

LEICESTERSHIRE

FIRE and RESCUE SERVICE

SERVICE PROCEDURE

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AUDIT OF AMENDMENTS

Date	Paragraph Changed	Brief details of alterations	Approved by
APRIL 2007		TRANSFERRED TO SHAREPOINT	
OCT 2007	28	Removal of six months if working part time	K Albon
OCT 2008	Annual Leave and Bank Holidays	Amended to include Bank Holidays (legislation from 5 October 2008)	K Albon
	Essential Car Users	Amended to include ordinary and additional maternity leave period (legislation from 5 October 2008)	K Albon
DEC 2008	New 21	Maternity Fitness	K Albon
	35	Amended. Prior to the employee commencing maternity leave, it is important for the line manager to arrange to meet with the employee to mutually agree that they maintain reasonable contact during maternity leave.	K Albon
FEB 2009	New paragraph 49	Provided you meet all the other conditions, you can still take paternity leave if the child is stillborn after 24 weeks of pregnancy or is born alive at any point of the pregnancy.	K Albon
Aug 2009	Amended paragraph 30	If the employee decides not to return at any time during their maternity leave, or at the end of their maternity leave, they must notify their manager and Human Resources in writing. Their resignation will take effect on the date their maternity leave would have ended; this is regardless of when their resignation was submitted. They will be required to repay the 12 weeks half pay they have received to the Authority.	K Albon
Aug 2009	New paragraph 32	If the employee is starting new employment with another organisation, this would cause the Authority to stop their SMP payments.	K Albon
Aug 2009	New paragraph 44	Busy Bees Childcare Vouchers. Employees who are in receipt of Busy Bees Childcare Vouchers will continue to receive them, if they wish, during ordinary and additional maternity leave.	K Albon
May 2010	35	“paternity” added	K Albon
	36	“paternity” added	K Albon

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AUDIT OF AMENDMENTS cont'd			
Date	Paragraph Changed	Brief details of alterations	Approved by
May 2010	38	“paternity” added	K Albon
	43	“paternity” added	K Albon
	New paragraphs 57 – 64	Additional Paternity Leave with effect from 6 April 2010. This applies to fathers, partners and civil partners of babies due on or after 3 April 2011.	K Albon
January 2012	New 4	In any event, all employees must notify their line manager at least twenty-one days before their absence begins	K Albon
	16	Added. This will also include providing suitable rest facilities.	K Albon
	20	8 weeks’ notice deleted 21 days’ notice added	K Albon
	21	8 weeks’ notice deleted 21 days’ notice added	K Albon
	New Section	Definition of a Week’s Pay	K Albon
	41	Added. Employees who attend work should receive their normal hourly pay for any hours worked on a voluntary KIT day in addition to their SMT for that week.	K Albon
	New 42	Mileage and subsistence will be paid if KIT days take place away from the employee’s usual workplace.	K Albon
	New 45	Any pregnancy-related sickness absence must be recorded separately and should not be included in the employee’s total sickness absence for disciplinary or redundancy purposes.	K Albon
	New 50	Mobile Phones. Employees who are in receipt of a mobile phone where personal use is permitted will continue to receive this during maternity leave.	K Albon
	54	Amended. paragraphs 73 – 86 deleted paragraphs 152 – 173 added	K Albon
	55	Amended. For employees on the retained duty system, a week’s pay is defined in Appendix C, paragraph C of the NJC for Local Authority Fire and Rescue Services (Grey Book).	
	56	Amended. If you have less than 26 weeks service at the 14 th week not 15 th week	K Albon
	Appendix	Added. KIT days	K Albon

AUDIT OF AMENDMENTS cont'd			
Date	Paragraph Changed	Brief details of alterations	Approved by
October 2012	New 49	To be eligible for childcare vouchers employees must: <ul style="list-style-type: none"> • Be employed (but not self-employed); • Be a UK tax-payer; • Be the parent or legal guardian or at least one child aged between 0 -16 years; • Use registered childcare • Not earn less than the National Minimum Wage after childcare vouchers have been taken into account. 	
	50	Amended. Employees who are eligible to receive Computershare Childcare Vouchers will continue to receive them, if they wish, during ordinary and additional maternity leave for another child	K Albon
	New 51	Wks 1 – 6 90% of their average weekly earnings (offset against payments made by way of SMP or MA) plus childcare vouchers Wks 7 – 39 SMP or if the employee's earnings are less than this amount, 90% of their average weekly earnings, plus childcare vouchers Wks 40 – 52 Childcare vouchers only Employees who have at least 1 year's continuous service at the 11 th week before the EWC will be entitled to SMP, Occupational Maternity Pay and childcare vouchers as follows: Wks 1 – 6 90% of their average weekly earnings (offset against payments made by way of SMP or Maternity Allowance) plus childcare vouchers Wks 7 – 18 where employees have stated their intention to return to work after the baby's birth, will be entitled to a further 12 weeks at half pay plus SMP as long as the two combined does not exceed their normal pay plus childcare vouchers. Wks 19 – 39 Employees will receive SMP plus childcare vouchers Wks 40 – 52 Childcare vouchers only	K Albon
	New 52	Where employees receive childcare vouchers as a salary sacrifice, the Service will not deduct the amount of the vouchers from their SMP.	K Albon

