# Maternity (New and Expectant Mothers)

This document is aimed to provide employees with information about new or expecting mothers at work.

My Support and Care Services (west Country) Ltd has a legal obligation to ensure a safe and healthy work environment for pregnant or breastfeeding employees.

The definition of a ‘new or expectant mother’ is ‘someone who is pregnant, has given birth within the previous six months, or is breastfeeding’

My Support and Care Services (West Country) Ltd are committed to supporting employees through their pregnancy and will provide:

* A non-smoking working environment
* Individually tailored risk assessment
* Flexibility with working hours in order to attend antenatal appointments
* A suitable resting place for breaks

*Procedures for New or Expectant Mothers*

* Expectant mothers must inform My Support and Care Services, in writing that they are pregnant and later on provide a maternity leave application form (MAT.B1) which will be given to the expectant mother by their G.P or midwife.
* A new or expectant mother will be asked to help complete an individual risk assessment to identify any risks that may cause health problems for her or her child. This will be undertaken with the service manager. The employee must convey any advice given by her G.P to assist with this process.
* A ‘Med 3’ should be provided if the G.P considers work adjustments are required during pregnancy and breastfeeding. In this instance the G.P will record any advice given in the ‘remarks’ section on the Med 3 and section ‘A’ selected ‘You need not refrain from work’.

Due to the nature of the service we provide and the customer group we support there may be instances where new or expectant mothers are advised not to undertake certain tasks due to the risk of harm to her and her child.

In these instances My Support and Care Services will whenever possible offer alternative work. for as long as necessary to protect her and her child’s health and safety.

***Guidance for Risk Assessment***

As stated previously, the risk assessment will be completed with the employee and the service manager.

The following points will be considered:

* Pregnancy related medical conditions i.e. high blood pressure
* Health problems caused by the nature of the work i.e. manual handling
* Physical Hazards
* Biological Hazards i.e. Infections
* Chemical Hazards
* Working Conditions i.e. Exposure to violence, cigarette smoke, hours of work etc

Each risk assessment will be reviewed at an appropriate and agreed interval and where necessary the information shared with other employees.