clear whether an absence is pregnancy related
- Formally notify the employee that their maternity leave has started.
- Revisit the risk assessment if necessary.

**As an Employee you should:-**

- Visit the Occupational Health Service or your GP, if it is not clear whether the absence is pregnancy related.
- Start your maternity leave from the first day of absence if the reason for illness is related to your pregnancy.

**8.0 Leaving the Trust's employment during pregnancy**

8.1 An employee who leaves the Trusts employment before the beginning of the 15<sup>th</sup> week before the expected week of childbirth cannot claim Statutory Maternity Pay. They may however be entitled to Maternity Allowance and should contact the Department for Work and Pensions.

8.2 An employee who leaves the Trusts employment after the 15<sup>th</sup> week before the expected week of childbirth is entitled to Statutory Maternity Pay, subject to satisfying the qualifying criteria.

**9.0 Pensions**

9.1 Contribution to the Pension Scheme will automatically continue to be deducted from the actual pay of an employee who is a member of the Scheme whilst on maternity leave, and in receipt of Occupational Maternity Pay, Statutory Maternity Pay or Maternity Allowance.

9.2 If an employee takes unpaid maternity leave they can decide whether to pay pension contributions for this period, and on their return to work, they will be given the opportunity to purchase contributions for any period of unpaid maternity leave.

9.3 Contributions will be based on the pay they were receiving the day before unpaid leave started. If an employee chooses to make up contributions, the Trust will pay the employer's contributions for that period. If an employee chooses not to pay, the relevant period will not count for Pension purposes.

9.4 Further queries should be referred to the Trust's Pensions Department.

**10.0 Annual leave**

10.1 An employee on maternity leave whether paid or unpaid, will continue to accrue both statutory and any additional contractual holiday entitlement during their maternity leave period.

- 10.2 Employees need to work out when they wish to take their annual leave either before or after their maternity leave it must be booked and agreed with the employee's manager. Annual leave can not be taken between ordinary maternity leave and additional maternity leave.
- 10.3 The agreed annual leave arrangements will be confirmed in writing by the line manager a copy of which will be kept on file.
- 10.4 Any changes to the pre agreed and confirmed annual leave arrangements will be by mutual agreement between the employee and the line manager in accordance with service needs. Confirmation will then be provided as detailed above.

### **11.0 Keeping in touch (KIT) days**

- 11.1 'Keep in Touch' (KIT) days whereby those on maternity (or adoption) leave can (but are not obliged to) agree with their employer to return to work for up to ten days during their Statutory Maternity Leave, without bringing the maternity leave to an end or losing SMP. Any work must be by agreement and neither the employer nor the employee can insist upon it.
- 11.2 KIT days do not have to be consecutive and may be used for any work-related activity such as training, meetings, conferences or other activities which would help the employee keep in touch with her workplace and any changes occurring in it. Any days of work will not extend the maternity leave period. The employee will be paid at their basic daily rate, for the hours worked less appropriate maternity leave payment for KIT days worked. Working for part of any day will count for one KIT day.
- 11.3 Any employee who is breastfeeding must be risk assessed and facilities provided in accordance with section 16 of this policy.

### **12.0 Miscarriages or Still births**

- 12.1 If the stillbirth occurs after the twenty-fourth weeks of pregnancy, an employee will be entitled to their full maternity leave and pay.
- 12.2 If the miscarriage occurs before the twenty-fifth week of pregnancy, normal sick leave provisions will apply as necessary.
- 12.3 In this very unfortunate event, guidance should be sought from the Human Resources Department.

### **13.0 Returning to Work**

- 13.1 An employee has a right to return to the job in which they were employed under their existing contract of employment, and on terms, which are at least as favourable as those that would have applied had they not been away.
- 13.2 An employee may request in line with the Trust's Flexible Working Policy to return to work from maternity leave on a part-time, job-share or other flexible working arrangements. As stated in the Flexible Working Policy requests can not be

guaranteed to be granted. In some instances where an employee changes their working hours, the annual leave entitlement on return to work will need to be recalculated.

