

## Protecting Pregnant Workers and New Mothers – Code of Practice

### 1. Introduction

This code of practice is established to ensure the health, safety and welfare of pregnant workers and new mothers at the University. It applies to all pregnant workers, new mothers and those who have given birth in the last 6 months or are breastfeeding. This code of practice also applies to some transgender men, non-binary individuals, and people with variants in sex characteristics, or who are intersex.

### 2. Objectives

- To provide a safe working environment for pregnant workers and new mothers.
- To comply with all relevant legislation and regulations. Aligning with the Management of Health and Safety at work regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, the Employment Rights Act 1996 and Equality Act 2010.
- Provide up to date information and guidance for all employees and students.
- To prevent discrimination against pregnant workers new mothers.

### 3. Responsibilities

**3.1 Faculties and Directorates** should follow the University risk assessment procedure and include any significant hazards identified within a general workplace risk assessment that may have the potential to cause harm to individuals of childbearing age. Where risks cannot be removed, information about risks and precautions must be provided to those of childbearing age who might be affected by the work that they are required to undertake. This must be done by Line Managers, Health & Safety Local Officers, project leaders or tutors as appropriate, with guidance from Health & Safety Managers and/or Advisors when requested by the Faculty or Directorates.

Advice for Health & Safety Local Officers and others carrying out general risk assessments is given in [Risk Management & Assessments Guidance](#), located on the Health and Safety Services webpages.

**3.2 Line Managers, Project Lead and Tutors** must conduct an individual-specific risk assessment to assess any risks to mother or child on receiving written notification from an employee or student that they are pregnant. The assessment must take into consideration any advice from the employees and students' doctor or midwife, where risks are identified you must make necessary adjustments to their working conditions and/or hours.

**3.3 Employees** should promptly notify the university of their pregnancy by providing a formal notification in writing. Guidance on how to notify the university can be found within the [Maternity Leave and Pay Policy](#). It is the responsibility of the Employee to inform their line manager and risk assessors if any medical recommendations have been made by their doctor or midwife.

Advice on time off to attend antenatal clinic, maternity leave, and benefits, can also be found in the [Maternity Leave and Pay Policy](#) located on the People Directorates webpages.

**3.4 Students** should inform their tutor or project leader if they are pregnant, have given birth within the previous six months or are breastfeeding. An individual-specific risk assessment must be carried out by the tutor, project leader, Health & Safety Manager or Health & Safety Local Officer as appropriate. The risk assessment should consider any advice from the individual's doctor or midwife. Where risks to mother or child cannot be removed, alternatives should be discussed and documented on the risk assessment.

Further guidance regarding student pregnancy and maternity, can be found in the [Pregnancy and Maternity Policy for Students](#), or by contacting Student Services or the Students' Union Advice team (See Section 6 – Further information, below)

## 4. Risk Assessment

Faculties and Directorates should already have assessed the potential risks to those of childbearing age as part of the universities [Risk Management & Assessments](#) process.

**4.1 Individual Risk Assessment**, when an employee or student informs their faculty or Directorate that they are pregnant, have given birth within the previous six months or is breastfeeding, Line managers, project leads or tutors must complete an individual risk assessment with them, taking into account any advice from their doctor or midwife. You must regularly review individual risk assessments and make any necessary adjustments.

If risks are identified and cannot be removed, Faculties and Directorates must:

- Temporarily adjust employees working conditions and/or hours of work, Or if that is not possible and with advice from Personnel either:
- Offer suitable alternative work (at same pay and conditions) if available. Or if that is not feasible:
- Place the employee on special paid leave, on full pay, for as long as necessary to protect the employees' health and that of their child.

**4.2 Night Work**, Pregnant workers and new mothers must not work nightshifts if the employee has a certificate from their doctor or midwife stating that this will affect their health. The employee must be offered suitable alternative work or placed onto special paid leave, on full pay for as long as necessary.

Advice for Health & Safety Local Officers and others responsible for carrying out Individual-specific risk assessments is given in [Guidance on Risk Assessments for Pregnant Workers and New Mothers](#).

## 5. Rest and Breastfeeding

The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to provide suitable rest facilities for workers who are pregnant or breastfeeding. The facilities should be private, suitably located (e.g. near to toilets) and where necessary should include somewhere to lie down and somewhere to store their milk. It is not suitable to use toilets for this purpose and this should be clearly identified in the risk assessment.

Pregnant workers or those breastfeeding should be permitted to take breaks in suitable rest facilities. Where a need for frequent rest periods has a significant impact on work, the Faculty Operating Officer, or Director of Professional Service, through the People Directorate, may request an assessment by Occupational Health.

**5.1 Rest and Breastfeeding areas** are available on all University campuses within designated first aid rooms. The rooms have a bed, a sink with drinking and hot/cold running water and, where possible, are on the ground floor and close to toilets.

First Aid/Rest rooms are found at the following locations:

<b>Avery Hill</b>	Southwood site, The Dome 041
<b>Medway</b>	Blake Building B051 / Drill Hall Library DB019
<b>Greenwich</b>	Queen Anne A036 / Stockwell St 11.B019 / Dreadnought Basement B012
<b>Woolwich Bathway</b>	Room B013

Pregnant workers and new mothers should contact Campus Security to gain access to the first aid rooms. Security can be contacted through the [SafeZone App](#) or by calling Campus Security on:

<b>Avery Hill</b>	020 8294 0362 / 020 8331 9101
<b>Medway</b>	01634 883138 / 01634 883333
<b>Greenwich</b>	East Gate: 020 8331 7695, Dreadnought: 020 8331 9203, Stockwell Street: 020 8331 8429
<b>Woolwich Bathway</b>	020 8331 7576

## 6. Further information and Support

- Occupational Health (Staff): <https://www.gre.ac.uk/people-directorate/occupational-health-and-wellbeing>
- Student Centres: [www.gre.ac.uk/student-services/student-centres](http://www.gre.ac.uk/student-services/student-centres)
- Greenwich Students' Union: <https://www.greenwichsu.co.uk/advice/>