



## Administration

Brigade Order:	Personnel
Part:	5
Section:	Part 3
Title:	Maternity Leave

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## Roles, Responsibilities and Review

The Human Resources Manager is responsible for ensuring this Order is implemented across the Brigade.

The Human Resources Manager will be responsible for the day to day operation of the Order.

The Human Resources Officer will review this Order annually in April and as and when organisational/legal changes take place.

## **Brigade Order**

### **Part 1 -**

#### **Purpose**

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This order sets out the Brigades Policy on Maternity Leave.

#### **Strategic Aims and Objectives**

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This Order supports: strategic aims 3 and 5.

We will:

- Maintain and improve the health and safety of all employees.
- Provide a fair equitable and dignified place of work for all employees.
- Seek to employ a workforce representative of the community that we serve.

## Introduction

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Shropshire Fire and Rescue Service (SFRS) recognises that expecting a baby is a normal part of life that may temporarily affect an individual's ability to work in their usual way.

SFRS also acknowledges that more and more women are coping with the responsibilities of work and home and therefore wishes to create and maintain a positive working environment in which all employees are given the opportunity to maximise their ability. Employees who are pregnant should expect to be treated in a way which is sensitive to their circumstances and which does not in any way single them out for inferior treatment or regard.

This policy is designed to give guidance and details on the provisions and conditions of service relating to maternity leave and entitlements. Whilst this policy is fairly comprehensive it may not cover all eventualities. If further advice is required please contact Human Resources.

## Maternity Scheme

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The occupational maternity scheme shall apply to all pregnant employees regardless of the number of hours worked per week or length of service.

All pregnant employees are entitled to take up to 52 weeks maternity leave consisting of 26 weeks Ordinary Maternity Leave (OML) and 26 weeks Additional Maternity Leave (AML). Additional Maternity Leave must follow immediately after Ordinary Maternity Leave.

Shropshire Fire and Rescue's maternity pay entitlements apply to women who have completed 26 weeks local government service into the qualifying week (which is the 15<sup>th</sup> week before the week in which the baby is due) If you have not completed 26 weeks with the authority you are still able to take up to 52 weeks maternity leave but there may be differences in the level of maternity payments you would receive for the first 39 weeks and any time after this would be without pay.

## Initial Obligations of the Employee

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SFRS has an obligation as an employer to protect both the employee and her unborn child from the risk of injury. Under the Management of Health and safety at Work (Amendment) Regulations 1994 an employee is required to inform either their Line Manager, Watch/Station Commander or Human Resources as soon as they believe that they are pregnant. Upon notification of an employee's pregnancy the Line Manager will arrange for a risk assessment to be carried out.

An employee shall notify in writing her Line Manager or Watch/Station Manager or HR at least 15 weeks before the estimated week of childbirth (EWC) of when she intends to start her maternity leave. (**See Appendix A**). This allows for sufficient time for maternity entitlements to be calculated and any additional risk assessments to be carried out in order to maximise health

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protection (See Appendix D). Whilst SFRS recognises the right to confidentiality, this policy and measures to protect the mother and unborn child can only be applied once notification has been received of the estimated week of childbirth (EWC). Human Resources will confirm in writing within 28 days of receipt of the employees written notification, the date of the employees expected date of return from maternity leave if they take their full 52 week entitlement.

An employee shall produce a certificate from a registered medical practitioner or a registered midwife stating when the baby is due. (known as a MATB1 certificate). The certificate must have either the doctors name and address on it or, if issued by the midwife, their name and registration number.

An employee is entitled to change the date they want to start their maternity leave provided they give notice of the new date in writing. Notice must be given at least 28 days before the date they were originally going to start their maternity leave, or the new date, whichever is sooner.