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AUDIT OF AMENDMENTS cont'd			
Date	Paragraph Changed	Brief details of alterations	Approved by
	New 53	However, where employees are entitled to extra (contractual) maternity pay i.e. during weeks 7 – 18 if employees have stated their intention to return to work, the Service will continue to apply the agreed salary sacrifice during this period of maternity leave.	K Albon
	New 54	Further details of the Computershare Childcare Voucher Scheme can be found in the Childcare Voucher Parent Pack, a copy of which is available for reference on SharePoint under Employee Information/Compensation and Benefits.	K Albon
Sept 2013	58	Parental Leave increases from 13 weeks to 18 weeks from 8 March 2013	K Albon
	59	Amended. The remaining 14 weeks entitlement to Parental Leave must be taken before the child's 5 th birthday or if the child is disabled, by their 18 th birthday.	K Albon
Feb 2014	New 17	It will be the responsibility of the manager to complete a Task Based Risk Assessment.	K Albon
	New 18	Managers to contact the Health and Safety department.	K Albon
	New Appendix B	Task Based Risk Assessment	K Albon
June 2014	New 2 & 3	Policy applies equally to men and women.	K Albon
October 2014	New 15 and 16	To include unpaid time off for partners to accompany the pregnant woman for up to 2 antenatal appointments.	K Albon
Nov 2014	New 23 - 26	Confirmation of arrangements when operational personnel inform the Service that they are pregnant and are removed from operational duties	Victoria Willson
April 2015		Service Procedure Human Resources – Maternity Information Pack incorporated into this policy.	Karen Albon
	37,38,39,40	Visual Display Units (VDUs) deleted and Display Screen Equipment added. Paragraphs revised and updated.	Karen Albon
	73	Deleted "in addition to their SMP for that week"	Karen Albon
	124 – 125	Unpaid Parental leave. Will apply to children under the age of 18	Karen Albon
	New 126 – 127	Shared Parental Leave	Karen Albon
	136 – 142	Additional Paternity Leave removed from 5 April 2015	Karen Albon
April 2015	FORM MAT 01	Section Four amended	Karen Albon

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		AUDIT OF AMENDMENTS cont'd	
Date	Paragraph Changed	Brief details of alterations	Approved by
April 2015	59	Amended in line with revised MAT01 form	Karen Albon
Aug 2015	14	Amended in line with Grey book conditions from 28 days to 21 days	Karen Albon
	Appendix B	Additional information added which relates to eligibility for SMP	Karen Albon

LEICESTERSHIRE FIRE AND RESCUE SERVICE

MATERNITY LEAVE

INTRODUCTION

- 1 The purpose of this policy and procedure is to ensure that all employees who are expecting a baby are aware of their responsibilities in addition to clarifying their rights, benefits and options available to them.
- 2 The provisions in this policy and procedure apply equally to men and women regardless of their sexual orientation.
- 3 Where reference to marriage is made, this also applies to ¹Same Sex Marriage.

WHAT ALL EMPLOYEES MUST DO

- 4 There are certain things all employees must do to make sure of their entitlement to pay, time off and the right to return to work after their baby is born.
- 5 All employees must let their line manager know what their plans are, in writing, no later than the end of the 15th week of the Expected Week of Childbirth, i.e. if the baby is due week commencing 18 December then the line manager should be informed by 4 September. This should include:
 - The fact that the employee is pregnant;
 - The date on which the employee wishes to start their maternity leave;
 - The expected week of childbirth (EWC).

However, it is advisable, in the interests of maintaining the service; they speak to their line manager and Human Resources as early as possible.
- 6 Where this is not possible due to the early birth of the employee's child, the employee must notify their line manager and Human Resources as soon as they can after the birth of their baby.
- 7 In any event, all employees must notify their line manager at least twenty-one days before their absence begins.

¹ Marriage (Same Sex Couples) Act 2013

BEFORE THE BABY'S BIRTH

- 8 Apart from absence due to illness or annual leave, all employees must remain at work until immediately before the beginning of the 11th week before the expected week of their baby's birth (i.e. the earliest the employee may start their maternity leave is at the end of the 29th week of pregnancy).
- 9 The employee may continue at work after this time if they wish, but they must consult their doctor if they have any concerns about their fitness to do so.
- 10 The employee should not work at any time during their pregnancy if certified medically unfit to do so. However, if they are absent from work wholly or partly due to a pregnancy related illness after the beginning of the 4th week before the Expected Week of Childbirth, then maternity leave will automatically be triggered on the day following the first day of absence. However, where their absence is not pregnancy related, they will be recorded as being off work due to sickness in the normal way.
- 11 The employee will be required to complete Form Mat 01 and this should be forwarded to Human Resources. The employee's rights are affected by their length of service regardless of how many hours they work per week. These forms can be found on SharePoint Employee Related Maternity and Childcare using the following link:
<http://lfrs/CORPORATE/LFRSFORMS/Pages/default.aspx>.
- 12 The employee must also enclose a certificate from their doctor or midwife showing their Expected Date of Childbirth (Form MatB1). This certificate can be issued from the 20th week before the Expected Week of Childbirth.
- 13 Human Resources will respond to the employee in writing within 28 days setting out the expected date of return for the employee.
- 14 An employee may change their mind about the date they intend to start maternity leave, provided that they give 21 days' notice prior to the new start date.

WHILST STILL AT WORK

Antenatal Care

- 15 There is an entitlement to take reasonable paid time off work during the employee's pregnancy to keep appointments for antenatal care made on the advice of a doctor, midwife or health visitor, regardless of their length of service or the hours they work.

- 16 Antenatal care is not strictly restricted to medical appointments and examinations; it also includes for example, relaxation classes and parent craft classes where the doctor of midwife recommends attendance.
- 17 Individuals should inform their line manager as early as possible that they will be absent. After the first appointment, individuals should also provide an appointment card, or some other document showing that an appointment has been made.
- 18 ²Partners will be entitled to accompany a pregnant employee for up to 2 antenatal appointments. The time off is limited to a maximum of 6.5 hours for each appointment and will be unpaid.
- 19 For further details, please refer to Service Procedure Human Resources – Other Leave – Time Off to Accompany the Expectant Mother to Antenatal Appointments, a copy of which is available for reference on SharePoint.
- 20 Partners wishing to take time off to attend other classes such as relaxation and parent craft will be required to take annual leave.

Annual Leave

- 21 Employees are encouraged to take their annual leave entitlement they have earned before commencing maternity leave. However, it is not compulsory to do so.
- 22 Where annual leave year falls over one or two annual leave year periods, the employee will be able to carry forward leave from one leave year to the next. In addition, any bank holidays that fall during the Ordinary and Additional Maternity Leave period will also accrue during this time.
- 23 Any days carried forward from a previous year may of course be taken in full as these have already been earned. However, if the employee returns to work on reduced hours, their annual leave will be proportionate to the hours they work.

² “Partner” includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long term relationship with her.

