**STUDENT MATERNITY, PATERNITY and ADOPTION POLICY** 

**Purpose**

The purpose of this policy is to:

• Set out the advice and support available to students who become pregnant, adopt a child or wish to take paternity related absence during the course of their studies.

• Set out the advice and support available to students who experience pregnancy-related bereavements such as miscarriage, neo-natal deaths and still births.

• Encourage students to actively participate in, and develop, a Maternity/Paternity and Adoption Support Plan (MPASP) with relevant members of University staff at the earliest possible point.

• Ensure the support in the MPASP is delivered in an appropriate, timely and effective manner.

**Scope**

This policy and procedure will apply only to those students who were enrolled directly with the University of East London and who were either studying with attendance, or through a distance learning programme. Institutions enrolling students on University of East London programmes through a collaborative partnership will be expected to have their own local policy and procedure.

**Equality Analysis**

This policy will provide additional support to students who are pregnant or prospective parents/ adoptive parents. The policy is in line with the Equality Challenge Unit’s recommendations and offers a ‘best practice’ approach towards maternity support (see ECU guide: Student pregnancy and maternity: implications for higher education institutions <http://www.ecu.ac.uk/wp-content/uploads/external/student-pregnancy-and-maternity-implications-for-heis.pdf>.

The University will ensure that these students are not treated less favourably than other students and recognises its obligations under the Equality Act 2010.

**Policy**

The University is committed to supporting our students who are prospective parents by birth or adoption and those who have experienced pregnancy-related bereavement. We will be guided by the following principles when supporting our students:

a. The University will work with our prospective parents in a supportive, non-judgmental and respectful manner;

b. Once informed of a pregnancy or adoption, the University will work with the student concerned to ensure that reasonable adjustments are put in place in a timely manner in line with our duties under the Equality Act 2010;

c. The University will always treat the Health and Safety of the student as paramount.

d. We will always treat information provided to us confidentially and will only pass on information to those staff members that need be informed in order to provide support or adjustments for the student concerned;

e. The University will treat all prospective parents equally in accordance with our legislative duties. Students who are adopting a child will be offered the same level of support as those who have become biological parents;

f. The University will be respectful and considerate to any student who requires adjustments to prepare for or assist recovery after a termination.

**Eligibility and adjustments**

Pregnancy and maternity are protected characteristics under the Equality Act 2010. This applies to:

a. a student who is pregnant, or has given birth within the last 26 weeks;

b. a student who has experienced a still birth or neo-natal death within the last 26 weeks

c. Sympathetic consideration will also be provided to those students who have experienced a miscarriage or termination of pregnancy.

**Paternity/partnership and adoption**

Once paternity/partnership or adoption can be evidenced in line with Section 2 of the Procedure below, the University will support paternity and adoption-related adjustments (e.g. to attend hospital appointments etc.) in the same way as those for expectant mothers.

In accordance with the entitlements that currently exist within employment law for paternity and adoption leave, UEL will support paternity and adoption related absence for a maximum of two consecutive weeks within 56 days of a child being born.

The two weeks do not have to be taken consecutively, but will need to be taken in week-long blocks. If both parents/partners or adoptive parents are UEL students then both are eligible to take leave.

**Restriction on return to study after birth (birth mothers only)**

You will not be allowed to attend University for two weeks after the birth of your child. This two week period of absence is in line with health and safety regulations, Employment Law and Department of Work and Pensions guidelines (April, 2014), and needs be planned for as part of the MPASP.

If you go beyond your Expected Due Date (EDD), you will need to provide additional medical evidence to confirm that it is considered safe for you to continue to attend the University. This mandatory period of absence will be recorded separately from the usual attendance monitoring procedures of UEL. You should familiarise yourself with the Engagement and Attendance Policy which can be found on the following link:

<https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies>

**Premature Birth**

Should your child arrive unexpectedly early, you will be able to claim Extenuating Circumstances in the normal way.

**International Students**

International students on a Tier 4 student visa should seek advice from the International Student Advice team (booked via the Hub) in relation to their pregnancy and the possible implications this may have on their visa particularly if a break in studies may be needed. A break from UEL does not mean that the VISA will be automatically extended. You will need to seek Immigration Advice on this matter. It is important to have earlier discussions about this as an unexpected decision to fly abroad could impact health.

**Accommodation**

Students who become pregnant whilst living in University accommodation may find that this is no longer suitable for health and safety reasons. Advice should be sought from Residential Services.

