

# HSP 05 New expectant birth parents

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## Briefings

Having read this procedure all key points must be communicated to staff if they are pregnant.

If you require any further assistance in the development of the team talk please contact your Safety, Health, Environment & Quality Manager.

## 1. Introduction

This procedure explains what managers need to do for employees who may be pregnant or are returning to work after childbirth to ensure they are not exposed to unnecessary risks.

## 2. Definition of new & expectant birth parent

A new or expectant birth parent is an employee who is pregnant, has given birth within the last six months or is breastfeeding.

## 3. What the Regulations require?

If you are notified that an employee is pregnant, breastfeeding or has given birth within the last six months, you need to check that the workplace risk assessment to see if any new risks have arisen. The best way to complete this is to use the New & expectant birth parent risk assessment (RAG05). If risks are identified you must take appropriate, sensible action to reduce, remove or control them.

## 4. Assessing the risk

To adequately manage the risk to employee and child you need to assess and document this assessment. This will be achieved by:

- Assessing the work of any 'new or expectant birth parent'.
- Attempt to reduce, remove or control and risks.
- Find alternative work where exposure cannot be reasonably prevented.
- Review and monitor control measures put in place during the duration of the pregnancy

## 5. General advice on controls

Guidance on general controls are identified on the risk assessment template. If risks have not been sufficiently reduced consider:

- Temporarily adjusting the employee working hours.
- Offer of suitable alternative work if available (appropriate for employee to complete and no less favourable in terms and conditions.
- Suspend on full pay.

## 6. The process

1. Employee notifies their Head of Department of their pregnancy.
2. Letter written by Head of Department confirming details of pregnancy and maternity rights.
3. Head of Department and employee meet and complete risk assessment within two weeks of Head of Department being notified of pregnancy.
4. Any control measures identified in risk assessment should be implemented as soon as practicable.

## 7. Risk assessment review

The risk assessment should be reviewed under the following circumstances:

- Provision of any relevant information from employee's GP or midwife.
- Regularly (recommend at least every 3 months).
- Before the birth parent returns to work following the birth of the child.
- For the period the birth parent chooses to breast feed.

## 8. Record keeping

The details of the new & expectant birth parents should be kept on file for the duration of the individuals' employment.

## 9. Associated documents

- HR Family Leave Policy
- RAG 05            New expectant birth parents risk assessment

## 10. A Summary of the main points

Check that:

- Employees are aware of requirement to notify Manager of pregnancy.
- Risk assessments completed for all new & expectant birth parents.
- Record of risk assessments kept on individuals file.

## 11. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	01/08/2015
Date of next full review	01/01/2027

Issue	Date	Author	Reason
1.0	01/08/2015	Steve Andrews	New format – supersedes previous version HSP25.
2.0	03/01/2018	Steve Andrews	Full review – no changes
3.0	17/09/2020	Steve Andrews	Added section of COVID-19.
4.0	06/01/2020	Steve Andrews	Full document review – corrected references to RAG05.
5.0	20/01/2024	Steve Andrews	Full document review – removed section of COVID-19 risks in pregnancy. Added reference to associated documents (Section 9).
5.0	27/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.
5.1	25/03/2024	Steve Andrews	Replaced 'mothers' with birth parents to improve inclusivity.