

# New and Expectant Mothers Policy

## Purpose

To enable Compass Group UK & Ireland to identify and manage the risks associated with its operations in the workplace in relation to the new and expectant mothers.

## Introduction

The law requires employers to take extra steps to manage the risks to pregnant workers and new mothers who have given birth in the last 6 months or are breastfeeding. Where required employers should offer suitable alternative work, if available, and must provide a suitable place for pregnant and breastfeeding mothers to rest.

An individual risk assessment must be carried out for all pregnant workers and new mothers to ensure that Compass is providing a safe working environment and managing specific risks. This includes agency and temporary workers.

## Guidance

The **New and Expectant Mothers Risk Assessment** must be completed whenever any of the following situations arise:

- When an employee notifies the Company that they are pregnant; or
- When a new mother is working within six months of giving birth; or
- When a new mother is working and is continuing to breast-feed her baby.

It is the responsibility of the employee to inform their employer that they are pregnant, have given birth in the previous six months and/or are breastfeeding. The notification should be given in writing, as early as possible.

Risk assessments must be reviewed regularly, so that any changes are considered. As pregnancy progresses worker's dexterity, agility, coordination, speed of movement, reach etc may be affected.

Where mothers are breast feeding their child, they are to be provided an area in which they can rest. Nursing mothers should be provided with a healthy and safe environment where they can express and store the milk (toilet areas are not suitable). Expressed milk should not be stored in the Company's food storage areas, but in a separate marked area.

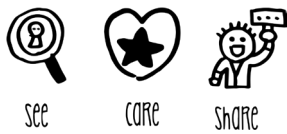
## Procedure

Once an employee has provided written notification that they are pregnant, or that they are breastfeeding or have given birth in the last 6 months an individual risk assessment must be carried out. Working conditions can pose different risks to the mother and/or child at different stages.

A New and Expectant Mothers Risk Assessment must be completed for each new and expectant mother. This should be done after they have discussed their health in relation to their job description with their GP. When completing the risk assessment, you must take into account any medical recommendations provided by a doctor or midwife. The risk assessment will identify whether the worker or their child is at significant risk of harm. Where possible additional controls should be put in place to control or remove the risks

If this is not possible and the risks to new and expectant mothers cannot be controlled or avoided, Unit Managers should consult with HR and HSE to agree what action should be taken. The following action may be taken:

- The employee's working conditions and/or hours of work should be temporarily adjusted if there is significant risk.
- If this is not reasonable or would not avoid the risk, they must be offered suitable alternative work on the same terms and conditions. OH can be contacted to discuss appropriate alternative work.



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- Where it is not possible to offer suitable alternative work, they must be suspended from work on full pay.

The risk assessment must be reviewed regularly and at least monthly or when significant changes occur. When reviewing the risk assessment previously entered information must not be deleted, and any additional actions or comments should be added and dated.