- 13.3 During the period of paid ordinary maternity leave, an employee may not work any bank shifts. However, during the period of unpaid additional maternity leave, an employee may work bank shifts.
- 13.4 If the employee wishes to return to work earlier than previously advised, they must give 28 days notice to their manager of the change.
- 13.5 An employee who decides not to return to work after the birth of their baby is still required to advise the Trust in writing, providing the necessary notice as specified in their terms and conditions of employment.

#### **14.0 Failure to Return to Work**

- 14.1 If an employee who has notified her employer of her intention to return to work for the same or a different NHS employer for a minimum period of three months after her maternity leave has ended but then fails to do so within 15 months of the beginning of her maternity leave, she will be liable to refund the whole of her maternity pay, less any Statutory Maternity Pay, received.

#### **15.0 Sickness at the end of Maternity Leave**

- 15.1 An employee who is unable to return to work from maternity leave due to sickness, is required to notify their manager immediately and follow normal sickness absence notification requirements within the Trust's Sickness Policy.
- 15.2 Following the end of a maternity leave period, any periods of paid absence subject to SSP/OSP will count towards the 3 months qualifying period for the retention of OMP half pay element.

#### **16.0 Postnatal Care and Breastfeeding Mothers**

- 16.1 Women who have recently given birth should have paid time off for post-natal care for the baby's first year, e.g. attendance at health clinics.
- 16.2 Employers are required to provide breast-feeding women with suitable rest facilities. The Health and Safety Executive also encourages employers to provide a healthy and safe environment for women who are breastfeeding with suitable access to a private room to express and store milk. Employees must advise their managers if they will be returning whilst breastfeeding as a risk assessment will be required and the manager needs to know when the allocated facilities will be needed.
- 16.3 The Trust has identified a suitable facility for use by breast feeding mothers for the purpose of expressing milk. A refrigerator is provided within this facility, however MEHT does not accept any responsibility for the safe storage of breast milk and therefore employees who store milk in this facility do so entirely at their own risk.

16.4 If following a risk assessment it is not reasonably practicable for the employee to undertake their normal role or undertake suitable alternative work the employee should be suspended on full pay.

16.5 Employers are reminded that they should consider requests for flexible working arrangements to support breastfeeding women at work.

## **17.0 Adoption Leave and Pay**

### **17.1 Eligibility**

17.1.1 An employee who has been newly matched with a child for adoption by an approved adoption agency will be entitled to paid adoption leave. Adoption leave and pay will be available to individuals who adopt, or to one member of a couple where both are employed by the Trust. The other member of the couple may be entitled to paternity leave and pay. This also applies to partnerships of the same sex.

17.1.2 Adoption leave and pay will mirror the majority of the Maternity leave and pay as detailed earlier in this document.

### **17.2 Notification**

As soon as an employee has notified the Trust that they are adopting a child, both manager and employee have a number of responsibilities.

#### **As a Manager you should:-**

- Respond to the employee's formal notification within 28 days.
- Inform Payroll of the employee's intention to take adoption leave.
- Receive the matching certificate

#### **As an Employee you should:-**

##### **Give your manager notification of the adoption.**

- Within 7 days of being notified by the adoption agency that you have been matched with a child for adoption, you will need to let your manager know in writing of when you intend to start adoption leave (*see Appendix 1*), or when the child is expected to be placed with you. You should give at least 21 days notice of the planned start of the adoption leave.
- If you want to change the date of when you will start your adoption leave, or return before the end of your adoption leave, you must give 28 days notice of the new date.
- Provide your manager with a copy of the matching certificate as confirmation of your entitlement to adoption leave.
- Adoption agencies can provide a matching certificate, which includes basic information on matching and the expected placement dates.

### 17.3 Adoption leave (Time off work)

17.3.1 Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example, when a step-parent is adopting a partner's children.

17.3.2 An employee can choose to start their adoption leave:

- From a fixed date which can be up to 14 days before the expected date of placement but must be taken within 56 days of the adoption.

Or

- From the date of the child's placement (whether this is earlier or later than expected).

17.3.3 Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

17.3.4 If the child's placement ends during the adoption leave period, the adopter will be able to continue adoption leave for up to eight weeks after the end of the placement.

