

Title	Maternity
Associated Policies	<ul style="list-style-type: none"> • Maternity Support Leave (Paternity) (TPO/STA/07) • Adoption (TPO/STA/01) • Parental Leave (TPO/STA/06) • Staff Absence (Illness) (TPO/STA/13) • Special Leave of Absence (TPO/STA/14) • Shared Parental Leave (TPO/STA/29) • Flexible Working (TPO/STA/28)

REVIEWED: March 2022

NEXT REVIEW: March 2025

1.	Policy Statement
	<p>1.1 This policy outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth and sets out the arrangements for ante-natal care, pregnancy-related sickness, health and safety, and maternity leave.</p> <p>1.2 This policy provides a summary of the different maternity leave and pay entitlements and the qualifying requirements. Statutory entitlements are those provided for by employment law, occupational maternity pay is part of the employee’s contract of employment. The Trust is committed to adhering to the terms set out in the Burgundy Book and the Green Book conditions of service as a minimum.</p> <p>1.3 No sort of “family friendly” leave will have a detrimental impact on an individual’s employment prospects or pay progression.</p> <p>1.4 The Trust are committed to assessing individuals on family friendly leave against their PDD objectives before their leave begins and when they return.</p> <p>1.5 The Equality Act 2010 makes it unlawful to discriminate against someone, or treat them unfairly, because of pregnancy or maternity.</p>
2.	Who does this policy apply to?
	<p>2.1 This policy applies to pregnant employees at Brooke Weston Trust</p> <p>2.2 This policy is relevant to staff who wish to take Maternity Leave. If staff wish to bring their maternity leave to an end so that they can take Shared Parental Leave, they should refer to the Shared Parental Leave policy.</p> <p>2.3 This policy also applies to Agency Workers after working in their role for 12 weeks. Further detailed guidance can be found in section 14.</p>
3.	Who is responsible for carrying out this policy?
	<p>3.1 The implementation and application of this policy will be monitored by the Senior Leadership Team and governors of the Academy and will remain under constant review by Brooke Weston Trust.</p> <p>3.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.</p> <p>3.3 This information will be monitored and shared with the recognised trade unions on an annual basis, including by protected characteristics.</p>
4.	Definitions
	<p>4.1 The definitions in this paragraph apply in this policy:</p>

- **Expected Week of Childbirth:** the week, starting on a Sunday, in which your doctor or midwife expects the employee to give birth
- **Qualifying Week:** the fifteenth week before the Expected Week of Childbirth
- **Statutory Maternity Pay (SMP):** the legal minimum amount an employer must pay.

5. Notification

- 5.1 The employee should inform us as soon as reasonably practicable that they are pregnant so that the Academy can help support them with any Health and Safety Considerations. (see paragraph 8, Health and safety).
- 5.2 Before the end of the Qualifying Week, or as soon as reasonably practical afterwards, the employee must tell us:
- That they are pregnant
 - The Expected Week of Childbirth; and
 - The date on which the employee would like to start their maternity leave (**Intended Start Date**) (see paragraph 10, Starting maternity leave)
- 5.3 The employee must provide a certificate from a doctor or midwife (usually on a MAT B1 form) confirming their Expected Week of Childbirth.
- 5.4 The form in Appendix B should be completed and returned to the Line Manager

6. Time off for antenatal care

- 6.1 If the employee is pregnant, they may take reasonable paid time off during working hours for antenatal care. This may include any relaxation or parenting classes that the employee's doctor, midwife or health visitor has advised the employee to attend. The employee should try to give the Academy/Trust as much notice as possible of the appointment.
- 6.2 Antenatal care is not restricted to medical examinations. It can include relaxation and parent craft classes, provided that these are recommended by a registered medical practitioner, midwife or health visitor.
- 6.3 We may ask the employee to provide the following, unless it is the first appointment:
- A certificate from the doctor, midwife or health visitor stating that the employee is pregnant; and
 - An appointment card
- 6.4 Where the partner of the pregnant employee is also an employee of Brooke Weston Trust, provision will be made, where practicable, to allow them to attend appointments with their partners. More information on this entitlement can be found in the 'Maternity Support Leave' Policy.