**Procedure**

Once a pregnancy is confirmed the expectant mother, father/partner or adoptive parent should immediately inform their Programme Leader or Academic Advisor (Undergraduates) or Director of Studies/Dissertation supervisor (Postgraduates) so that appropriate adjustments can be considered through the development of the MPASP.

The duty lies on the student to inform the University of their pregnancy and we can only put reasonable adjustments in place if we are informed. It is in your best interest to inform the University at the earliest opportunity so that we can put as much support in place as possible at the earliest stage of your pregnancy. The highest risk of damage to the baby is during the first 13 weeks of pregnancy. Consequently, students should notify us as early as possible of their pregnancy so that a support plan can be drawn up and a health and safety risk assessment can be conducted. You should be aware that there are certain deadlines (e.g. for examination arrangements) beyond which it may not be possible for support to be put in place. In such cases, the student should consider extenuating circumstances.

**1. The Maternity Paternity Adoption Support Plan (MPASP) for Expectant mothers, fathers/partners**

Your school can arrange a support plan with you to identify any risks associated with your programme. The plan will also cover important information like study leave and return to study. It will help the university coordinate support for you throughout pregnancy, post birth and return to study.

To obtain a support plan you will need to arrange a meeting with your Programme Leader, Academic Advisor (if they have detailed knowledge of your course) or Dissertation Supervisor. They will ask you to provide the University with details of the pregnancy/adoption. In particular, we will require your Expected Date of Delivery (EDD) in order to properly ascertain your support needs.

As students are unlikely to have documentary evidence of their pregnancy before 20 weeks a support plan can be drawn up prior to evidence being received. Evidence will be required in order for the university to consider examination arrangements or alternative assessments but a risk assessment, advice on pregnancy related absence to attend appointments and possible academic implications can be discussed and implemented prior to evidence being received.

This evidence can include (but is not restricted to):

Expectant mothers, fathers/partners

• Any letters indicating GP/Midwife, Antenatal or Hospital Appointments.

• A MATB1 Certificate (provided to a pregnant woman after their 20 week scan).

• Any medical evidence indicating their expected date of delivery (EDD).

• Any reasonable proof of relationship for fathers/partners that are unmarried or in Civil Partnership.

Adoptive parents

• Proof of adoption can be provided through a birth certificate but UEL remains open to any reasonable proof of relationship for eligibility purposes.

• Evidence of any adoption-related dates that will affect attendance or ability to study.

**2. Completing the Maternity, Paternity and Adoption Support Plan PASP**

Your Programme Leader, Academic Advisor or Dissertation Supervisor will work with you to complete the Maternity/Paternity and Adoption Support Plan. Any recommendations will be dependent on your individual needs and will take account of the requirements of your course and the effect of your circumstances on your ability to undertake this.

The Plan will set out your responsibilities and the responsibilities of staff and may include (but is not restricted to):

Health and Safety considerations

A risk assessment to ensure that any Health and Safety issues relating to your programme of study are identified and addressed. This is very important if your course includes physical activity or exposure to chemicals, radiation or biological agents, as these have been identified as high risk particularly within the first 13 weeks of pregnancy. This also includes any relevant risks associated with field work, laboratory work and placements. You may be asked to provide additional evidence from a responsible medical practitioner who confirms that there will be no risk to you or your unborn child from taking part in part in field work, laboratory work or a placement. You should also note that some professional bodies prohibit pregnant women from undertaking placements and fieldwork. Your School will provide you with the information relevant to your course and will also be able to identify whether such work is a core competence and explore any alternative assessments as necessary.

Where placements form a compulsory part of particular programme of studies the MPASP will be shared with the placement provider to ensure that a risk assessment assesses any special risks that may be presented in these environments to the pregnant student. Placement providers may also be asked to contribute to any temporary reasonable adjustments or additional control measures that may be required based on their knowledge of the workplace and local arrangements.

Antenatal care

Agreeing and documenting all known Maternity/Paternity and Adoption related absences in advance. These absences can be considered against any course deadlines with a view to identifying whether it is possible for any missed work or assessments to be covered and how this could be done e.g. consideration of alternative methods of assessment

Exams and Assessments

Exploration of alternative arrangements where you are unable to complete any assessments due to pregnancy or maternity e.g. for those who’s EDDs and the 2 weeks post-natal compulsory non-attendance period, conflict with submission or examination deadlines (competency standards allowing). Such recommendations will be subject to practicality and administrative deadlines.

