



POLICY AND STANDARD OPERATING PROCEDURES

Title	Expectant Mothers Standard Operating Procedure		
Policy Ref. No	E007		
SOP(s) Ref. No	E013		
Version No.	3.1		
Senior Officer Lead	Director of Corporate Services		
Author	Health & Safety Manager		
Ratifying Group	Health and Safety Committee	Date	July 2004

1 Purpose.

1.1 This procedure supports the Force's statement of general policy regarding health and safety at work, in particular, it's commitment to the provision of a safe working environment and safe systems of work for new or expectant mothers.

2 Revision History

Date	Revision	Change	Section	Schedule Review Due
June 2006	2.0	None		
July 2010	3.0	New template and EIA		Aug 2013
Jan 2014	3.1	Addition of 7.10	7	Aug 2016

3 Persons Affected.

3.1 New or expectant mothers.

4 Policy.

4.1 The policy of Bedfordshire Police is to ensure, as far as is reasonably practicable, the health, safety and welfare of new or expectant mother whilst at work.

5 Definitions.

5.1 For the purposes of these procedures, a "new or expectant mother" means an employee who is pregnant; who has given birth within the previous six months; or who is breastfeeding.

6 Responsibilities.

6.1 An assessment of the work activities of new and expectant mothers will be undertaken by the supervisor when the employee has notified, in writing, that she is pregnant, has given birth or is breastfeeding.

- 6.2 An expectant mother will be required to produce, within a reasonable period of time, a certificate from a registered medical practitioner or registered midwife confirming that she is pregnant.

7 Standard Operating Procedures.

- 7.1 On receiving notification, in writing, of an individual's pregnancy, the departmental head should ensure that an assessment is carried out of the risks which might be posed to the pregnant person and decide what steps need to be taken to eliminate or control those risks using Form 39.
- 7.2 The assessment should be made in consultation with the post holder, the Occupational Health Adviser and/or Health and Safety Adviser.
- 7.3 A similar assessment should be carried out where a new mother returns to work within 6 months of the date of birth of the child, or beyond this period if she is breastfeeding.
- 7.4 The assessment should cover the nature, degree and duration of exposure which might occur from any processes or working conditions, including those emanating from physical, chemical and biological agents. (examples of various agents are given on form 39).
- 7.5 If the assessment reveals a risk to a pregnant or breastfeeding worker, appropriate steps should be taken to ensure that she is not exposed to that risk.
- 7.6 Appropriate measures will include adjusting working conditions or hours of work, if reasonable to do so. If it is not reasonable to do so, the person concerned should be offered alternative work if any is available. If that is not feasible, she should be released from duty for as long as necessary to protect her health or safety or that of her child.
- 7.7 Where a new or expectant mother works at night, in the event of a medical certificate being produced stating that it be necessary for her health and safety that she should not be at work, she should be released from duty if there is no suitable daytime work.
- 7.8 An employee released from duty on maternity grounds is entitled to be paid remuneration at her full normal rate for as long as the absence continues, except where she has unreasonably refused an offer of suitable alternative work in which case no remuneration is payable for the period during which the offer applies.
- 7.9 Assessments should be reviewed regularly to ensure that they remain valid.
- 7.10 Copies of all risk assessments should be sent to the Force Health and Safety Advisor and hrworkforcerelations@bedfordshire.pnn.police.uk

8 Monitoring Compliance

8.1 This Policy / SOP will be monitored for compliance by means of the Inspections and Audit Procedure E023.

9 Communications/Implementation Plan

9.1 This policy/SOP will be communicated and implemented by means of the Force intranet

10 Associated Documentation / Legislation.

10.1 Associated Legislation/ Standards / Documents included:

- Health and Safety at Work Act 1974
- Chemicals, Hazard Information and Packaging for Supply Regulations 2002
- Control of Substances Hazardous to Health 2002
- Management of Health and Safety at Work Regulations 1999.

10.2 Associated Policies / SOPs included:

- E023 Inspections and Audits.
- E007 Health and Safety Policy

11 Freedom of Information.

11.1 Suitable for External Publication. **Yes**

Exempted Paragraphs	Reason for Exemption

12 Equality Impact Assessment

12.1 The equality impact assessment for this document is provided below.

EQUALITY IMPACT ASSESSMENT - PART ONE			
Name	E013 Expectant Mothers SOP	Date Assessed	23 July 2010
Person(s) responsible for assessment	Health and Safety Advisor		
Designation: Low			
1. Who are the main stakeholders?	New or expectant mothers		
2. Are there concerns that there <u>could</u> be a differential impact on racial groups?	No		
What existing evidence (either presumed or otherwise) do you have for this?			
3. Are there concerns that there <u>could</u> be a differential impact due to sex?	No		
Describe existing evidence (either presumed or otherwise) do you have for this.			
4. Are there concerns that there <u>could</u> be a differential impact due to Gender reassignment?	No		
Describe existing evidence (either presumed or otherwise) do you have for this.			
5. Are there concerns that there <u>could</u> be a differential impact due to disability?	No		
Describe existing evidence (either presumed or otherwise) do you have for this.			
6. Are there concerns that there <u>could</u> be a differential impact due to sexual orientation? (Lesbian, Gay men and Bisexuals)	No		
Describe existing evidence (either presumed or otherwise) do you have for this.			
7. Are there concerns that there <u>could</u> be a differential impact due to age?	No		
Describe existing evidence (either presumed or otherwise) do you have for this.			
8. Are there concerns that there <u>could</u> be a differential impact due to religion and belief?	No		
Describe existing evidence (either presumed or otherwise) do you have for this.			
9. Are there concerns that there <u>could</u> be a differential impact due to dependants/caring responsibilities?	No		
Describe existing evidence (either presumed or otherwise) do you have for this.			
10. Are there concerns that there <u>could</u> be a differential impact due to socio-economic issues?	No		
11. Are there any other issues or considerations?	No		
12. Can the impact be justified on grounds of promoting equality of opportunity for one group? Or any other reason?	Yes		
Pregnancy is a natural state and a healthy pregnant woman can generally do most of the jobs she did before becoming pregnant. Women who work during pregnancy do not have a clearly better or worse pregnancy outcome on average than those who do not work. Nevertheless, pregnancy places extra strain on working women and steps must be taken to safeguard their welfare and that of their children.			
13. Should this proceed to a full impact assessment? If yes, proceed to the EIA Part Two.	No		

Approved by the Diversity and Inclusions Advisor: Date: Low Impact Not Required.
(High and Medium Impacts and Collaboration Policies/SOP only)

Contact Information Services: Bedfordshire Police Headquarters, Woburn Road, Kempston,
Bedfordshire.MK43 9AX.