Health & Safety Considerations

- 24 Leicestershire Fire & Rescue Service has a legal responsibility to protect the health and safety of all its employees, including women of childbearing age and women who are pregnant or who have given birth during the last 6 months or are breast-feeding. This will also include providing suitable rest facilities.
- 25 Under the Management of Health and Safety at Work Regulations 1999, which made the EU Pregnant Workers Directive Law in the UK, the Fire and Rescue Service is required to carry out a risk assessment of the employee's role within the organisation.
- 26 Once the employee has advised their manager that they are pregnant, it will be the manager's responsibility to complete a Task Based Risk Assessment form a copy of which is available for reference on SharePoint using the following link <http://lfrs/Operational/hs/Pages/default.aspx>. See also Appendix B. This will allow them to monitor the employee throughout their pregnancy.
- 27 Managers will also be required to contact the Health and Safety department who will ask both the manager and the employee to complete the Interactive Software Based Training Module that covers legislation, manual handling etc.
- 28 In the event of a risk being identified, the organisation will take steps to remove the risk, which may involve taking one of the following courses of action:
 - Temporarily adjusting their working conditions and/or the hours they work;
 - Offering them suitable alternative work;
 - Where this is not available, employees will be suspended with full pay for as long as it is necessary to protect the safety of them and their child.
- 29 Employees may be referred to Occupational Health in accordance with their individual needs.
- 30 The measures taken to avoid the risk will remain in place for as long as the risk to health and safety continues.
- 31 An Operational employee must notify her line manager as soon as she suspects she is pregnant, so that she may be removed from operational duties.

- 32 A trainee firefighter should report her pregnancy to the Training Centre Manager as soon as it is known. She will immediately be transferred to non-operational duties. Attendance at a subsequent training course will be subject to medical fitness.
- 33 For health and safety reasons, operational employees must not undertake a fully operational role during pregnancy; suitable alternative employment will be arranged.
- 34 The individual will receive normal pay from the date they notify their line manager up to when they begin their maternity leave. For Retained personnel this payment will be based on their average weekly remuneration in the previous twelve weeks (excluding any week in which they have been on sick leave or have received no pay), taking all payments into account.

Night Work

- 35 A night worker is someone who normally works at least 3 hours per night. If an employee is a night worker and they have a medical certificate stating that night work could affect their health and safety, then the organisation will look to:
- Offer an employee suitable alternative daytime work (on terms and conditions no less favourable than their normal terms and conditions;
 - Where this is not possible, the employee will be suspended from work with full pay for as long as is necessary to protect their health and safety.
- 36 Employees may be referred to Occupational Health in accordance with individual needs.

Display Screen Equipment (DSE)

- 37 Employees don't need to stop working with Display Screen Equipment (DSE). Many scientific studies have now been carried out and, taken as a whole; these do not show any link between miscarriages or birth defects and working with DSE.
- 38 Employees who are anxious about their DSE or about work generally during pregnancy should talk to their doctor, Occupational Health, someone who is well informed about current scientific information and advice or they can visit the new and expectant mothers Frequently Asked Questions on the HSE website: <http://www.hse.gov.uk/>

- 39 Any request for employees to be removed from this duty based on their concerns must be supported by the Task Based Risk Assessment
- 40 Where it has been agreed for an employee to be removed from this duty, they will be transferred to other duties either in their own department or elsewhere in the organisation. These duties must be of an acceptable level of responsibility and will be agreed with the employee and other affected members of their department. Other employees will be expected to co-operate in an exchange of duties and will also be involved in the consultation.
- 41 Until the employee's pregnancy is confirmed, the allocation of alternative responsibilities will be on an informal basis. However, upon confirmation, the allocation of duties will be reviewed and formalised by Human Resources. If no suitable alternative work can be found, the employee will be entitled to full pay during the period of suspension, unless the other of a suitable alternative is refused by the employee. If this suspension runs to the 4th week before the employee's EWC, their maternity leave will automatically be triggered. The suspension will in no way affect their entitlement to maternity leave and pay or their right to return to their original job following the birth of their baby.

AFTER THE BIRTH

- 42 The employee need not make a definite decision at this time as to whether they intend to return to work. If at any time the employee decides not to exercise their right to return to work, they should notify Human Resources as soon as possible. Employees should refer to paragraphs 63 – 65 for a more detailed explanation.
- 43 Under current legislation, the employee is not permitted to return to work for at least two weeks following the birth of their baby.
- 44 It is assumed that employees will take their full entitlement of 52 weeks' maternity leave. However, if employees intend to return early they should give **21 days' notice**.
- 45 If this notice is not given, the Leicestershire Fire & Rescue Service may postpone the leave to such a date, which does **give 21 days' notice**, provided that it is not later than the end of the maternity leave period.
- 46 Where an employee is unable to return to work at the end of their maternity leave because they are unwell, a medical certificate must be provided for this time and the usual sickness absence rules and pay will apply. Refer to Service Procedure Human Resources – Absence Management Procedure.

Maternity Fitness

- 47 Advice and support can be provided by the Fitness Advisor at Occupational Health and Safety for successful fitness levels following the employee's return to work from maternity leave.

Breast-Feeding

- 48 Where an employee is breast-feeding when they return from pregnancy/maternity leave, they are entitled to time during the day to either express milk or feed their baby.

Rest Facilities

- 49 Under the Workplace (Safety and Welfare) Regulations 1992, we will provide suitable rest facilities for pregnant women and nursing mothers.

MATERNITY LEAVE ENTITLEMENT

- 50 All employees are entitled to take up to a maximum of 52 weeks' maternity leave of which 39 weeks may be paid.

COMMENCEMENT OF MATERNITY LEAVE

- 51 Once the employee has informed their line manager and Human Resources in writing of when they intend to start maternity leave, they may continue to work as long as they wish except in the following circumstances:
- a) The employee is absent due to a pregnancy-related cause on or after the 4th week before the expected week of childbirth.
 - b) Maternity leave will start on the day following the first day of absence or the birth of the child. In these situations, regardless of whether the employee has given written notification of maternity leave as mentioned above, the employee must notify Human Resources of the fact they are either absent due to pregnancy and the date the absence began, or that the employee has given birth and the date of birth occurred, as soon as is reasonably practicable.

STILLBIRTH

- 52 Should the employee have a stillbirth after the beginning of the 24th week of pregnancy, they will still be entitled to receive maternity leave and pay and their maternity leave and pay will start on the day following the day of the stillbirth.
- 53 Should the employee have a stillbirth before the beginning of the 24th week of pregnancy, they will not be entitled to receive maternity leave and pay. However, any absence will be treated sympathetically as sickness absence.