If a student is due to give birth near to or during assessment deadlines or the examination period, and wishes to complete her assessed work or sit her examinations, she should not be prevented from doing so.

Where a pregnant student is sitting exams she should be referred to the Disability and Dyslexia Team to consider examination arrangements

Maternity-related absence

The MPASP should also consider the following:

* How much maternity-related absence the student intends to take
* When the student intends to start maternity-related absence
* When the student intends to return from maternity-related absence
* Consider whether the dates of maternity-related absence will affect the student’s ability to complete any course module requirements. If so, what arrangements could be made to enable the student to complete the module?
* Consider what information the student will require during maternity-related absence to keep up to date on course developments and who will provide it
* Agree a proposed return to study plan with timetable.

Intermitting your studies (study break)

In certain instances, it may be necessary to consider intermitting. Please refer to the Student Initiated Intermission and Student Initiated Programme Withdrawal Policy available at <https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies>

The MPASP should also consider

* Advice on academic progression related to possible intermission.
* Referral to the Student Money Advice and Rights Team (SMART) for advice on financial support.

Resuming studies after Maternity Leave

The student should inform their School when they are ready to return and plan with their Programme Leader or supervisor an appropriate timetable for their re-integration into the programme of study, including the examination schedule.

**3. What if there is a change in your circumstances?**

Your MPASP should be updated:

• If there is a change in your circumstances that affect your ability to attend or study

• If you make any decisions that affect your planned return to study

• If you require additional support because you have experienced a still birth or neo-natal death (you may prefer to make an appointment with the Student Wellbeing Team via the Hub. This is perfectly acceptable).

• If you go beyond your EDD and wish to continue to attend the University. Further medical evidence stating that you are well enough to attend may be required.

If you experience any attendance difficulties relating to maternity, paternity or adoption, you should discuss these with your Academic Advisor/Programme Leader or Director of Studies/Dissertation Supervisor immediately.

**4. Financial support**

As a prospective parent, you may be eligible for additional funding or welfare benefits. You should contact the Student Money Advice and Rights Team (SMART), via the Hub, who will be able to assist you.

SMART will also be able to advise regarding any childcare benefits you may be entitled to once your child is born. This may help you plan for your return to study. If you are considering a break in study, it is essential that you see SMART so that they can help you to resolve any issues with your funding body (e.g. Student Finance England). This is very important if you wish to protect your funding or if you are considering moving from Full time to Part time status (or vice-versa) on your return to study as this may affect your student funding entitlements or benefits.

**5. Unexpected circumstances/Pregnancy Related Sickness**

If you become ill, or develop a medical complication, during pregnancy or give birth unexpectedly early and, as a result are unable to complete or submit coursework or participate in examination(s), students are strongly advised to obtain medical evidence and apply for extenuation in the usual way.

Additionally, UEL will also give consideration to the impact of a termination, miscarriage, still birth or neonatal death on a student’s ability to meet deadlines and sit examinations. Students will need to obtain medical evidence and apply for extenuation in the usual way.

Evidence that certifies pregnancy alone will not ordinarily be considered as sufficient evidence to apply for extenuation claims for coursework or examination

Further information about UEL’s Extenuating Circumstances Regulations can be found at <https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/extenuation-procedures>

**6. Emotional support**

Students that have suffered a miscarriage, unexpected complications during pregnancy, still birth or neonatal death may need further emotional support and/or time off from study to recover after bereavement. Likewise, a student who has a termination of pregnancy, for whatever reason, may also need emotional support and/or time off from study. In all cases it is strongly advised to refer or signpost the student to the Student Wellbeing Team for such support.



**Appendix 1 – Maternity, Paternity and Adoption Support Plan**

**Section 1**

Student Details

|  |  |
| --- | --- |
| Name |  |
| Student Number |  |

Course Details

|  |  |
| --- | --- |
| Course Title  |  |
| School |  |
| Programme Leader/Supervisor  |  |
| Academic Advisor |  |

Emergency Contact Details

|  |  |
| --- | --- |
| Name  |  |
| Relationship to Student  |  |
| Phone  |  |

**Section 2**

Key Dates (To be reviewed as appropriate during pregnancy)

|  |  |
| --- | --- |
| What is the students expected due date? (EDD) |  |
| How many weeks pregnant was the student at first contact with UEL staff?  |  |
| Has the student been informed that medical evidence (either letters/maternity notes/form MATB1) is required? |  |
| Has evidence been provided?  |  |