## **Responsibilities of the Pregnant Employee**

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In order to ensure the ongoing safety and well being of both the employee and her unborn child, the employee must inform her Line Manager or Watch/Station Manager or HR of any advice or recommendations suggested by her own doctor which may have an effect on her daily working life. In consultation with the employee and her Line Manager or Watch/Station Manger and HR appropriate action can then be taken. The employee must also be aware of her own capabilities and work within boundaries of what is safe for both herself and her unborn child. It is the responsibility of the employee to keep her Line Manager or Watch/Station Manager and HR informed of any changes they experience during pregnancy which would need to be considered in the ongoing risk assessments.

## **Responsibilities of the Brigade**

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- To ensure confidentiality is maintained where requested.
- To assess any additional risks arising as a result of an employee being an expectant or new mother.
- To regularly review assessments as an employee progresses through pregnancy.

## **Work Arrangements During Pregnancy**

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Whilst SFRS has methods to reduce and guard against risk through the provision of equipment, clothing, procedures and other such measures, specific risks may exist for an expectant mother and her unborn child which cannot be mitigated against through normal provisions. For reasons of health and safety, on receipt of notification of pregnancy and if appropriate, discussions concerning alternative work arrangements will take place in consultation with the employee, her Line Manager or Watch/Station Manager and Occupational Health. The proposed arrangements and the nature of the work will be subject to an individual risk assessment. Any changes to an employee's duties or hours of work will only be carried out after consultation with the employee.

## **Recruit Firefighters**

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Recruit Firefighters notifying pregnancy before or during the initial training course, will be withdrawn from training until the end of their pregnancy and any period of breast-feeding until they have regained fitness and have been assessed by the Occupational Health Adviser as being fit to recommence training. Once all such factors have been confirmed, they will rejoin the next available training course. Where possible, wholtime recruits will undertake non-operational duties in any intervening period, working to an appropriate duty system.

## **Probationary Period**

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Where a probationary period is interrupted due to maternity leave, advice is to be obtained from HR and the probationary period will be extended to take account of the maternity leave period.

## **Uniform/Clothing**

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In the early stages it may be possible for an employee to wear their existing clothing for work. However, in the later stages of pregnancy this may not be satisfactory. Where appropriate and in consultation with the employee, the Human Resources Officer will liaise with the Supplies Officer regarding the provision of suitable clothing to ensure comfort whilst working during pregnancy. A selection of maternity wear will be made available including trousers, skirts, polo shirts and sweatshirts, taking into account the different stages of pregnancy. Alternatively, an allowance will be made available for uniformed employees to purchase suitable clothing for the duration of their pregnancy. Information and guidance regarding resourcing of clothing will be provided by SFRS if specifically requested.

## Time Off Work

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### Ante-Natal Care

An employee is entitled to take time off work without the loss of pay to attend ante natal care, this includes parenting classes, parent craft, relaxation and birthing classes. An employee may be asked to provide appointment cards to confirm dates and times.

Fathers-to-be, co-partners, nominated carers and prospective adoptive or foster parents, if employed by SFRS, will also be allowed time off (without pay) to attend such classes and on production of appointment cards if so requested. Subject to the exigencies of duty, sympathetic consideration of unpaid leave will be given for reasonable time off for partners to attend ante-natal classes.

### Fertility Treatment

Fertility treatment can be a long and complicated process. An employee may be required to attend unprogrammed and short notice hospital appointments. Employees may make requests for unpaid time off, which will be granted to both men and women undergoing treatment where the resources of SFRS permit. All requests for confidentiality will be respected. Sickness as a result of receiving such treatments will not be included for absence monitoring purposes.

## Maternity Leave

### Compulsory Maternity Leave

An employee is not permitted to work for at least 2 weeks commencing the day after childbirth.

### Ordinary Maternity Leave (OMC)

All pregnant employees are entitled to 26 weeks Ordinary Maternity Leave. An employee can commence maternity leave any time from the 11<sup>th</sup> week before the EWC, Maternity leave cannot commence earlier than 11 weeks before the EWC except in a situation where the employee gives birth earlier than expected, then OML starts the day after the birth.

If an employee is absent from work with a pregnancy related illness in the 4 weeks prior to the EWC then maternity leave automatically commences.