MATERNITY PAY ENTITLEMENT

Employees with less than 26 weeks' service with the Fire & Rescue Service by the end of the qualifying week.

- 54 Employees with less than 26 weeks' service by the qualifying week are not entitled to Statutory Maternity Pay. However, they may be entitled to a Maternity Allowance from the Department for Work and Pensions for a period of 39 weeks.
- 55 To qualify, employees must have been employed for 26 weeks out of the 66 weeks before the expected week of childbirth and have average weekly earnings of at least £30.00.
- 56 They will be sent an SMP1 form by Finance so that they can make a claim to the Department for Work and Pensions for Maternity Allowance.

Employees with 26 weeks' service, *but less than one year* with the Fire & Rescue Service by the end of the qualifying week.

- 57 Employees with 26 weeks' service by the QW whose average earnings in the 8 weeks prior to the QW are equal to or higher than the lower earnings limit for National Insurance purposes, will be eligible for Statutory Maternity Pay (SMP), which is payable for a period of 39 weeks.
- 58 Employee's entitlement to statutory maternity pay will be as follows:
- | | |
|--------------|--|
| Weeks 1 – 6 | 90% of their average weekly earnings (offset against payments made by way of SMP or Maternity allowance) |
| Weeks 7 – 39 | Statutory Maternity Pay or if the employee's earnings are less than this amount, 90% of their average weekly earnings. |

Weeks 40 – 52 These will be unpaid.

Employees with at least 1 year's continuous service at the 11th week before the Expected Week of Childbirth.

59 Employees who have at least 1 year's continuous service at the 11th week before the Expected Week of Childbirth, and returns to work for a period of three months after maternity leave will be entitled to SMP and Occupational Maternity Pay as follows:

Weeks 1 – 6 90% of their average weekly earnings (offset against payments made by way of SMP or Maternity allowance)

Weeks 7 – 18 where employees have stated their intention to return to work after their baby's birth they will be entitled to a further 12 weeks at half pay plus SMP as long as the two combined does not exceed their normal full pay.

Employees may decide for the 12 weeks at half pay to be distributed as follows:

(a) 50% over 12 weeks of their Ordinary Maternity Leave

(b) 30% over 20 weeks of their Ordinary Maternity Leave
or

(c) paid as a lump sum when they return to work.

Where employees have **not** stated their intention to return to work after their maternity leave period they will be eligible for:

SMP (or Maternity Allowance)

Weeks 19 – 39 Employees will receive Statutory Maternity Pay.

Weeks 40 – 52 These will be unpaid.

Employees expecting more than 1 child

60 There will no increase in maternity pay or leave where an employee is expecting more than one baby.

Circumstances when an employee would not be entitled to receive maternity pay

61 An employee would not be entitled to receive maternity pay for any of the following reasons:

- If they live outside of the EU;
- If they are held in legal custody;
- If they die;
- If they are unemployed in the qualifying week.

Is SMP subject to tax and National Insurance deductions?

62 SMP will be subject to tax, National Insurance and any other relevant deductions e.g. pension.

MATERNITY PAY ENTITLEMENT FOR EMPLOYEES WHO DECIDE THEY ARE NOT RETURNING TO WORK

63 If the employee decides not to return at any time during their maternity leave, or at the end of their maternity leave, they must notify their manager and Human Resources in writing. Their resignation will take effect on the date their maternity leave would have ended; this is regardless of when their resignation was submitted. They will be required to repay the 12 weeks half pay they have received to the Authority.

64 Employees will still be eligible to receive SMP (or Maternity Allowance) as stated above.

65 If the employee is starting new employment with another organisation, this would cause the Authority to stop their SMP payments.

DEFINITION OF A WEEK'S PAY

66 For employees not on the retained duty system, a week's pay means the amount payable to the employee under the current contract of employment for working her normal hours in a week.

- 67 For employees on the retained duty system, a week's pay during a period of maternity leave shall mean the employee's average weekly remuneration in the previous twelve weeks (excluding any week in which they have been on sick leave or have received no pay), taking all payments into account.

RIGHT TO RETURN TO WORK

- 68 Employees will normally return to the position they were employed in, under their original contract of employment and on terms and conditions no less favourable than those that would be applicable if they had not been on maternity leave.
- 69 However, in the unfortunate situation that the employee's post is deleted due to department restructuring, every effort will be made to identify a suitable alternative post at the same grade or similar through the redeployment procedure.
- 70 Should this situation arise whilst the employee is on maternity/paternity leave, line managers will keep employees informed of any proposed changes and will consult them where this is required.

MAINTAINING CONTACT

- 71 Prior to the employee commencing maternity leave, it is important for the line manager to arrange to meet with the employee to mutually agree that they maintain reasonable contact during maternity/paternity leave.
- 72 This will enable the manager to agree with the employee how they will let them know about any changes happening in the organisation including job vacancies or discuss any flexible working arrangements that would make their return to work easier.

KEEPING IN TOUCH DAYS (KIT)

- 73 An employee on maternity leave will have the opportunity to agree with their line manager to work for up to 10 days during their maternity leave, without bringing that maternity/paternity leave period to an end and losing their entitlement to SMP for that week. Employees will have the option of not having to work full days. Employees who attend work should receive their normal hourly pay for any hours worked on a voluntary KIT day. Keeping in touch days cannot be worked during the first two weeks following the birth of the child.

- 74 Mileage and subsistence will be paid if KIT days take place away from the employee's usual workplace.
- 75 For this purpose "work" includes any training, attending a particular event or other activity undertaken to assist the employee keeping in touch with the organisation.

PENSION SCHEMES

INTRODUCTION

- 76 When an employee goes on maternity leave they cease to receive their normal salary or wages and instead become entitled to maternity pay. However, maternity pay received is treated as pay for pension purposes i.e. as if the employee had been at work, as such pension contributions are deducted automatically from such payments in order to maintain continuity of pensionable service.
- 77 Contributions are not however automatically deducted in respect of any period of **unpaid** additional maternity leave, resulting in the period in question not counting for pension purposes unless the employee makes an election for it to count.

FIREFIGHTERS' PENSION SCHEME (FPS), NEW FIREFIGHTERS' PENSION SCHEME (NFPS) AND 2015 SCHEME

- 78 An employee who is either in the Firefighters' Pension Scheme, the New Firefighters' Pension Scheme or the 2015 Scheme wishing to pay Additional Pension Contributions (APCs) for the period of **unpaid** leave should contact the Pensions Section at County Hall.

