

- a. Inform Student Services (for Students) or Human Resources (Staff) of a pregnancy.
- b. Undertake an individual New and Expectant Mother's Risk Assessment for each applicable staff member, at the intervals noted below, pertaining to their specific workplace activities:
 - are pregnant - with reviews at each trimester
 - are breastfeeding, or
 - have given birth in the last 6 months
- c. Ensure that risks to the new or expectant mother's safety or health are reduced to the lowest level that is reasonably practicable.
- d. Ensure that work activities and materials do not affect the unborn or newborn child.
- e. Where the risks cannot be adequately managed or reduced, remove the woman from a risk or alter the work activities to ensure the safety of the mother and the unborn or newborn child.
- f. Inform Health and Safety, Campus Services or Student Services, as applicable, of the action to be taken to control significant risk.
- g. Keep the risk assessment of the new or expectant mother under regular review and keep on record for a minimum of 5 years.
- h. Ensure provision of somewhere for pregnant and breastfeeding employees to rest.

It is noted that other Risk Assessments within the workplace must also consider risks that are particular to women of a childbearing age, including zoonotic diseases, teratogenic and mutagenic materials.

Both Health and Safety and Student Services (as applicable), will assist Colleges, Professional Services, Staff and Students through the provision of information and support.

Health and Safety will produce a template New and Expectant Mother's Risk Assessment for Staff who are pregnant; have given birth in the last 6 months or are breastfeeding and make these available for consideration and adaption by Colleges and Professional Services.

Health and Safety will assist Colleges evaluate potential risks to Staff and Students when working within chemical, biological research, and radiation laboratories and with EMF (electromagnetic fields), whilst pregnant or breastfeeding.

Every effort must be made through the risk assessment to support individuals, so they are treated equally. However, in some instances, there may be a requirement to treat 'New and Expectant Mothers' differently to safeguard themselves and the unborn or newborn child from potential adverse impacts of the workplace. In such circumstances the person affected will be involved in the assessment and where required, advice of Health and Safety will be sought.

It is noted that health and safety risk assessments should be used as a mechanism to enable Staff