7. Sickness

- 7.1 Periods of pregnancy-related sickness absence shall be paid in accordance with the employee's contract of employment, in the same manner as any other sickness absence. Any payment of sick pay in excess of this as a result of pregnancy-related sickness shall be at our discretion.
- 7.2 Periods of pregnancy-related sickness absence from the start of the employee's pregnancy until the end of their maternity leave will be recorded separately from other sickness records and will be disregarded in any future employment-related decisions.
- 7.3 If the employee is absent for a pregnancy-related reason during the four weeks before their Expected Week of Childbirth, their maternity leave will start automatically, unless this is for a short 1–2-day period.

8. Health and Safety

- 8.1** We have a general duty to take care of the health and safety of all employees. We are also required to carry out an individual risk assessment for pregnant staff and those who have given birth within the last six months, to assess the workplace risks
- 8.2** Following a discussion with and agreement from the employee, we will provide the employee with information as to any specific risks identified in the risk assessment, and any preventive and protective measures that have been or will be taken (Appendix C). If we consider that, as a new or expectant mother, the employee would be exposed to health hazards in carrying out their normal work we will take such steps as are necessary (for as long as they are necessary) to avoid those risks. This may involve:
- Changing the employee's working conditions or hours of work, not to the detriment of the employee's remuneration;
 - Offering the employee suitable alternative work on terms and conditions that are the same or not substantially less favourable; or
 - Suspending the employee from duties, which will be on full pay unless the employee has unreasonably refused suitable alternative work.
- 8.3** If in the early months of pregnancy, a teacher is advised by an approved medical practitioner to absent herself from school because of the risk of rubella, they shall be granted leave with full pay, provided that they do not unreasonably refuse to serve in another school where there is no such undue risk.

9. Entitlement to maternity leave

- 9.1** All employees are entitled to up to 52 weeks' maternity leave

10. Starting maternity leave

- 10.1** The earliest date the employee can start maternity leave is 11 weeks before the Expected Week of Childbirth (unless the employee's child is born prematurely before that date).
- 10.2** The employee must notify us of their Intended Start Date. We will then write to the employee within 28 days to inform them of the date we will expect the employee to return to work if they take their full entitlement to maternity leave (**Expected Return Date**).
- 10.3** The employee can postpone their Intended Start Date by informing us in writing at least 21 days before the original Intended Start Date, or if that is not possible, as soon as reasonably practicable. Any such requests will be treated favourably.
- 10.4** The employee can bring forward the Intended Start Date by informing us at least 21 days before the new start date, or if that is not possible, as soon as reasonably practicable. Any such requests will be treated favourably.
- 10.5** Maternity leave shall start on the earliest date of the following:
- The employee's Intended Start Date (if notified to us in accordance with this policy); or
 - The day after any day on which the employee is absent for a pregnancy-related reason during the four weeks before the Expected Week of Childbirth (expect where this is for a 1–2-day period); or
 - The day after the employee gives birth
- 10.6** If the employee is absent for a pregnancy-related reason during the four weeks before the Expected Week of Childbirth, the employee must let us know as soon as possible. Please see section 7 for further details on this and how this may trigger the start of maternity leave.

- 10.7 If the employee gives birth before their maternity leave was due to start, the employee must let us know the date of the birth as soon as possible. Their maternity leave will start automatically on the day after the birth of the baby.
- 10.8 The law prohibits an employee from working during the two weeks following childbirth.
- 10.9 Shortly before the employee's maternity leave starts, we will discuss with the employee the arrangements for covering their work and the opportunities for the employee to remain in contact, should they wish to do so, during their leave. In addition to updates on vacancies, promotion opportunities, redundancy/reorganisation etc. it can also be agreed what other things the employee would like to hear about, for example, staff bulletins or information about staff social events. It should also be agreed how the parties would like to remain in contact, for example by email, phone, or KIT days and how often they would like the contact to be.
- 10.10 More information on 'Keeping in Touch' (KIT) days can be found in paragraph 16, which will be paid at normal pay.
- 10.11 During maternity leave, an employer may make reasonable contact with an employee, and in the same way, an employee may make contact with their employer.