**Section 3**

Pregnancy related absence

|  |  |
| --- | --- |
| What are the dates of antenatal or other medical appointments?  |  |
| What is the impact of these appointments on the student’s studies?  |  |
| What measures can the student take to reduce the impact?  |  |
| Can arrangements be made to enable the student to catch up? |  |
| Is the student unable to complete any assessments, or sit any examinations due to her EDD?If yes, please provide details. |  |
| What alternative arrangements can be made for any assessments or examinations due to her EDD? |  |

**Section 4**

Health and Safety

|  |  |
| --- | --- |
| Has the School conducted a risk assessment?  |  |

Students on placement

|  |  |
| --- | --- |
| Has the placement provider been notified of the pregnancy?  |  |
| Will the student be able to complete the placement? If not, what alternative arrangements can be made?  |  |
| Has the placement provider completed a Risk Assessment? Is the placement provider aware of UEL’s policy on supporting students during pregnancy? |  |
| Name of the person responsible for liaising with the placement provider.  |  |

**Section 5**

Examination arrangements

|  |  |
| --- | --- |
| Does the student need additional provision in examinations?If yes, please refer the student to the Disability and Dyslexia Team who can organise the exam arrangements. |  |

**Section 6**

International students/those on placements abroad

|  |  |
| --- | --- |
| Has the student been advised to contact the International Students Advice Team for information on visa implications, airline restrictions etc? |  |

**Section 7**

Financial support

|  |  |
| --- | --- |
| Has the student been advised to contact the Student Money Advice Team (SMART) for information on financial support and benefits?  |  |

**Section 8**

Intermission of studies / Extenuation

|  |  |
| --- | --- |
| Has the student been advised on taking a study break and/or UEL’s extenuation policy (extenuation is only applicable if there have been complications or a sudden, unexpected incident, e.g. miscarriage, premature birth, still birth or a medical condition caused by pregnancy which impacts on a student’s ability to meet deadlines).  |  |

**Section 9**

Maternity related absence (students should provide information at least 15 weeks before their due date)

|  |  |
| --- | --- |
| How much maternity-related absence does the student intend to take? |  |
| When does the student intend to start maternity-related absence? |  |
| When does the student intend to return from maternity-related absence? |  |
| Will the dates of maternity-related absence affect the student’s ability to complete any course module requirements? |  |
| If so, what arrangements have been made to enable the student to complete the module? |  |
| What information will the student require during maternity-related absence to keep up to date on course developments? |  |
| Who will be responsible for providing the information to the student? |  |

Any other information or comments?

|  |
| --- |
|  |

**Plan to be reviewed on:**

**Agreed by staff member:**

**Agreed by student:**

|  |  |
| --- | --- |
| Name |  |
| Signature  |  |
| Date  |  |

**Appendix 2 Maternity, Paternity and Adoption Support Plan; Guidelines for completing form.**

Pregnancy and Maternity are protected characteristics under the Equality Act 2010 which protects expectant or new mothers from unfavourable treatment whether in education, at work or as a service user. At all times, staff must ensure that those students are not treated less favourably than any other student on the basis of their circumstances. Flexibility should be shown where possible to ensure continued learning is facilitated.

When a student discloses their pregnancy a meeting should be arranged as soon as possible with the Academic Advisor/Programme Leader/ Supervisor (who understands the requirements of the student’s programme of study) to complete the Maternity, Paternity and Adoption Support Form.

It is important to take the views and wishes of the student into account; their wishes should form the basis of the arrangement, rather than applying a standard set of arrangements. All decisions taken should be based on discussion with the student. Whilst an appropriate degree of flexibility should be exercised and efforts made to meet reasonable requests, staff should also seek to protect the academic integrity of the programme.

Students and staff should be encouraged to familiarise themselves with the Student Maternity, Paternity and Adoption Policy.

**Section 1.**

Please ensure that all student details/emergency contact details are up to date and indicate if they are liable to change within the near future.

**Section 2.**

Estimated due date (EDD)

Details are normally found on either the pregnancy notes given to the expectant mother by the anti-natal clinic or on the MAT B1 form which is provided around 26 weeks into pregnancy.

If the student does not have these because they have not yet been seen in the clinic please continue with the plan and arrange for the relevant documentation to be emailed to the person completing the plan as soon as it received.