LOCAL GOVERNMENT PENSION SCHEME (LGPS)

- 79 An employee who is in the Local Government Pension Scheme wishing to pay Additional Pension Contributions for the period of their **unpaid** leave should complete an Expression of Interest Form, a copy of which can be found on Forms in SharePoint using the following link:
<http://frs/corporate/LFRSForms/Human%20Resources/Forms/AllItems.aspx>

- 80 In these circumstances an employee should choose Option (2) – to reinstate “lost pension” benefits whilst they were away from work and follow the instructions. This form can be completed once the employee has returned to work.
- 81 Where an employee does not wish to pay Additional Pension Contributions for their period of their unpaid leave, they will not be required to inform the Pensions section. However, this will be classed as a break in pensionable service.
- 82 If an employee requires any additional information, they should contact the Pensions Section at County Hall.

CONDITIONS OF SERVICE

Relationship with Sick leave

- 83 Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness leave.
- 84 Any pregnancy-related sickness absence must be recorded separately and should not be included in the employee’s total sickness absence for disciplinary or redundancy purposes.

Continuous Service

- 85 Ordinary maternity leave (OML) and additional maternity leave (AML) shall be regarded as continuous service for the purposes of the National Joint Council’s sickness and maternity schemes and annual leave.
- 86 Where the employee returns to work following their maternity leave without having worked elsewhere, their period of maternity leave will count as continuous service for the purposes of annual leave, sickness absence, redundancy and notification requirements.
- 87 Where the employee does not return to work, their last day of employment will be the last day that they receive maternity payment.

Annual Leave/Bank Holidays

- 88 Annual leave and bank holidays will continue to accrue during ordinary and additional maternity leave.

Essential User Car Allowance

- 89 If employees are in receipt of an Essential User Car Allowance, they will continue to receive this during ordinary and additional maternity/paternity leave.

Computershare Childcare Vouchers

- 90 To be eligible for childcare vouchers employees must:

- be employed (but not self-employed);
- be a UK tax-payer;
- be the parent or legal guardian of at least one child aged between 0 – 16 years;
- use registered childcare;
- not earn less than the National Minimum Wage after childcare vouchers have been taken into account.

- 91 Employees who are eligible to receive Computershare Childcare Vouchers will continue to receive them, if they wish, during ordinary and additional maternity leave for another child.

- 92 For example these will be provided as follows:

- Employees who have 26 weeks service by the qualifying week (QW), whose average earnings in the 8 weeks prior to the QW are equal to or higher than the lower earnings limit for National Insurance purposes, will be eligible for Statutory Maternity Pay (SMP) which is payable for a period of 39 weeks and childcare vouchers as follows:

Weeks 1 – 6 90% of their average weekly earnings (offset against payments made by way of SMP or Maternity Allowance) plus childcare vouchers

Weeks 7 – 39 Statutory Maternity Pay or if the employee's earnings are less than this amount, 90% of their average weekly earnings, plus childcare vouchers.

Weeks 40 – 52 Childcare vouchers only.

- Employees who have at least 1 year's continuous service at the 11th week before the Expected Week of Childbirth will be entitled to Statutory Maternity Pay, Occupational Maternity Pay and childcare vouchers as follows:

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Weeks 1 – 6 90% of their average weekly earnings (offset against payments made by way of SMP or Maternity allowance), plus childcare vouchers

Weeks 7 – 18 where employees have stated their intention to return to work after their baby's birth, they will be entitled to a further 12 weeks at half pay plus SMP as long as the two combined does not exceed their normal pay, plus childcare vouchers

Weeks 19 – 39 Employees will receive Statutory Maternity Pay plus childcare vouchers

Weeks 40 – 52 Childcare vouchers only.

93 Where employees receive childcare vouchers as a salary sacrifice, the Service will not deduct the amount of the vouchers from their Statutory Maternity Pay.

94 However, where employees are entitled to extra (contractual) maternity pay i.e. during weeks 7 – 18 if employees have stated their intention to return to work, the Service will continue to apply the agreed salary sacrifice during this period of maternity leave.

95 Further details of the Computershare Childcare Voucher scheme can be found in the Childcare Voucher Parent Pack, a copy of which is available for reference on SharePoint under Employee Information/Compensation and Benefits.

Mobile Phones

96 Employees who are in receipt of a mobile phone where personal use is permitted will continue to receive this during maternity leave.

OTHER BENEFITS

97 There are other benefits and financial help for pregnant women, including dental care, free milk and vitamins and income support, further details of which can be obtained from the Government UK website using the following link: <https://www.gov.uk/browse/benefits/families>

Am I entitled to a tax rebate?

- 98 Usually any overpayment of tax should automatically be refunded through the payroll system. However, in cases where maternity leave spans 2 years this may not happen. If in doubt, you should contact the Finance department or write to the Tax Office (address below) stating your name, where you work, the date your maternity leave starts and ends and query whether or not you are entitled to a tax rebate.

Tax Office:

HM Inspector of Taxes
(Leicester 1)
Saxon House,
1 Causeway Lane,
Leicester, LE1 4AA
Telephone: 0845 366 7850

Further Information

- 99 The local Job Centre Plus/Department for Work and Pensions also offers advice on the benefits available to employees during and following your pregnancy.

ALTERNATIVES TO FULL TIME WORKING

- 100 There are a number of schemes which may help employees achieve a balance between their work and home life. These will enable them to return full time, part time or job share basis.
- 101 A summary of examples is provided below. If employees require more detailed information, please also refer to Service Procedure Human Resources – Flexible Working or contact Human Resources.

Your right to request flexible working

- 102 The Flexible Working Regulations 2014 came into force on 30 June 2014 and allow employees to have the right to make a flexible working request, regardless of the reason why they want to work flexibly. However, employees must have a minimum of 26 weeks continuous service.