11. Maternity Pay

- 11.1 A summary of the entitlements and obligations to maternity leave and pay for staff is set out in the table in Appendix A.
- 11.2 **Entitlement to Maternity Leave and Pay for all Categories of Staff, with Less than 26 weeks Service as at the 15th week before the EWC**
 - 11.2.1 All employees are entitled to take up to 52 weeks maternity leave from day one of employment.
 - 11.2.2 There is a requirement to give the employer at least 21 days' notice of the date on which the leave will begin. If the employee wishes to resign their employment the normal contractual notice period applies, however schools may apply their discretion in these areas.
 - 11.2.3 The employee is not required to give notice of their intention to return to work following maternity leave unless they return before the end of the 52 week period, in which case they must give 4 weeks' notice of their intention to return, however schools may apply their discretion.

Employees with less than 26 weeks Service as at the 15th week before the EWC can apply to the Benefits Agency for Statutory Maternity Allowance - [Maternity Allowance: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/benefits-agency/about/statutory-maternity-allowance)
- 11.3 **Entitlement to Maternity Leave and Pay for all Categories of Staff with More than Twenty-six weeks Service as at the 15th week before the EWC but less than 1 Years' Service as at the 11th week before the EWC**
 - 11.3.1 In addition to the maternity entitlement for employees set out above, for those with more than twenty-six weeks service as at 15 weeks before the EWC there is a possible entitlement to be paid Statutory Maternity Pay (SMP), depending on the employee meeting certain conditions.
- 11.4 **Entitlement to Maternity Leave and Pay for all Categories of Staff with More than One Year's Service as at the 11th week before the EWC**
 - 11.4.1 For those employees with more than one year's service as at the 11th week before the EWC, in addition to the above maternity leave and pay entitlements there is an entitlement to receive contractual maternity pay.

- 11.4.2** A summary of the entitlements and obligations to maternity leave and pay for all categories of staff with more than one year's service as at the 11th week before the EWC is set out in Appendix A.
- 11.5** Statutory maternity pay (SMP) is payable for up to 39 weeks. SMP will stop being payable if the employee returns to work (except where the employee is simply keeping in touch). The employee is entitled to SMP if:
- They have been continuously employed for at least 26 weeks at the end of the Qualifying Week and are still employed by us during that week;
 - Their average weekly earnings during the eight weeks ending with the Qualifying Week (the Relevant Period) are not less than the [lower earnings limit set by the Government](#);
 - The employee provides us with a doctor's or midwife's certificate (MAT B1 form) stating their Expected Week of Childbirth
 - The employee gives at least 21 days' notice (or, if that is not possible, as much notice as they can) of their intention to take maternity leave; and
- 11.6** SMP is calculated as follows:
- First six weeks: SMP is paid at the **Earnings-Related Rate** of 90% of the employee's average weekly earnings calculated over the Relevant Period;
 - Remaining 33 weeks: SMP is paid at the **Prescribed Rate** which is set by the Government for the relevant tax year, or the Earnings-Related Rate if this is lower.
- 11.7** SMP accrues from the day on which the employee commences their maternity leave and thereafter at the end of each complete week of absence. SMP payments shall be made on the next normal payroll date and income tax, National Insurance and pension contributions shall be deducted as appropriate.
- 11.8** The employee shall still be eligible for SMP if they leave employment for any reason after the start of the Qualifying Week (for example, if the employee resigns or is made redundant). In such cases, if the employee's maternity leave has not already begun, SMP shall start to accrue in whichever is the later of:
- The week following the week in which employment ends; or
 - The eleventh week before the Expected Week of Childbirth
- 11.9** If the employee becomes eligible for a pay rise before the end of their maternity leave, the employee will be treated for SMP purposes as if the pay rise had applied throughout the Relevant Period. This means that the employee's SMP will be recalculated and increased retrospectively, or that the employee may qualify for SMP if they did not previously qualify. We shall pay the employee a lump sum to make up the difference between any SMP already paid and the amount payable by virtue of the pay rise. Any future SMP payments at the Earnings-Related Rate (if any) will also be increased as necessary.
- 11.10** If the employee does not qualify for Statutory Maternity Pay then the employee will usually be entitled to Maternity Allowance. The employee can claim Maternity Allowance as soon as they have been pregnant for 26 weeks and payments can start 11 weeks before the baby is due. The amount an employee is entitled to depends on their eligibility. Employees can find out if they are eligible by following this link: <https://www.gov.uk/maternity-allowance/eligibility>

12. Terms and conditions during maternity leave

- 12.1 Contractually, the employee is treated as being temporarily absent from work when on maternity leave. All contractual benefits, except pay, will continue as normal. This includes the
- accrual of annual leave entitlement.