**Section 3.**

As far as possible students should be encouraged to attend medical appointments outside of their UEL attendance days however it is recognised that this may not always be practicable.

The person completing this form should identify what impacts on attendance and studies and discuss with the student how this can be minimised.

**Section 4.**

A Health & Safety risk assessment needs to be completed as soon as possible after the student discloses their pregnancy, if the circumstances of pregnancy change and if the student returns to studies within 26 weeks of giving birth (see appendix 5).

If the student is on placement during their pregnancy risk assessments needs to be completed by the placement provider.

**Section 5.**

If the student is sitting examinations and needs additional support arrangements please refer them to the Disability and Dyslexia Team who can discuss adjustments with the student and liaise with the Assessment Unit to get the recommended support put in place

**Section 6.**

International students must seek advice from the International Student Advisors regarding maternity related absence as this may affect their right to study and stay in the UK.

**Section 7.**

All students should be advised to discuss the financial implications that pregnancy, maternity, paternity and adoption may have on their studies. Students should be advised to arrange an appointment with the Student Money Advice Team (SMART).

**Section 8.**

Any student given advice on deferral or intermittence should also be encouraged to contact the SMART Team as this also may have financial consequences.

**Section 9.**

ECU guide: Student pregnancy and maternity: implications for higher education institutions states:

“All students should be allowed to take maternity-related absence following the birth of their child. How long a student will take will be determined by her personal circumstances and the structure and content of her course. HEIs should not automatically require students to interrupt for a year, but should work with the student to establish a suitable return-to-study date.

Where course structure or content indicates the need for a student to return to study sooner than she would like to, the reason given will need to be justified in writing to the student. As students will be protected under the Equality Act 2010 from discrimination on the grounds of pregnancy and maternity, HEIs should also consider the need to justify their reasoning to a third party.

If an HEI is concerned about a student’s health in relation to her proposed return date or her course requirements, the student should be asked for their GP’s or health worker’s confirmation of their fitness to return to study.

At a minimum, students should be allowed to take one year out of study. Where there is concern about her knowledge of the field being affected by the length of time that she takes, the student’s department should take steps to ensure she is kept up to speed with developments in the field. For example, she could be sent lists of key reading and new research, and dates and transcripts of departmental lectures, and steps can be taken to ensure she can access key journals.

In exceptional circumstances, students may need to extend the length of maternity leave that they take beyond the standard time allowed, for example in cases of postnatal depression, serious illness or loss of a baby, or where there is no available childcare.

HEIs should take steps to enable students to complete the requirements of their course or module before they take maternity-related absence. In some cases, the student may want to sit examinations or submit alternative forms of assessment during her maternity-related absence. Where a student is unable to complete her course or module before taking maternity-related absence, if possible she should be allowed to complete the course or module on her return.”

Starting maternity-related absence

Students should be allowed to decide when they start their maternity-related absence in agreement with their HEI. If students wish to, they should not be prevented from studying up to their due date, or from starting their maternity-related absence a full term or semester before their due date, where practicable.

Where a student is close to her due date and unable to study as planned, the HEI may, in consultation with the student, start her maternity-related absence earlier than planned or, if appropriate, explore alternative methods through which she can meet the course requirements.

**Section 10.**

Please record any other information or comments raised by the student or the person completing this form.

**Appendix 3: Further Information for UEL Funded PhD Students**

Postgraduate Research Students who become pregnant, with an expected date of delivery that occurs during the period of the studentship, should consult their Dissertation Supervisor or Director of Studies.

UEL funded PhD students are entitled to a 6 month period of maternity leave during which funding can continue. After this 6 month period of paid maternity leave a student may have a suspension of the studentship for a further 6 months, during which no maintenance grant or tuition fees are payable. A UEL funded PhD student is therefore entitled to a total of 12 months leave of absence, of which 6 months are paid and up to 6 months are unpaid. The paid period of absence and the suspension can only be taken consecutively.

Periods of maternity leave, paternity leave or adoption leave will all be taken into account when calculating the date by which the University expects the student’s thesis to be submitted. UEL funded PhD students who wish to take paternity leave or adoption leave are entitled to the same periods of leave entitlement as maternity leave.