Under the Maternity and Parental leave (Amendment) Regulations Act 1999, all employees have an entitlement of up to 13 weeks unpaid Parental Leave for the purpose of caring for a child. Please refer to **Brigade Order Personnel No 5 Part 5 - Parental Leave** for eligibility criteria.

### Additional Maternity Leave (AML)

All employees are entitled to take Additional Maternity Leave (AML) which is a further 26 weeks immediately following Ordinary Maternity Leave (OML). This gives a full entitlement of 52 weeks.

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## Maternity Pay

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An employee's entitlement to Maternity Pay is dependent upon their length of service. Information about the different entitlements are given below. Occupational Maternity Provision is based upon a combination of Occupational Maternity Pay and SMP:-

If an employee has less than 26 weeks service by the end of the 15<sup>th</sup> week before EWC:-

**No pay but entitled to claim Maternity Allowance, which will be paid by the Benefit Agency (see below).**

If an employee has more than 26 weeks service but less than 1 year at the end of the 15<sup>th</sup> week before the EWC:-

**The first 6 weeks of your Maternity leave are earnings related and you will receive 90% of your normal pay. The remaining 33 weeks of OML is paid at the rate of SMP or 90% of weekly pay if this is less. These benefits include any entitlement to SMP**

If an employee has more than 1 year's service and on the condition that the employee declares in writing that they will return to service employment for at least 3 months directly following on from Maternity Leave, they will receive:-

**6 weeks pay at 90% of their average earnings followed by 12 weeks at half pay plus SMP (provided that the total does not exceed their normal earnings) and then 21 weeks SMP or 90% of their weekly average earnings if this is less. These benefits include any entitlement to SMP.**

Average earnings are calculated by taking the average earnings over the 8 weeks before the 15<sup>th</sup> week before EWC. If the earnings are below the average earnings limit, that is the individual does not pay National Insurance contributions, they will not be entitled to SMP and must claim maternity allowance.

There are a number of qualifying conditions which entitle employees to receive SMP. These include length of service, average weekly earnings, complying with rules of notification and medical evidence. The majority of employees will meet the criteria, however Human Resources will notify an employee if they do not meet these conditions. Employees may be able to claim Maternity Allowance from the Benefits Agency and will be sent a form SMP1 from Payroll to enable them to claim.

Additional (i.e. above statutory entitlement) payments made during maternity leave as above will be paid on the understanding that the employee will return to active employment (i.e. not sick leave or unpaid leave) for a period of at least 3 months. In the event of the employee not returning to work, she will refund the monies paid, or such part thereof, if any, as the authority may decide. Any employee eligible for additional payments will be asked to sign an agreement prior to the start of the maternity leave period setting out that they will pay back any monies paid under this benefit in the event that they do not fulfil the contractual attendance requirement set out above.

Under this agreement written notification of intention to return is required for those employees with over one year's service. Payments made to an employee by way of SMP are not refundable. If an employee is unsure of her intention to return to work, please contact Human Resources to discuss options of deferred payments.

## **Childcare Vouchers**

Please be aware that employees who are using the childcare voucher scheme whilst on maternity leave will have tax implications. Please contact HR for further information.

## **Keeping in Touch Days (KIT)**

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During Maternity Leave it is important that the employee keeps in regular touch with their Line Manager and this will be discussed before the start of Maternity Leave. The employee's Line Manager will ensure that the employee is kept informed of any significant workplace developments and training or vacancy opportunities. The Line Manager will ensure that a copy of 'The Pink' weekly news letter is sent to the employee's home address.

Except for the first 2 weeks from childbirth, the employee may agree to attend work and/or training for the Brigade for up to a maximum of 10 days during either their OML or AML without this work bringing the period of maternity leave to an end and without affecting SMP. These are known as "keeping in touch days". They can help ease an eventual return to work.