- 103 Previously the right to flexible working only applied to the parents of children under 17 or 18 in the case of parents of disabled children or to those caring for an adult, although LFRS supported any employee who wished to work flexibly.
- 104 Although there is a statutory right to request flexible working arrangements there is no automatic right for this to be granted. The legislation recognises that there will be circumstances where an employer is unable to accommodate the employee's desired working pattern.
- 105 The right is designed to encourage the employee and their line manager to consider flexible working patterns and to find a solution that suits them both. There is a responsibility on the employee to think carefully about the feasibility of their desired working pattern when making an application and the line manager is required to follow a specific procedure to ensure requests are considered seriously.
- 106 Employees who wish to reduce their hours of work must inform their line manager in writing, as soon as they can so that they can give your request appropriate consideration. Refer to Service Procedure Human Resources – Flexible Working Policy for further details.

Taking Time Out – The Term-Time Working Scheme

- 107 Term-time working allows employees to remain in employment on a full or part-time basis, but gives them the flexibility to take unpaid leave during school holidays.
- 108 However, the final decision on the application of the term-time working scheme is entirely at the discretion of the line manager and is subject to the needs of the Service.

Job Sharing Scheme

- 109 The Job Sharing Scheme allows full time employees to reduce their working hours whilst the remaining hours of their post are shared with a job share partner. In principle, time can be shared either equally or unequally between job sharers. Consideration is given to the needs of the employees concerned and the organisation.

Annual Leave

- 110 Operational based employees choosing this option will be required to take block leave together.

UNPAID PARENTAL LEAVE

- 111 Employees who have completed one year's service with the service are entitled up to ³18 weeks unpaid parental leave for each child born under the age of eighteen. Up to 4 weeks unpaid Parental Leave can be taken at the end of their Maternity Leave.
- 112 The remaining 14 weeks entitlement to Parental Leave must be taken before the child's 18th birthday. For further details, please refer to Service Procedure Human Resources – Other Leave, paragraphs 110 – 134 Parental Leave.

⁴SHARED PARENTAL LEAVE

- 113 Shared parental leave is a new way for parents to share statutory leave and pay on the birth of a child. For further details see paragraphs 135 – 215 of Service Procedure Human Resources – Other Leave.
- 114 Shared parental leave is separate from the right to unpaid parental leave – see paragraphs 111 – 112 above.

MATERNITY SUPPORT/PATERNITY LEAVE

- 115 Employees shall be granted one week's leave on full pay and a further week's leave, subject to certain conditions, which will be paid at the Statutory Paternity Pay rate or if the employee's earnings are less than this, 90% of their average weekly earnings. For employees on the Retained Duty System a week's pay is defined in Appendix C, paragraph C of the National Joint Council for Local Authority Fire and Rescue Services (Grey Book).
- 116 If you have less than 26 weeks service at the 14th week before the EWC you will be entitled to one week's paid maternity support leave.

³ Parental Leave Directive (2010/18/EC)

⁴ Please note that Shared Parental Leave is separate from the right to unpaid parental leave. The Statutory Shared Parental Pay (General) Regulations 2014 came into force on 1 December 2014 and apply to parents of children due on or after 5 April 2015.

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- 117 Provided you meet all the other conditions, you can still take paternity leave if the child is stillborn after 24 weeks of pregnancy or is born alive at any point of the pregnancy.
- 118 A copy of the application form can be found under forms on SharePoint using the following link: <http://lfrs/corporate/LFRSForms/Pages/default.aspx>
- 119 Line managers must not allow employees to take maternity support/paternity leave unless the individual has completed the appropriate application form and they have received a confirmation of this from Human Resources.
- 120 Employees will not be allowed to carry out any other work during this time.
- 121 Leave will not be granted in retrospect.
- 122 For further details please refer to Service Procedure Human Resources – Other Leave, paragraphs 97– 110.

OTHER RIGHTS

- 123 All the terms and conditions of employment except those relating to remuneration will apply throughout the paternity leave period.

APPENDIX A GLOSSARY OF TERMS

Abbreviations and terms used in the policy.

AML Additional Maternity Leave. **All employees qualify for a further 26 weeks' Additional Maternity Leave, of which the first 13 weeks will be paid at SMP rate, which will start at the end of the Ordinary Maternity Leave period, i.e. employees will be entitled to leave of 52 weeks' in total.*

**Employees who don't qualify for Statutory Maternity Pay and who have less than 26 weeks' service may be entitled to Maternity Allowance (MA), paid by the Department for Work and Pensions for up to 39 weeks.*

Childbirth means the live birth of a child, or a stillbirth after a pregnancy lasting at least 24 weeks.

DWP Department for Work and Pensions

EWC Expected Week of Childbirth, *the week beginning at midnight between Saturday and Sunday, in which it is expected that the baby will be born.*

KIT Keeping in Touch Days – *An employee on maternity may work for up to 10 days during their maternity leave without bringing that maternity/paternity period to an end and losing their entitlement to SMP for that week.*

Mat B1 Maternity Certificate issued by a doctor or midwife to a pregnant woman showing the date on which the baby is expected, or if issued after the birth, the date on which the baby was born. The Mat B1 is issued from 20 weeks before the Expected Week of Childbirth (EWC).

OML Ordinary Maternity Leave – *the 26-week period of maternity leave that all female employees (regardless of service) are entitled to.*

QW Qualifying Week. *The 15th week before the Expected Week of Childbirth.*

SMP Statutory Maternity Pay – or 90% of the average weekly earnings if **this is lower than SMP.**

You must have 26 weeks service at the Qualifying Week (QW) i.e. 15 weeks prior to the Expected Week of Childbirth.

Higher Rate SMP (Weeks 1 – 6 inclusive) is **90%** of your average weekly earnings.

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Lower Rate SMP (Weeks 7 – 39 inclusive) is the flat weekly rate set by The Department of Works and Pensions (DWP) which is reviewed each year. *Where an agreed pay rise is backdated and arrears are paid after the end of the period used to calculate SMP entitlement, normal earnings will be recalculated to take account of the arrears in pay.

MA Maternity Allowance Women who do not qualify for SMP may be entitled to Maternity Allowance.

SSP Statutory Sick Pay

VDU Visual Display Unit

Week of Childbirth – *the week beginning at midnight between Saturday and Sunday, in which the baby is actually born.*

APPENDIX B APPLICATION FOR MATERNITY LEAVE AND PAY

Please refer to Service Procedure Human Resources – Maternity Leave Policy before completing and submitting this form. If completing by hand, please write in block capitals.