**Appendix 4 Sources of Support and Advice**

UEL

Disability and Dyslexia Team

<https://www.uel.ac.uk/undergraduate/student-support/disability>

Student Wellbeing Team

<https://uelac.sharepoint.com/StudentSupport/Pages/Health-And-Wellbeing.aspx>

Student Money Advice and Rights Team (SMART) <https://uelac.sharepoint.com/StudentSupport/Pages/Money-Advice-and-Rights.aspx>

UEL International Student Advice Team

<http://www.uel.ac.uk/isa/>

Children’s Garden (UEL Nursery)

<http://www.uel.ac.uk/nursery/>

UEL Students’ Union

<http://www.uelunion.org/advice/>

Sources of support external to UEL for information support or guidance:

|  |  |
| --- | --- |
| Direct Gov | [www.direct.gov.uk](http://www.direct.gov.uk/)  |
| Family Planning Association                                          | [www.fpa.org.uk/](http://www.fpa.org.uk/)                                          |
| Marie Stopes | [www.mariestopes.org.uk/](http://www.mariestopes.org.uk/) |
| British Pregnancy Advisory Service (bpas) | [www.bpas.org/bpaswoman](http://www.bpas.org/bpaswoman) |
| Brook | [www.brook.org.uk/](http://www.brook.org.uk/)  |
| The Miscarriage Association | [www.miscarriageassociation.org.uk](http://www.miscarriageassociation.org.uk/) |
| Still Birth and Neonatal Death Charity (SANDS) | [www.uk-sands.org](http://www.uk-sands.org/) |

**Appendix 5 – Risk Assessment for New and Expectant Mothers**

**Hazards and Risks: How to avoid them!**

Physical, biological and chemical agents, processes and working conditions which may affect the health and safety of new or expectant mothers are set out below.

| **HAZARD, RISK** |  **HOW TO AVOID THEM** |
| --- | --- |
| Night Work | If the GP /midwife provides a medical certificate stating that she must not work nights, offer alternative day employment. If alternative day employment is not available, suspend her from work (PAID LEAVE) for as long as necessary |
| **PHYSICAL AGENTS**Shocks, vibration or movement | Avoid work likely to involve uncomfortable whole body vibration, particularly at low frequencies |
| Manual Handling of loads where there is a risk of injury | Changes should be made after a risk assessment depending on risks identified. This may entail avoiding manual handling, reducing the amount of physical work and/or providing aids for future work |
| Noise | The requirements of the Noise at Work Regulations are sufficient to meet the needs of new and expectant mothers. |
| Ionising Radiation | The working conditions should be such that it is unlikely that anyone might receive a high accidental exposure. |
|  Non-ionising Electromagnetic Radiation (NIEMR) | Pregnant or breastfeeding mothers are at no greater risk than other workers.Extreme over-exposure to radio frequency radiation could cause harm by raising body temperature. |
| Extremes of Cold or Heat | Pregnant workers should take great care when exposed to prolonged heat at work. Rest facilities and access to refreshment would help. |

|  |  |
| --- | --- |
| Movements and posture, mental and physical fatigue and other physical burdens connected with the activity of new or expectant mothers | Ensure hours of work, volume of work and pacing of work are not excessive. Ensure seating is provided where appropriate.Be aware of spaces that may become awkward. Adjusting workstations or work procedures may help remove postural problems and risks of accidents. |
| **BIOLOGICAL AGENTS**Any biological agent in hazard groups 2.3 and 4 (ACGM) | Risk Assessment must take account of the nature of biological agent and the control measures which exist.Where it is know there is a high risk of exposure to a highly infectious agent, then it will be appropriate for the pregnant worker to avoid exposure altogether. |
| **CHEMICAL AGENTS**Substances labelled with the following risk phrases R40, R45, R46, R47, R61, R63, R64 and R68 under the CLP (Classification, Labelling and Packaging) Regulations (CE) 1272/2008 | These substances all fall under the scope of COSHH. Employers are required to assess the health risks to workers and where appropriate prevent or control the risks.R40 – Limited evidence of a carcinogen effectR45 – may cause cancerR46 – may cause heritable genetic damageR47 – may cause birth defects – no longer in useR61 – may cause harm to the unborn childR63 – Possible risk of harm to the unborn childR64 – may cause harm to breastfed babies.R68 – Possible risk of irreversible effects |
| Mercury and Derivatives | Mercury and mercury derivatives are covered by the requirements of COSHH. |
| Chemicals agents of known and dangerous percutaneous absorption (i.e. that can be absorbed through the skin). This includes some pesticides. | Take special precautions to prevent skin contact.Where possible use engineering methods to control exposure in preference to using personal protective equipment (PPE).The Control of Pesticides Regulations sets out general restrictions on the way that pesticides must be approved before they can be advertised, sold, supplied, used or stored. |