Neither the Brigade nor the employee has the right to insist on KIT days operating during maternity leave. Any work undertaken is entirely a matter for agreement between the Line Manager and the employee. An employee who does attend a KIT day will be paid for the hours worked at their usual rate of pay. KIT days do not extend maternity leave and can be taken as single days or in blocks. Once the KIT days have been used and if you continue to work you will lose a weeks SMP for the week in the Maternity Pay period in which you have done the work. A part day work is counted as a full day.

## **Return to Work**

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When an employee returns to work after Ordinary maternity leave, they are entitled to return to the same job in which they were employed prior to their pregnancy, under the original contract of employment and on the same terms and conditions, with pension and similar rights protected.

On resuming work after AML, again they are entitled to return to the same job as they occupied before commencing maternity leave on the same terms and conditions as if they had not been absent. If however, there is some reason why it is not reasonably practical for the Brigade to take them back in their original job, they will be offered suitable alternative work of equivalent status and responsibility and on terms and conditions that are no less favourable than would have applied if they had not been absent.



SFRS will manage an employee's return to work in a sensitive and caring manner. Medical guidance from the occupational health unit and the individual's own doctor will be taken into consideration when planning with the employee a suitable return to work programme. Before returning to work employees will be assessed by Occupational Health to ensure their well being and fitness to return to their job. The employee will return to her existing department or watch unless at their own request they apply for alternative working arrangements. See Paragraph below "Changing Your Working arrangements".

Employees returning to an operational post after maternity leave will undergo refresher training in consultation with their Watch/Station Manager. It will be designed to meet the individual's needs and may include briefings on new Brigade Orders, equipment and new methods of operation.

## **Exercise of Right to Return to Work**

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There is a basic assumption on the employers part that the employee will return to work on the expiry of her AML. Specific notification of the return date is only required when it is before the end of the AML period. The employee must then give 8 weeks written notice of the date she intends to return to work (See Appendix B). An employee who has taken additional maternity leave must give 8 weeks written notice of the date she intends to return to work only if it is going to be earlier than her Line Manager or Watch/Station Manager expects (See Appendix C).

If an employee is unable to return to work on her intended date due to sickness, this will then be treated as a return to work and will be covered by the sickness scheme and the normal contractual arrangements will apply.

For an employee where, because of an interruption of work (e.g. Industrial action) it is unreasonable to expect her to return on the notified date, she may instead return when work resumes, or as soon as reasonably practicable.

## **Changing Your Working Arrangements**

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The Brigade supports a positive commitment to work life balance and supports employees who may prefer to return to work either on reduced hours or on alternative working arrangements. Employees who wish to return to work on a more flexible system should request an opportunity to discuss such options with their Line Manager or Watch/Station Manager and Human Resources before their return to work. Please refer to **Flexible Working Requests, Brigade Order Human Resources No 5 Part 14.**

## **Relationships with Sickness/Annual Leave**

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Maternity leave is not treated as sick leave and is not taken into account for absence monitoring procedures. Time off related to fertility treatment, pregnancy, termination or childbirth shall not count as absence under any absence monitoring procedures.

If an employee is absent for a pregnancy related reason in the 4 weeks prior to the EWC then maternity leave will automatically begin on the first day of her absence. Maternity leave shall be regarded as continuous service for the purposes of the sickness scheme and annual leave entitlement.

Annual holidays are an entitlement and as such shall be accrued during ordinary and additional maternity leave. Employees should endeavour to take any outstanding annual leave/flexi leave that may be due to them before the commencement of their maternity leave. Employees are reminded that holiday must be taken in the holiday year that it is earned and therefore if the holiday year is due to end during their maternity leave, they should take as much of their full year entitlement as possible before starting maternity leave. An employee can carry a maximum of 2 weeks / 2 tours, leave into the following leave year.

## **Premature Birth**

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If an employee has her baby before she has notified the Brigade of the start date of her OML, she should notify either her Line Manager or Watch/Station Manager or Human Resources as soon as is reasonably practicable, informing them of the date her baby was born. SFRS will consider extension of her maternity leave period taking account of each case on its merits.