13. Annual leave

- 13.1 Staff who have an annual leave entitlement, accrue bank holidays and annual leave during maternity leave. Staff can either carry it forward or use it for a paid period of deferral to return to work.
- 13.2 For Teachers and Support Staff who work less than 52 weeks, there is a statutory annual leave entitlement to 28 days (5.6 weeks) reduced pro rata for part-time workers. This should be taken either before or after their maternity leave period, during school closure periods. On return from maternity leave, they will only be allowed to take any outstanding leave during term time during that leave year if there are insufficient school closures to accommodate their leave in that leave year.

Where return from maternity leave is so close to the end of the leave year that there is not enough time to take all the annual leave, it can be carried forward to the following leave year and be taken during the remaining periods of school closure after the 28 days annual leave for that year has been accommodated.

14. Agency Workers

- 14.1 Full details on the rights for Agency Workers can be found here - [Your rights as an agency worker: Maternity rights - GOV.UK \(www.gov.uk\)](#).
- 14.2 Agency workers are entitled to paid time off to attend antenatal appointments after passing the 12-week qualifying period.
- 14.3 Agency workers (who are not employees of the agency) are not entitled to statutory family leave – such as maternity, paternity, adoption and shared parental leave. This means that they cannot exercise rights to return to work that employees have.
- 14.4 Instead of statutory leave, you can agree to a period of time off with your agency and/or the hirer, or you can re-register with your agency when you are ready to return to work
- 14.5 You don't have to be an employee to receive Statutory Maternity Pay (SMP). If you meet the qualifying conditions, you can claim statutory pay from your agency. If you are not able to claim SMP, you may still be eligible for [Maternity Allowance](#).
- 14.6 An agency worker whose partner is pregnant has the right to attend up to two unpaid antenatal appointments with their partner once they have completed a twelve-week qualifying period with one hiring company.

15. Pensions

- 15.1 The period of OML and any further period of paid maternity leave counts towards our final-salary pension scheme as pensionable service, provided the employee makes the necessary minimum contributions based on the maternity pay they are receiving.
- 15.2 During unpaid AML the time shall not count as pensionable service under the final salary scheme. The employee does not have to make any contributions but they may do so if they wish, or the employee may make up for missed contributions at a later date.

16. Redundancies, restructures and reorganisations during maternity

16.1 In the event that the employee's post is affected by a redundancy, restructure or reorganisation situation occurring during their maternity leave, we shall write to inform the employee of any proposals and shall invite the employee to a meeting before any final decision is reached as to their continued employment. Employees on maternity leave who have been selected for redundancy shall be given first refusal on any suitable alternative vacancies that are appropriate to their skills. Further details can be found in the Trust Redundancy Policy.

17. Keeping in touch

- 17.1** We may make reasonable contact with the employee from time to time during their maternity leave.
- 17.2** The employee may work (including attending training) for up to ten days during maternity leave without bringing their maternity leave or SMP to an end. If an employee works more than ten KIT days their maternity leave and pay automatically end by law.
- 17.3** Each occasion worked is classed as a KIT Day during the maternity leave period, up to the 10-day maximum. In other words, if an employee cannot split their 10 KIT days into 20 half days.
- 17.4** The arrangements would be set by agreement with the Principal or relevant manager. The employee is not obliged to undertake any such work during maternity leave. In any case, the employee must not work in the two weeks after the birth.
- 17.5** Shortly before the employee is due to return to work, we may invite the employee to have a discussion (whether in person or by telephone) about the arrangements for their return. This may cover:
- Updating the employee on any changes that have occurred during their absence
 - Any training needs the employee might have; and
 - Any changes to working arrangements
- 17.6** KIT days will be paid at an employee's normal pay and can be offset against SMP. The Trust will ensure that employees do not suffer a financial detriment as a result of taking a KIT day.

18. Expected return date

- 18.1** Once the employee has notified us in writing of their Intended Start Date of their maternity leave, we shall send the employee a letter within 28 days to inform them of their Expected Return Date. If the employee's start date has been changed (either because they gave us notice to change it, or because maternity leave started early due to illness or premature childbirth) we shall write to the employee within 28 days of the start of maternity leave with a revised Expected Return Date.
- 18.2** We will expect the employee back at work on their Expected Return Date unless they tell us otherwise. It will help us if, in accordance with the timescales prescribed in the policy, they are able to confirm the date they expect to be back.

