**Piggott School Procedure**

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**The Piggott School**

**Procedure:**

**New and Expectant Mothers**

**Aim:**

The Piggott School will work with new and expectant mothers to ensure that their individual needs are meet as far as is possible and that their working environment is suitable for their health and wellbeing

**Reference Documents:**

* 1981 Health and Safety regulations
* HSE New and Expectant Mothers Guidance
* Piggott New & Expectant Mothers RA

**Method:**

* This policy will be triggered by an expectant mother informing the school of her pregnancy. Ideally, this should be done before the 25th week of pregnancy (although there may be situations where this is not possible and is not and should not be enforceable).
* The school will issue the member of staff with “A Guide for New and Expectant Mothers who Work” produced by the HSE
* The employee will be required to carry out an individual risk assessment (New and Expectant Mothers RA) with their line manager to assess possible risks they may face in the workplace. This is issued by the PA to the Headteacher along with other documents and arrangements for leave
* Any reasonable actions that will assist the individual in their day to day work will be considered and actioned.
* The risk assessment may need to be reviewed throughout the pregnancy. This will be monitored by the member of staff and their line manager.
* The risk assessment will also be reviewed upon the employee’s return to work.

**Issued by:** David Corringham – Premises Manager

**Reviewed without changes:** 13.11.2020