17.3.5 Employees are protected from suffering detriment or unfair dismissal for reasons related to taking or seeking to take adoption leave.

### 18.0 Paternity Leave and Pay

18.1 Paternity leave is provided so that employees can care for the child and/or support the mother. Biological or adoptive parents, nominated carers and same sex partners with continuous employment for 26 weeks or more by the 15<sup>th</sup> week before the baby is due are eligible. If eligible, paternity leave will be paid at 2 weeks (maximum of 10 working days) at or around the time of the child's birth or adoptive placement but within 56 days. The entitlement is the same in the event of a multiple birth.

**As an Employee requesting Paternity Leave you should:-**

**Notify your manager of your intention to take paternity leave**

- You will need to write to your manager (*see Appendix 2*) by the 15<sup>th</sup> week before the expected week of childbirth or, if you are adopting a child, 7 days of being notified by the adoption agency that you have been matched with a child, unless this is not reasonably practicable.
- This notice must include a copy of the MatB1 certificate or a copy of the matching certificate.
- If you wish to change the date on which you want your leave to start, you must give 28 days notice of the new date.

## **As an Employee requesting Additional Paternity Leave you should:**

### **Notify your manager of your intention to take paternity leave**

- You will need to write to your manager (see appendix 2) by the 15<sup>th</sup> week before the expected week of childbirth.
- This notice must include a copy of the MatB1 certificate, a declaration from yourself stating that you are the father of the child or if not are married to or are the partner or civil partner of the mother and will, or will be expected to have, the main responsibility (apart from any responsibility of the mother) for the upbringing of the child and a declaration from the mother stating when she is intending to return to work.
- If you wish to change the date on which you want your leave to start, you must give 28 days notice of the new date.

18.2 Paternity leave will normally be taken in a single block, but may at managers' discretion, be taken on a staggered basis.

18.3 Additional Paternity Leave must be taken in a single block and must finish at the same time or before the end of the original Maternity Leave period. .

18.4 Employees are protected from suffering unfair treatment or dismissal for taking or seeking to take paternity leave or additional paternity leave.

### **19.0 Communication and Implementation**

19.1 Staff will be made aware of this policy through reference at local induction and dissemination via Staff Focus and HR Focus. The document will be stored for access to all on the MEHT Intranet under HR Policies and on the Trust website.

### **20.0 Audit and Monitoring**

20.1 Details are taken from the Staff Change (SWB) forms and recorded on the Electronic Staff Records (ESR) system. A report can then be produced for the Workforce Group.

20.2 Any disagreements arising from the application of this policy should be raised under the Trusts Grievance Policy.

### **21.0 Breaches of Policy**

21.1 Where there is a significant breach of this policy, HR must complete a risk event form.

### **22.0 Auto Enrolment**

22.1 As of 1<sup>st</sup> July 2013 the Trust has an obligation to assess all workers and their individual position within the organisation. This being the case staff need to be aware that any changes to pay under this policy may affect their Pensions Auto Enrolment Status.

## 23.0 References

[www.Direct.gov.uk/benefits](http://www.Direct.gov.uk/benefits) - For Statutory Maternity Rates (April 2018)  
[www.Direct.gov.uk](http://www.Direct.gov.uk) – Jobcentre Plus, for benefits (April 2018)

## 24.0 Glossary of Terms

**Maternity Allowance** – Maternity Allowance is a benefit for working pregnant women who are unable to get Statutory Maternity Pay. This allowance is paid for up to 39 weeks and is not subject to Tax and National Insurance. It is not paid while you are working.

**Occupational Maternity Pay** – Weekly payment made by the Trust which includes Statutory Maternity Pay or Maternity Allowance. There are qualifying conditions that apply to this payment.

**Statutory Maternity Pay** – A payment which is made by the Trust (see Occupational Maternity Pay above) to enable you to take time off before and after your baby is born.