## **Miscarriage, Termination, Still-Birth and Death of a Baby**

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If an employee miscarries before 24 weeks of pregnancy SFRS will give sympathetic consideration based on the individual's needs and the opinion of her own doctor and occupational health in granting leave. If a baby is still born or dies after 24 weeks of pregnancy, maternity leave and pay provisions apply. On the basis of individual circumstances, sympathetic consideration will be given to granting unpaid leave to the partner.

## **Twins and Multiple Births**

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Maternity leave and pay is an entitlement per pregnancy and not per baby. If an employee is expecting more than one baby the conditions of this policy will apply. The employee can however, apply to HR for additional unpaid leave due to individual circumstances. All requests will be considered on an individual basis.

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## Post Natal Care and Breastfeeding

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Paid time off will be given to attend post natal/health clinics and parenting classes. If requested, an employee should show her appointment card to her Line Manager or Watch/Station Manager. Time off will also be given to new fathers, co-partners, nominated carers and adoptive or foster parents, if employed by SFRS, on production of appointment cards if so requested

If an employee wishes to continue breastfeeding during her return to work then she must inform Human Resources and, her Line Manager or Watch/Station Manager. A risk assessment will be carried out of her working environment. If this reveals a sufficiently significant risk to her or her child/children and working conditions cannot be altered to avoid this risk then suitable alternative work will be found. If, however, a risk assessment reveals a sufficiently significant risk to a breastfeeding employee or her child/children and suitable alternative employment cannot be found, then she will be able to claim suspension from work on full pay so that she may continue to breastfeed until suitable employment can be found or breastfeeding ceases, whichever occurs first.

If there is no significant risk and the employee is willing to return to work then facilities will be provided for rest breaks, breastfeeding and a suitable place to safely store milk. This area will be conveniently situated in relation to washroom and toilet facilities.

## Pension Contributions

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The employer is obliged to continue making full contributions to a pregnant employee's pension during her ordinary period of maternity leave. Maternity leave will count towards pensionable pay and an employee can pay contributions calculated according to actual earnings during maternity leave. The employer will pay contributions on additional maternity leave if the individual also wishes to pay the contributions back.

An employee will also be entitled to make up any shortfall in her pension contributions on her return to work and full pay. The employee must decide within 30 days of her return if she wishes to pay these contributions. Advice on pensions is available direct to Pensions on 01743 252099.

## Career Breaks

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SFRS Career Break Scheme gives an employee the opportunity to take a break from paid employment for a period of up to 3 years with a guaranteed job on return. Further information can be obtained from the Human Resources and **Brigade Order No Personnel 5 Part 7.**

## **New and Expectant Mothers Risk Assessment**

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Pregnancy should not be regarded as ill health. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and their unborn child. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy or whilst breastfeeding.

In most cases pregnancy usually goes undetected for the first 4 – 6 weeks. It is important for SFRS to identify hazards and risks for all female employees of childbearing age. The purpose of this section of the policy is to identify the hazards and risks generally relevant to pregnant employees and suggests appropriate control measures.

### **General Duties**

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Management of Health and Safety at Work Regulations 1999.

There is an obligation of employers, where there are employees of childbearing age, to undertake a general risk assessment in order to ascertain any risk which might be posed to the Health and Safety of a new or expectant mother. This is in addition to those already being undertaken.

There is also an obligation of employees under the Health and Safety at Work Act 1974, that they must inform their employer, without delay, of any work situation which might present a serious and imminent danger to themselves or others.

### **New or Expectant Mothers – Risk Assessment**

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The phrase 'new or expectant mother' means a member of staff who is pregnant, who has given birth within the previous six months or who is breastfeeding.

On learning of the pregnancy of a member of staff their line manager should assess the risk to that particular employee during the course of her normal work activities. This risk assessment should be carried out by a competent member of staff in conjunction with the Occupational Health Adviser. In order to do this all managers must encourage staff to inform them as soon as they know they are pregnant so that protective measures can be taken for both themselves and their unborn child. The situation should be kept under review throughout the duration of the pregnancy and following the employees return to work, six months after the birth or whilst still breastfeeding.