You must submit your completed form (along with your MATB1 certificate) to your line manager 15 weeks before your expected week of childbirth.

SECTION ONE: PERSONAL DETAILS	
Surname:	First Name (s):
Job Title:	Department/Section:
Payroll Reference:	Expected Week of Childbirth:
LFRS Start Date:	Continuous Service Date:
SECTION TWO: MATERNITY LEAVE – Please complete all relevant sections	
I wish to commence my maternity leave on:	
I intend to return to work on:	
I wish to defer my decision as to whether I will be returning to work:	
I do not intend to return to work:	
SECTION THREE: MATERNITY PAY – Please tick all the relevant boxes	
Eligibility for SMP	
My average weekly earnings before taking off Tax and National Insurance is at least equal to the lower earnings limit. (If you are unsure please check with the Finance team. If it isn't, then you may be eligible for Maternity Allowance).	
I must give you at least 21 days' notice of the date I will stop work to have my baby and start my SMP.	
I must give you my MatB1 within three weeks of the start of my maternity pay period.	
I must tell you about the birth of my baby within 28 days of the date my baby is born.	
I have 26 weeks' continuous service with Leicestershire Fire and Rescue Service by the end of the 15 th week before my expected week of childbirth.	
I have less than 26 weeks' continuous service with Leicestershire Fire and Rescue Service by the end of the 15 th week before my expected week of childbirth.	
Eligibility for OMP	
I have one year's continuous service with a local authority or other body contained within the Redundancy Modifications Order by the beginning of the 11 th week before my expected week of childbirth.	
Page 1 of 3	

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Maternity Allowance Only	
I acknowledge that I do not have sufficient service to qualify for Statutory Maternity Pay (SMP) or Occupational Maternity Pay (OHP) and that I am therefore only eligible for Maternity Allowance.	
SECTION FOUR: OCCUPATIONAL MATERNITY PAY – Please tick the relevant box.	
I have less than one year’s continuous service with a local authority or other body contained within the Redundancy Modifications Order by the beginning of the 11 th week before my expected week of childbirth and understand that I do not qualify for Occupational Maternity Pay.	
I do not intend to return to work and understand that I therefore do not qualify for Occupational Maternity Pay.	
I would like to receive the portion of my Occupational Maternity Pay as:	
(a) 50% over 12 weeks during my Ordinary Maternity Leave.* I understand that if I fail to return to work or fail to complete 3 months service on my return, I will be required to repay either all or a proportion of my Occupational Maternity Pay	
(b) 30% Distributed over 20 weeks of my Ordinary Maternity Leave.* I understand that if I fail to return to work or fail to complete 3 months service on my return, I will be required to repay either all or a proportion of my Occupational Maternity Pay	
(c) Paid as a lump sum in the first available payroll after my return to work. I understand that if I fail to complete 3 months service on my return to work, I will be required to repay either all or a proportion of my Occupational Maternity Pay. *selecting options (a) or (b) will ultimately result in the same amount of OMP being paid; it will merely be distributed over a different period of time.	

You must provide your manager with at least 28 days’ written notice if you wish, following submission of this form, to change your maternity leave start date.

You must also write to your manager, giving the required notice, if you wish to change your return to work date from the one indicated on this form. If you decide not to return to work following your maternity leave, you must provide your manager with written confirmation of your resignation giving the notice required under your contract of employment.

Employee’s Signature:	Date:
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I agree to this request and understand that, at the appropriate time, I will need to confirm in writing to Human Resources, the employee’s agreed return to work date or confirm the employee’s last date of employment.

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Manager's Signature:	Date:
Manager's Name: (Print)	

Please scan the completed application by email to Personnel@lfrs.org or forward by post to Human Resources, Service Headquarters, 12 Geoff Monk Way, Birstall, Leicester LE4 3BU

**APPENDIX C
USEFUL ADDRESSES AND TELEPHONE
NUMBERS**

Occupational Health and Safety Department,
Forge House,
Bull Head Street
Wigston
Leicester

Telephone: 0116 220 3232

Working Families
Cambridge House
1 Addington Square
London SE5 0HF

<http://www.workingfamilies.org.uk/>

Telephone: 020 7253 7243

Parent and Carers Helpline: 0300 012 0312

The Pensions Section
Leicestershire County Council
County Hall,
Glenfield
Leicester LE3 8RB

Telephone: 0116 305 7651 or 0116 305 7663

Tax Office

Telephone: 0300 200 3300

Department for Work and Pensions

<https://www.gov.uk/government/organisations/department-for-work-pensions>

Task Based Risk Assessment Template

APPENDIX D

Task Details and Information

TASK TITLE:	New or Expectant Mothers	TASK CATEGORY:	Occupational Health Fitness and Welfare		
SCOPE/ DESCRIPTION OF TASK:					
<p>This task covers the hazards associated with new or expectant mothers working in an office environment throughout the term of pregnancy, up to commencement of maternity leave. Additional information providing guidance on the risk controls measures appropriate for a pregnant worker can be sought from Health and Safety Section, or located on SharePoint under health and safety guidance.</p> <p>Definition: A new or expectant mother has: has given birth within the last six months or is breastfeeding (Health & Safety Executive – HSE).</p> <p>Guidance on Using this TBRA (If you are unsure of any aspect, contact H&S for guidance):</p> <ul style="list-style-type: none"> ✓ This TBRA is based upon a framework of risk control measures that will need to be discussed between the assessor and the expectant office worker to ensure their appropriateness to the general working environment and task. ✓ Any actions must be listed in the “Task Changes / Additional control “ section of this form. ✓ This assessment is to be reviewed regularly throughout the pregnancy in order to enable changes to the control measures (if required) to address changes in the person’s capability as the pregnancy progresses, or if health is affected. ✓ Regular review is particularly important in the later stages of pregnancy when issues such as mobility and fatigue become more prevalent. ✓ You will need to take into account any medical advice from the worker’s GP or midwife that the worker shares with you, and adjust the working conditions accordingly as much as is reasonable practicable. 					
H&S Template Reference No: LFRS/HS/RAT-Health 14			Location code of TBRA (Please enter station/dept. code from the list below): H&S		
Date of Original Assessment:	17/12/2013	Original Assessors Name:	John Lynn	Signature:	
Date of Current Assessment:		Assessors Name:		Signature:	
Risk Manager Name:				Signature:	
Employee Name:				Service N0:	
Note:					
<p>The outcome of this risk assessment must be discussed between the pregnant worker and their line manager to ensure that the control measures are fully understood and acceptable to both parties.</p>					

STANDARD LEGISLATION: List the Main legislative regulations that apply to the scope of this activity.