**Maternity Certificate (MatB1)** – This is a form that will be given to you by your doctor or midwife to provide medical evidence of the date your baby is due. You cannot get this certificate until you reach the 20<sup>th</sup> week before the week in which your baby is due (generally the 21<sup>st</sup> week of your pregnancy). It is usual for the MATB1 at your next antenatal appointment. You need to provide this form to the Trust.

**Notification of intention to take Maternity or Adoption Leave**

Form 1

Please complete the relevant details below and hand this form to your directorate line manager.

**Personal Details**

Name	Payroll Reference
Post Held	Address
Hospital	Dept or Ward

**Leave**

*My baby is due in the week beginning Sunday, .....*

*I received notification from the adoption agency ..... that I have been matched with a child for adoption on (date). The MATB1 or matching certificate confirming this:*

*has already been given to my line manager*

*is enclosed with this form*

*will shortly be given to my line manager*

*I would like to start my maternity leave on (not earlier than the 11<sup>th</sup> week before the expected week of childbirth) , .....*

*My Annual leave arrangements have been agreed with my line manager and written confirmation is attached.*

*Following maternity leave, I intend to return to work on , .....*

*I would like to start my adoption leave on (not earlier than the 14<sup>th</sup> day before the expected date of adoptive placement) .....*

*Following adoption leave, I intend to return to work on, .....*

**Pay**

*If eligible, the Occupational Maternity Pay or Occupational Adoption Pay which is paid for 18 weeks, is conditional upon you returning to work for 3 months following maternity or adoption leave.*

*Should you elect to receive this payment whilst on maternity or adoption leave, you will be required to repay it in full (apart from the Statutory Maternity Pay or Statutory Adoption Pay element) should you not return to work for the Trust, or any other NHS authority for at least 3 months following maternity or adoption leave.*

Signed .....	Date .....
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**Notification of intention to take Paternity Leave**

Form 2

Please complete the relevant details below and hand this form to your directorate line manager.

**Personal Details**

Name	Payroll Reference
Post Held	Address
Hospital	Dept or Ward

**Leave**

*The baby is due on ..... or The baby was born on .....*

*I would like my paternity pay and leave to start on .....*

*I would like to be away from work for (please tick) one week , or two weeks*

- I am: either  
the baby's biological or adoptive father,*
- or *married to ./ in a civil partnership with the mother,*
- or *living with the mother in an enduring family relationship, but not an immediate relative.*
- I have a responsibility for the child's upbringing*
- I will take time off work to support the mother or care for the child*

Name ..... [Print]	
Signed .....	Date .....

**Notification of the birth of child/children**

Please complete the relevant details below and send this form to your directorate line manager.

**Personal Details**

Name	Payroll Reference
Post Held	Address
Hospital	Dept or Ward

**Birth Details**

*My baby was born on*

.....

**Pay**

*If eligible, the Occupational Maternity Pay which is paid for 18 weeks, is conditional upon you returning to work for 3 months following maternity leave.*

*Should you elect to receive this payment whilst on maternity leave, you will be required to repay it in full (apart from the Statutory Maternity Pay element) should you not return to work for the Trust, or any other NHS authority for at least 3 months following maternity leave.*

Name ..... [Print]	
Signed .....	Date .....

**Mid Essex NHS Hospitals Trust**  
**Generic Risk Assessment Proforma**  
**For a pregnant staff member (amended 15.1.07)**

**Appendix 4**

From the highlighted matrix, risk to the Trust of complaint, personal distress or potential for injury should be considered within each hazard and associated risk

LIKELIHOOD	SEVERITY				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	LOW	LOW	LOW	LOW	LOW
Unlikely	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
Moderate	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Likely	LOW	MEDIUM	HIGH	HIGH	HIGH
Almost Certain	LOW	MEDIUM	HIGH	HIGH	HIGH

**Assessment Description**      **Pregnancy Risk Assessment for**  
 .....

**Assessment Reference**

**Assessor(s)**

**Number:**

**Introduction**

**Date carried out**

This assessment has been completed as part of the care package for ....., in consideration of her duties at work specifically in relation to her pregnancy. Under the terms of the regulation this assessment should follow through all stages of the pregnancy, birth, return to work and includes considerations if breast feeding. If you want to write more here by way of introducing the risk assessment or setting the scene, then please do, however, be clear and concise in your description.

