

## **Elliott Nash Limited New and Expectant Mothers Procedure (SHE 20)**

The Management of Health and Safety at Work Regulations 1999 (MHWSWR) requires employers to carry out "suitable and sufficient" risk assessments. This includes new and expectant mothers. The amount of risk can change during pregnancy therefore it is important to repeat the risk assessment during the pregnancy at intervals or at the request of the expectant mother.

Elliott Nash Ltd is responsible for the Health and Safety of all of its employees, however the employee also has a responsibility to inform Elliott Nash Limited of the pregnancy in order that a risk assessment can be completed and monitoring started.

Once the pregnancy has been reported to the Human Resources Manager, a Risk assessment will be carried out and the employee given the HSE's "a guide for New and expectant mothers who work" and any other relevant information at that time.

Any employee who has a concern over their working activity whilst pregnant should alert their Line Manager\Human Resources at the earliest opportunity.

Once the employee confirms the pregnancy in writing, the Expectant Mothers Flow Chart is to be utilised and followed.

Once the mother returns to work the New Mothers Flow Chart is to be utilised and followed.

Section	Revision No	Issue Date	Review Date	Approved
SHE 20	1	July 2011	July 2012	Yes/BMP