In assessing the risk to pregnant employees it is important to recognise the significant hormonal and physiological changes that occur during pregnancy. These may give rise to a number of physical and behavioural changes. The Health and Safety at Work Act covers mental as well as physical well being, this must also be taken into account.

On notification of pregnancy by an employee, a specific risk assessment should be carried out based on the initial risk assessment and medical advice on the health of the employee.

If there is a significant risk at work to the health, safety and or welfare of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, then the following actions must be considered to remove her from the risk:-

#### **Action One**

Temporarily adjust the employees working conditions and/or hours of work, if it is not reasonable to do so, or would not avoid the risk.

#### **Action Two**

Offer the employee suitable alternative work, if available.

#### **Action Three**

Suspension from work on paid leave for as long as necessary to protect the employee's health and safety, and that of her unborn child.

These actions are only necessary where, as the result of a risk assessment, there is genuine concern. Risk assessments should be regularly reviewed for new and expectant mothers, although any hazards are likely to remain constant. The possibility of damage to the unborn child as a result of a hazard will vary at different stages of a pregnancy.

## **Breastfeeding at Work**

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On receiving written or verbal notification of an employee who is breastfeeding, it is important to ensure that the employee is not exposed to risks that could damage their health and safety and that of their child for as long as they continue to breastfeed. It is the individual's choice to decide how long they wish to breastfeed. Where employees continue to breastfeed risk assessments must be regularly reviewed.

## **Night Work**

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Special consideration must be given to new and expectant mothers who work at night. If a new or expectant mother works at night and has a medical certificate stating that night work could affect her health and safety then the following actions must be taken:-

A referral will be made for the employee to see Occupational Health who will, in conjunction with the employee and line manager, agree if available, that a suitable alternative day time working pattern should be offered. If this is not feasible then the employee should be suspended from work on paid leave for as long as is necessary to protect her health and safety and that of her unborn child.

## **Specific Hazards to Pregnant Women and Nursing Mothers**

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There are four categories of risk applicable to pregnant women, women who have recently given birth, those who are breastfeeding and women who have miscarried within the previous six months.

- A Physical**
- B Biological**
- C Chemical**
- D Working Conditions**

### **A - Physical Risks**

- Movements & Postures
- Manual Handling
- Shocks and Vibrations
- Noise
- Radiation (ionizing and non-ionising)
- Compressed air and Diving
- Underground work

The effects of the above vary between pregnant women and nursing mothers. Exposure to ionising radiation may contaminate a breast fed baby if the mother's skin becomes contaminated. Ionising radiation, noise and hyperbaric atmospheres are physical agents known to directly affect the unborn foetus. Significant noise can cause hearing problems in the foetus and can also induce a miscarriage.

It is important to recognise the restricted capabilities of women who have undergone a caesarean birth. The employee will have limited mobility, a significantly reduced ability to perform manual handling activities and may find some working postures awkward and uncomfortable until full fitness is regained. In these circumstances an employee would not be expected to return to work fully before 12 weeks following delivery, unless specifically agreed by their own G.P. The line manager would discuss a modified duties programme with the employee for a gradual return to work.

Primary control measures are to completely avoid exposure to the specific risk under consideration.

## **B – Biological Risks**

- Infectious Diseases

Exposure to such bacteria and viruses is most likely to occur in places such as hospitals, schools, health care services, agriculture etc. A more specific risk may be exposure to body fluids at incidents, contaminated equipment or contact with personal protective equipment.

Of particular relevance are biological risks which cause adverse health affects. Infection may be transmitted through close contact or through breastfeeding. Examples include, chicken pox, rubella, HIV, TB, Hepatitis B and Toxoplasmosis.

Account should be taken of how the agent is spread and the likelihood of infection. Detailed control measures are laid down in the 'Control of Substances Hazardous to Health Regulations'.