Notes:

- Where there is blue type this is for your guidance when completing the assessment. You should delete this, and the italics in writing on your document. The size of the rows automatically wraps around if you wish to write more in the box than there is currently size for. Likewise you can reduce the row size by clicking and dragging the bottom of the row line up.
- There is no problem in asking for another person to assist in the completion of this assessment; sometimes 2 heads are better than one. In any event it should be done with the person concerned and with the line manager involved.
- This document is a basis for your assessment to be completed. If there is an area that is not included, specific to the needs of your assessment, feel free to add the item in. Likewise, if one or more of the suggested criterion is not applicable delete this row from the assessment.
- Should the employee experience a miscarriage during the pregnancy, her absence and return to work care should also be considered.
- At each stage complete the risk indicator using the matrix above.

Identified Hazard	Perceived Risks	Current process, procedure & controls	Risk H/M/L	Proposed controls	Residual Risk H/M/L
<p><i>Contact with Harmful substances</i></p>	<p><i>Coming into contact with substances that may affect the normal fetal development or have detrimental ill health affects for the pregnant employee</i></p> <p><i>Eg radiation, lead, mercury, fumes, medical gases. Also consider that some aroma therapy products can cause harmful side affects</i></p> <p><i>Also consider chemical agents and substances that may have a detrimental affect on pregnant staff and breast feeding mothers</i></p>	<p><i>Guidance: think about where the person works and if there are any hazardous chemicals being used, think too of the ways in which she currently works – could they be adapted to reduce any risks</i></p> <p><i>I.e., alternative activities and who else needs to be made aware of her control measures</i></p> <p><i>Reference Can be taken from the COSHH data sheets and COSHH risk assessments for chemicals and their uses.</i></p>		<p>Guidance – think if there are any realistic and workable solutions to the problems that you have identified. Ask the member of staff for her input. If none say so.</p> <p>Direct recommendations from the data sheets and risk assessment can be put in place here, as these are the recommended safe guidelines within department use</p>	

<p><i>Manual Handling</i></p>	<p><i>Less ability to lift, push, pull owing to growing/changing shape and ability of staff member due to pregnancy</i></p> <p><i>Eg – awkward workstation/space to work in</i></p>	<p>Guidance: watch the way that she currently fulfills a task, and give advice on how to improve or change her way of doing/thinking in relation to her changing shape. State the way in which it is done. If currently satisfactory say so, again continue to monitor &amp; review throughout the varying stages of the pregnancy.</p>		<p><i>Guidance: Consider if the task actually needs doing at all; change the work process or the equipment used if this is a practical solution.</i></p> <p>Remember that certain tasks must not now be completed by the employee as the risk to her and baby may be too great. Ensure that this is communicated back to all in your verbal and written communications</p>	
<p><i>Infection Control Issues</i></p>	<p><i>Increased risk to staff member/&amp;/or her unborn child if coming into contact with infectious diseases</i></p>	<p>Guidance: Say what she could be contracting if there is a risk, if there are significant risks more information may be sought from Infection Control Dept.</p>		<p><i>Guidance: Suggestion should be to remove her from this potential risk. Is there something else that she could be doing so that she isn't exposed to it/them</i></p>	
<p><i>Working Hours – Lone working arrangements</i></p>	<p><i>Due to nature of job unable at present time to fulfill required hours, rota, night shift</i></p>	<p>Guidance: If there is a medical reason why she should not be working late shifts or alone, then state what this is. If problems are being experienced during current work patterns state what they are</p>		<p><i>Guidance: perhaps reduce hours, or alternative working patterns, changes in shift rotas, change in her job (while still at same level; working from home. Adopting a buddy system may be solutions. If deemed sufficiently high risk refer to Human resources for specific guidance measures</i></p>	
<p><i>Stress Situations</i></p>	<p><i>Deterioration in pregnancy health due to overwork</i></p>	<p>Guidance: important to realize that different people handle stress in different ways, pregnancy in itself may be stressful to some. Consider how the staff member is progressing, ask her if there are any problems, or concerns and if spoken state what they are.</p>		<p><i>Guidance: Is there anything that could be set in place to help her, it may be as simple as regular meetings to discuss the pregnancy, work load etc. or is there anything that could be physically changed, eg reduce the work load, change the working arrangements.</i></p>	

