

Health & Safety Policy: New and Expectant Mothers

Cornerstone Preschool has a responsibility to protect the new or expectant mother under the Management of Health and Safety at Work Regulations 1999. Since it is possible for the first weeks of pregnancy to go undetected, this policy must be made known to all female employees.

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

*The expectant mother must inform Cornerstone Preschool in writing that she is pregnant so that a specific risk assessment can be undertaken for the employee concerned.

The Preschool Leader may ask for written medical evidence and the employee is required to then provide it. The following certificates can be used for this purpose: Medical Statement (Med 3); Maternity Certificate (Mat B1).

If a Med 3 is furnished with medical advice from the employee's doctor, a specific risk assessment will be undertaken by the Health & Safety Officer immediately and reasonable steps taken to remove the risks identified.

*Upon receipt of written confirmation of pregnancy from the employee and regardless of medical confirmation, the Health and Safety Officer will undertake an immediate risk assessment and discuss the issue with the employee concerned.

Leave

Statutory Maternity Leave is 52 weeks. It's made up of:

- Ordinary Maternity Leave - first 26 weeks
- Additional Maternity Leave - last 26 weeks

You don't have to take 52 weeks but you must take 2 weeks' leave after your baby is born (or 4 weeks if you work in a factory). Use the [maternity planner](#) on Gov.Uk website to work out the dates for your ordinary and additional leave. You may be entitled to take some of your leave as [Shared Parental Leave](#).

Start date and early births

Usually, the earliest you can start your leave is 11 weeks before the expected week of childbirth.

Leave will also start:

- the day after the birth if the baby is early
- automatically if you're off work for a pregnancy-related illness in the 4 weeks before the week (Sunday to Saturday) that your baby is due

Use the [maternity planner](#) on Gov.Uk to work out the earliest date your maternity leave can start.

Change your date for returning to work



You must give your employer at least 8 weeks' notice if you want to change your return to work date.

Particular regard will be given to Safe lifting procedures. The pregnant or nursing employee will be advised not to lift children, heavy loads, and loads above chest height or furniture.

Trip hazards which are part of the daily risk assessment by the Health and Safety Officer will be removed by any staff member upon seeing them as it is a particular risk of working with small children that they may leave toys lying around at any time.

Adequate opportunity will be provided for the pregnant/nursing employee to be seated while working with children. The employee concerned will not be required to sit or stand for lengthy periods of time and will be encouraged to adopt the most comfortable and safe posture while carrying out her duties.

Notice will be given to parents reminding them of the requirement to notify the Business Manager of the presence of infectious disease within the family e.g. German measles and the Co-ordinator has a duty to inform the pregnant /nursing employee if such information is received. Usual policy concerning infectious diseases will apply.

*Risk assessments will be conducted at regular intervals by the Health and Safety Officer and the employee concerned. *The employee will be given a copy of A Guide for New and Expectant Mothers Who Work: Health and Safety Executive ISBN 0 7176 2614 8.

*The Business Manager/Pre-school Leader will remind the employee of her rights under the Maternity Leave Policy and the Equal Opportunity at Work Policy.

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

This Policy was agreed at an Under 5s AGM meeting held on: 14.5.2018 (Date)

Signed on behalf of the Pre-School: (Chair)