## **C – Chemical Risks**

- Mercury
- Drugs
- Pesticides
- Carbon Monoxide
- Lead

Many agents are know or suspected to have adverse affects on new or expectant mothers and their baby. Risk will be determined by the degree of exposure. Chemicals labelled with the following risk phrases are examples of chemical agents capable of adversely affecting the mother or the foetus.

- Possible risk of irreversible defects
- May cause cancer
- May cause heritable genetic damage
- Possible risk of harm to unborn child
- May cause harm to breast fed babies
- May cause harm to unborn child

Substances covered by a COSHH will need to be reassessed and specific risks addressed. Exposure limits must be adhered to. For more information and guidance contact the Health and Safety Section.

## **D – Working Conditions**

- Facilities
- Mental and Physical Fatigue & working hours
- Stress (including post natal depression)
- Passive smoking
- Temperature
- Working with VDU's

- Working Alone
- Work at heights
- Travelling
- Violence
- Working and Personal Protective Equipment

A more direct control over working conditions must be taken as a control measure.

## Summary

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There is a legal obligation placed upon the employer to address general risks identified above. Any workplace activity or range of duties must therefore be risk assessed by the Line Manger or Watch/Station Manager in consultation with the pregnant employee and the Health and Safety Advisor. Having then identified the risks appropriate action must be taken to minimise them. It is the responsibility of the Line Manager or Watch/Station Manager to remove the risk or prevent exposure. If this is not feasible the risk should be strictly controlled. If there remains a significant risk to the pregnant or breastfeeding employee and all control measures are exhausted then the offer of suitable alternative employment should be made. If this is not feasible the employee should be suspended on paid leave.



## Request for Maternity Leave and Statutory Maternity Pay Form

To qualify for maternity leave and pay you must complete and return this form to the Personnel section by the end of the 15<sup>th</sup> week before your EWC.

First name(s)	
Surname	
Section / Watch	
National Insurance (NI) number	
Employee Personal number	

### My dates for pay and leave

I am expecting a baby on		/		/	
If the baby has been born, please enter the actual date of birth		/		/	
I would like to start my OML on		/		/	

I enclose my MAT B1 certificate / I do not yet have my MAT B1 certificate but will provide it as soon as possible\*

*\* delete as appropriate*

I confirm that the information given above is true and accurate. I understand that Personnel will keep a record of my maternity leave in my employee personal file.

Signature					
Date		/		/	

**OML EARLY RETURN TO WORK NOTIFICATION - MODEL LETTER**

Dear HR Officer,

**NOTIFICATION OF EARLY RETURN TO WORK (OML)**

I am entitled to 26 weeks ordinary maternity leave (OML), however I would like to return to work before the end of this period.

I understand that I have to give 8 weeks notice of my intention to return to work early and therefore confirm that I would like to return to work on (day/month/year).

I look forward to hearing from you.

Yours sincerely

**AML EARLY RETURN TO WORK NOTIFICATION - MODEL LETTER**

Dear HR Officer

**NOTIFICATION OF EARLY RETURN TO WORK (AML)**

I am entitled to additional maternity leave which starts at the end of my ordinary maternity leave and runs for a further 26 weeks.

I am currently on additional maternity leave and would like to give you notice of my intention to return to work before the end of the 26 week period.

I understand that I must give 8 weeks notice to return early and therefore confirm that I would like to return to work on (day/month/year).

I look forward to hearing from you.

Yours sincerely

### MATERNITY RISK ASSESSMENT

EMPLOYEE DETAILS:

First name(s)

--

Surname

--

Section / Watch

--

Employee Personal number

--

ASSESSOR (S)

--

1. Stairs

--

2. Climbing

--

3. Lifting and Carrying

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4. Access to Buildings

--

5. Car Parking

--

6. Use of Equipment

--

7. Driving

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8. Nightwork

--

9. Personal Security

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10. Extremes of Temperature

--

11. Other locations

--

12. Other Issues

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Signed Employee:

	Date:	
--	-------	--

Signed Assessor:

	Date:	
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