<i>Violence &amp; Aggression</i>	<i>Potential harm to staff member or baby as result of physical abuse</i>	Guidance: this is not acceptable whether or not the staff member is pregnant. However, in this context, state what the current arrangements are, whether she has been re-assigned or does not deal with certain categories of patients/visitors		<i>Guidance: As well as by recording in this document, if there are any situations, they should be reported via the Risk Event System and reported to your manager. In certain circumstances the Zero Tolerance System will be implemented. Think how else we can reduce the occurrence. Has the staff member been trained in how to reduce dispel situations</i>	
<i>Working Practices</i>	<i>For example: does this member of staff work from height, have to work in confined spaces</i>	Guidance: If there is something which is high-risk activity, state what it is and what they/the Trust has done to enable the person to cope with the changes. Are they adequately controlled – risks / supervised - person?		<i>Guidance: In some circumstances there really is no alternative but to stop the working arrangement if you feel that it is particularly dangerous, in the change in state.</i>	
<i>Environmental Facilities</i>	<i>Provision of Rest Rooms/ facilities</i>	Guidance: Many women feel tired and if breast-feeding, need private place to express/store milk. The Trust is legally required to provide rest facilities for pregnant women. This includes having somewhere suitable (not the toilets) to express milk if required.  Think if this is applicable to this person. Does she already have regular breaks away in staff room facility etc? Does she express a need to rest?		<i>Guidance: There may be no need to make any recommendation, if what is currently done is sufficient, reasonable and working.</i>	
	<i>Lack of Ventilation/ temperature control in the area – fainting</i>	Guidance: Consider the ambient working conditions. There are also the obvious pressures for the weather conditions that prevail at the time. State both of these at the time of the report.		<i>Guidance: Can the heating be increased, decreased, can there is added ventilation provided. It may be as simple as extra breaks, having a cold-water dispenser (or drinking tap), installing a fan etc. – without adversely affecting the comfort and environment of others.</i>	

<p><i>The Staff member herself</i></p>	<p><i>Pregnancy related medical conditions (eg high blood pressure) that may hinder abilities to fulfill job role.</i></p>	<p>Guidance: The staff member herself may intimate or inform that she is unable to carryout certain duties due to her medical problems. State what these are:</p>	<p><i>Guidance: It would always be best practice to ensure that this is completed with the agreement of all parties, as what you suggest may have a bearing on the earning potential, job completion, requirement of the department. I suggest that before completing this section you speak with the departmental manager and the staff member in depth to gauge ideas for a way to progress. It may be that the staff member is taken on for other duties, reduced hours worked. Put on a secondment to another department etc.</i></p>	
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**Summary & Recommendations:**

Guidance: This section is for your key areas of summary and control. You may be able to link together a number of the control suggestions you have made above to provide an improvement package. This is also the section to formalize your general conclusions in the assessment, agree action points and timing of change and reviews.

*Where applicable referral to occupational Health should be a recommendation resulting from the assessment. If in doubt, ring occupational Health department for guidance.*

**Action Plan – for monitoring by Directorate Management/Risk Co-ordinator**

<i>Item/Task</i>	<i>Identified Lead</i>	<b>Target date</b>	<b>Strategic Planning/Action progress in place</b>	<i>Outstanding action/ comments</i>

**SIGNED:**

Assessor

Contact Tel No

Date

Review date (at least on a monthly basis if deemed necessary by the job holder, manager or Occupational Health)

**Distribution: Add in the names of the people, plus anyone else that you feel needs to be copied into this assessment (highlight if they have any action points, remembering that this is sensitive information so be controlled in your distribution)**

<b>Personal file of .....</b>	<b>Staff member</b>	<i>Copy to staff member .....</i>	<i>Name</i>
<i>Departmental Manager .....</i>	<i>Name</i>		