|  |  |
| --- | --- |
| Carbon Monoxide  | Pregnant women may have heightened susceptibility to the effects of exposure to carbon monoxide. HSE guidance note EH43 ‘Carbon Monoxide: health hazards and precautionary measures’ gives practical advice on the risks |
|  Lead and Lead derivatives  | The Approved Code of Practice: Control of Lead at Work, sets out current exposure limits to lead and the maximum permissible blood lead levels for workers who are exposed to lead and are subject to medical surveillance.A lower blood lead level is given for women of reproductive capacity. This is to protect the foetus from injury in the weeks before pregnancy is confirmed.  |
| **WORK WITH DISPLAY SCREEN EQUIPMENT (VDU’s)** | In the light of scientific evidence, pregnant women do not need to stop work with VDU’s.To avoid problems caused by stress and anxiety women who are pregnant or planning children and are worried about working with VDU’s should be given the opportunity to discuss their concern with their line manager. |
| **WORKING CONDITIONS**Inadequate rest facilities  | Ensure access to adequate facilities including rest rooms. |
| Excessive working hours | Ensure hours of work are not excessive |
| Unusually stressful work | Conduct stress risk assessment and identify controls to reduce levels of stress |
| Exposure to cigarette smoke | Ensure access to adequate facilities to enable employee to work without exposure to cigarette smoke |
| Lone working | Identify and implement appropriate controls |
| Work at heights | Ensure risk assessments for work at heights ongoing |
| Travelling | Identify and implement appropriate controls |
| Exposure to violence | Identify and implement appropriate controls to prevent exposure to violence |

**FACTORS TO BE CONSIDERED DURING THE RISK ASSESSMENT PROCESS**

The impact of aspects of pregnancy that may affect work are listed below. The impact will vary during the course of pregnancy and would therefore need to be kept under review.

|  |  |
| --- | --- |
| **ASPECTS OF PREGNANCY** | **FACTORS IN WORK** |
| Morning Sickness | Early shift workExposure to nauseating smells. |
| Backache | Standing/manual handling/posture |
| Varicose Veins | Standing/sitting |
| Haemorrhoids | Working in hot conditions |
| Frequent visits to toilet | Difficulties in leaving job/site of work |
| Increasing size | Use of protective clothing Work in confined areasManual handling |
| Tiredness | OvertimeEvening workRoom temperature |
| Balance | Problems of working on wet/slippery surfaces |
| Comfort | Problems of working in tightly fitting uniforms |
| **ASPECTS OF PREGNANCY**Dexterity, agility, co-ordination, speed of movement, reach may be impaired because of increasing size. | The individual may find some aspects of their role more difficult as their pregnancy progresses. |

**Where these factors arise, appropriate controls should be determined in consultation with the member of staff and advice may be sought from the Health and Safety Unit (HSU) as necessary.**

**Appendix 6 NEW AND EXPECTANT MOTHERS CHECKLIST**

Name of Expectant Mother .................. ............ Date: \_

Completed by:..........................................

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD** | **PRESENT** | **NOT PRESENT** | **COMMENT/ACTION** |
| 1. Night work |  |  |  |
| 2. Vibration |  |  |  |
| 3. Manual handling |  |  |  |
| 4. Noise |  |  |  |
| 5. Non Ionising radiation |  |  |  |
| 6. Ionising radiation |  |  |  |
| 7. Extreme cold |  |  |  |
| 8. Extreme heat |  |  |  |
| 9. Movement & Posture |  |  |  |
| 10. Fatigue |  |  |  |
| 11. Biological hazards |  |  |  |
| 12. Chemical AgentsR40, R45, R46, R47, other |  |  |  |
| 13. Mercury & derivatives |  |  |  |
| 14. Pesticides (Percutaneous absorption) |  |  |  |
| 15. Carbon Monoxide |  |  |  |
| 16. Lead and lead derivatives |  |  |  |
| 17. Display Screen Equipment (VDU's) |  |  |  |
| 18. Rest facilities |  |  |  |
| 19. Excessive working hours |  |  |  |
| 20. Excessive stress |  |  |  |
| 21. Lone working |  |  | *t* |
| 22. Work at height |  |  |  |
| 23. Travelling |  |  |  |
| 24. Exposure to violence |  |  |  |