19. Returning early

- 19.1** If the employee wishes to return to work earlier than the Expected Return Date, they must give us 21 days' prior notice. It is helpful if the employee gives this notice in writing.
- 19.2** If not enough notice is given, we may postpone the employee's return date until 21 days after they gave notice, or to the Expected Return Date if sooner. However schools may apply their discretion.

20. Returning late

- 20.1** If the employee wishes to return later than the Expected Return Date, they should either:

- Request unpaid parental leave, giving us as much notice as possible but not less than 21 days; or
- Request paid annual leave in accordance with their contract, which will be at our discretion.

20.2 If the employee is unable to return to work due to sickness or injury, this will be treated as sickness absence and our Staff Absence (Illness) Policy will apply.

20.3 In any other case, late return will be treated as unauthorised absence.

21. Deciding not to return

21.1 If the employee does not intend to return to work, or is unsure, it is helpful if the employee discusses this with us as early as possible. If the employee decides not to return they should give notice of resignation in accordance with their contract. The amount of maternity leave left to run when the employee gives notice must be at least equal to their contractual notice period, otherwise we may require the employee to return to work for the remainder of the notice period. However, schools may apply their discretion in this scenario.

21.2 Once the employee has given notice that they will not be returning to work, the employee cannot change their mind without our agreement.

21.3 This does not affect the employee's right to receive SMP however an employee may need to repay any contractual maternity pay as set out in Appendix A.

22. The employee's rights when they return

22.1 An employee is entitled to return to work in the same position as they held before commencing leave. Where it is not practicable by reason of redundancy for the Trust to permit an employee to return to work in their job, the employee shall be entitled to be offered a suitable alternative vacancy where one exists, provided that the work is suitable and appropriate to the circumstances, and that the capacity and place in which they are to be employed and her terms and conditions of employment are not substantially less favourable than if they had been able to return to the job in which they were originally employed.

23. Breastfeeding Mothers

23.1 A breastfeeding mother is entitled to have a place to rest on their return to work,

23.2 Where possible the Academy will provide a private, hygienic and safe place for an employee to breastfeed and express milk, including somewhere cool for expressed breastmilk to be stored.

23.3 If an employee wishes to breastfeed or express milk, they should give reasonable notice to their line manager in advance of the KIT day or return to work so that suitable arrangements can be made.

23.4 Where an employee wishes to request adjustments to their working hours in order to breastfeed or express milk they should discuss this with their line manager and submit a flexible working request using the Trust's Flexible Working Policy, where appropriate.

24. Flexible Working Requests

24.1 We will deal with any requests by employees to change their working patterns on a case-by-case basis. Any formal requests to change their working pattern must be submitted using the Trust's Flexible Working policy. We will try to accommodate their wishes unless there is a justifiable reason for refusal, bearing in mind the needs of our business. It is helpful if requests are made as early as possible.

25. Death of a Baby and Still Birth

- 25.1** In the sad event that the baby dies or is still-born after 24 weeks' of pregnancy the provisions of the relevant scheme above still apply. Where this occurs before 24 weeks (miscarriage) consideration as to the circumstances should be made and where necessary special leave or sick leave should be granted. The decision should be made with consideration given to the needs of the employee and medical advice.
- 25.2** There is a further entitlement to Parental Bereavement Leave, and information on this can be found in the Special Leave of Absence Policy.

26. Policy Review

- 26.1** This policy has been implemented following consultation with the recognised trade unions and subsequent amendments and reviews will be subject to the same.

Appendix A - Maternity Entitlements and Application Form

What service do I have?	What options are available to me?	How much maternity leave am I entitled to?	What maternity pay am I entitled to
Less than 26 weeks service (Irrespective of hours worked) as at the 15th week before the expected week of childbirth.	A I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	SMP 1 from payroll and apply to the Benefits Agency for Statutory Maternity Allowance.
	B I would like to resign	Not applicable	As above
26 weeks or more as at the 15th week before the expected week of childbirth and less than 1 years' service as at the 11th week before the expected week of childbirth (Irrespective of hours worked)	C I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	E I would like to resign	Not applicable	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP
At least 1 years' continuous service (Irrespective of hours worked) as at the 11th week before the expected week of childbirth	F I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth.	4 weeks at full pay and 2 weeks at 90% of full pay, followed by, 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid. Plus, depending on salary and average earnings: 33 weeks lower rate SMP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SMP and the remainder unpaid. The 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks
	H I would like to resign	Not applicable	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SMP

SMP - Service for SMP is continuous service with the current employer only and is only payable if employed during the 8 week period 15 weeks before the expected week of childbirth, subject to the qualifying period.

Appendix B – Application Form

Name	
Payroll Number	
Home Address	
School	

Maternity Options

Please tick one option below. Refer to table overleaf

A	C	D	F	G
First date of maternity leave: I understand this date can be altered and I must give at least 21 days' notice of the revised date maternity leave is to commence.				
B	E	H		

I do not intend to return to work and thereby wish to formally terminate my contract of employment effective from:

- Date: _____
- The end of my maternity pay period

I have read and understand the maternity policy, which I have retained.

Signed:		Date:	
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NB. If you are intending to take a period of unpaid absence during your maternity leave you should be aware that you will not pay pension contributions during this period. You are advised to contact LGPS / Teachers Pensions to seek advice on the effect that a period of unpaid maternity leave will have.

Expected Week of Childbirth (EWC)

The MATB1 certificate is available from your midwife from the 20th week of pregnancy onwards (**please tick**)

- I enclose my MATB1 certificate with this form.
- I will forward my MATB1 certificate to the School as soon as possible and understand that I will not receive any maternity pay until I provide this.

Keeping in Touch Days

You are entitled to “keep in touch” with the Trust for up to a maximum of 10 days during your maternity leave without affecting your entitlement to statutory or contractual maternity pay. The exact arrangements for “keeping in touch” must be discussed with your Principal/Line Manager.

- I wish to discuss with my Principal/ Line Manager arrangements for “keeping in touch” days.
- I do not wish to discuss arrangements for “keeping in touch” days but reserve the right to discuss this with my Principal/ Line Manager at a later date during my maternity leave.

Authorising Signature

I confirm that an assessment to identify hazards that could be a risk to any new, expectant, or breastfeeding mothers has been or will be undertaken and I have discussed “keeping in touch” days with the employee if requested.

- I certify that I have seen the original MATB1 certificate

Signed:		Date:	
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Please return this completed form to EPM as soon as possible

Appendix C - Pregnancy Risk Assessment

Employee Details			
Name		Department	
Job title		No Weeks Pregnant	
Line Manager		Assessment Completed By	

Hazard	Risk		Mitigations
	Yes	No	
Does the employees job involve? Reaching Stretching Repetitive Twisting Lifting / Carrying? <i>(Musculoskeletal injury Weakening of the skeletal structure)</i>			
Does the job involve: Standing for long periods? Static Postures? <i>(Musculoskeletal injury Weakening of the skeletal structure)</i>			
Display Screen Equipment? <i>(increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT)</i>			
Slips, Trips & Falls <i>(Increased risk of injury due to physical change and or hormonal changes)</i>			
Welfare <i>(Access to toilets to protect against risk of infection and kidney disease)</i>			
Fatigue <i>(Fatigue from prolonged standing or physical activity)</i>			
Work Related Stress <i>(Individual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy)</i>			

Appendix C - Pregnancy Risk Assessment

<p>Temperature / Humidity <i>(Lower tolerance to heat and humidity resulting in discomfort / faint)</i></p>			
<p>Out of Hours Working <i>(Long working hours or shift work patterns can affect the health of pregnant women)</i></p>			
<p>Access <i>(Mobility may be impaired during later stages of pregnancy)</i></p>			
<p>Travel Health <i>(Increased medical risk from business travel. Poor posture / prolonged sitting increase risk of deep vein thrombosis (DVT) Risk from infectious diseases in some countries)</i></p>			
<p>Biological or Chemical <i>(Exposure to certain biologicals or chemicals)</i></p>			
<p>Working at Height <i>(Loss of agility and or balance)</i></p>			
<p>Personal Safety <i>(Violence or fear of violence can increase)</i></p>			
<p>Any Other Identified Risks</p>			

	Date	Employee Signature	Assessor Signature
Initial Risk Assessment completed:			
Proposed date for next assessment:			
Assessment Reviewed on:			