Service policy and standards applying to individual hazards within the activity will be shown in the “**Relevant Policies /Standards**” column next to the hazard row it applies to.

COUNCIL DIRECTIVE for Pregnant workers 92/85/EEC	Management of Health and Safety at Work Regulations 1999 (MHSW). (Regulation 3)	Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations)
Equality Act 2010	Sex Discrimination Act 1975	Employment Rights Act 1996
Health and Safety at Work Act 1974	Provision Use of Work Equipment Regulations 1998	Display Screen Equipment Regulations 1992
Manual Handling Lifting Operations Regulations 1992/2004		

<p>Hazard Severity: NA = Not applicable 1 = Worst case requiring first aid treatment 2 = Serious non-life threatening injury types 3 = Resulting in death or career ending injuries</p>	<p>Likelihood: NA = Not applicable 1 = One off Occurrence (Not very likely at all) 2 = Occasional Occurrence (Likely) 3 = Frequent Occurrence (Very likely)</p>	<p>Risk: (Hazard x Likelihood) 1-2 = Low Risk, no further action required 3-4 = Moderate Risk, preventative action required 6-9 = High Risk, immediate action required</p>
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Station codes:

For stations – use the station number.

Service Generic codes:

SG = Service Generic

Department Codes:

APPEQ = Appliances & Equipment
 CHED = Children’s Education
 CTRL = Control
 CORPC = Corporate Comms
 DESFORD = Caterpillar FTU
 DIRSUP = Directors support
 DSCH = Driving School

EST = Estates & facilities
 FIN = Finance
 FIRINV = Fire Investigation
 FIRPROT= Fire Protection
 GHQ = Glenfield Headquarters
 HQ = Headquarters
 HR = Human Resources
 HS = Health & Safety

ICT = Info Comms & technology
 INFO = Information Management
 LEG = Legal & member Services
 OH = Occupational Health Unit
 OP = Operational Planning
 PRT = Prince’s Trust
 PP = Planning & Performance
 SAF = Safer Neighbourhoods

STORES = Stores & Procurement
 TD = Training & Development Loughborough
 TS = Training – Specialist
 WD = Workforce Development
 WSHOP= Workshops

Task Hazard information

Hazards Identified (including estimate of severity)		Groups exposed including numbers and pattern of exposure	Evidence of previous hazardous events	Detail any existing controls in place	Policy/ Procedures/ Standards	Hazard Severity 1-3	Likelihood 1-3	RISK 1-9
No	Hazard							
1	Use of Display Screen Equipment (DSE) leading to: <ul style="list-style-type: none"> Increased susceptibility to musculoskeletal disorders or resulting poor posture. Possible deep vein thrombosis (DVT). Headaches/ eye strain caused by glare from screen / light reflection 			<ul style="list-style-type: none"> Review DSE task based risk assessment as pregnancy progresses All users are required to undertake Visual Display Equipment self-assessments on interactive training system. Interactive training module for pregnant worker to be undertaken by both the employee and supervisor. Workstation should provide adequate adjustment to allow for increase in abdominal size, and adjustable seating should be provided. Adjust working practices to avoid continuous sitting at workstation 	DSE Policy	2		
2	Increased risk of injury due to physical change and or hormonal changes resulting in slips, trips, falls and impact related injuries	Expectant office staff		<ul style="list-style-type: none"> May need to consider temporary relocation of workstation to avoid stairs if there is no lift. Maintain high standards of housekeeping in work area. Suitable footwear should be worn to reduce risk of slip injuries. 		2		
3	Lifting and carrying loads can result in: <ul style="list-style-type: none"> Sprain/strain injury to back or other part of the musculoskeletal framework Weakening of the skeletal structure 	Expectant office staff		<ul style="list-style-type: none"> Carrying of heavy loads should be avoided The amount of physical work associated with the task should be reduced as much as is practicable possible. Tailored Manual Handling guidance should be given as 	Manual Handling Policy	2		

Hazards Identified (including estimate of severity)		Groups exposed including numbers and pattern of exposure	Evidence of previous hazardous events	Detail any existing controls in place	Policy/ Procedures/ Standards	Hazard Severity 1-3	Likelihood 1-3	RISK 1-9
No	Hazard							
				required.				
4	Access and egress to welfare facilities	Expectant office staff		<ul style="list-style-type: none"> Consider provision of easy access to toilet facilities. Provide more frequent breaks from work activity Consideration should be given to providing access to quiet area where the individual can rest as necessary. 		1		
5	Fatigue from prolonged standing or physical activity	Expectant office staff		<ul style="list-style-type: none"> Avoid long periods of time standing. Consider provision of seating or more frequent rest periods. Aspects of the work may need to be modified as physical capability will reduced as a result of pregnancy 		2		
6	Individual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy.	Expectant office staff		<ul style="list-style-type: none"> Monitoring and reduction of risks in relation to work demands, relationships with colleagues / manager and requirements of the role. 	Health and Well Being Policy	2		
7	Temperature / Humidity: Lower tolerance to heat and humidity resulting in discomfort / faint	Expectant office staff		<ul style="list-style-type: none"> Temperature of the working environment to be suitably controlled. Individual may require access to fresh air for periods during the working day. Individual to have ready access to fresh drinking water Provision of equipment to provide local heating / cooling as 		1		

Hazards Identified (including estimate of severity)		Groups exposed including numbers and pattern of exposure	Evidence of previous hazardous events	Detail any existing controls in place	Policy/ Procedures/ Standards	Hazard Severity 1-3	Likelihood 1-3	RISK 1-9
No	Hazard							
				necessary				
8	Long working hours or shift work patterns causing fatigue.	Expectant office staff		<ul style="list-style-type: none"> Allowance made for tiredness and nausea at early stages of pregnancy. Consult with occupational health and individual on modification to working hours / avoidance of night work 	Working Time Policy	2		
9	Violence or fear of violence can increase risk of miscarriage, premature birth.	Expectant office staff		<ul style="list-style-type: none"> If there is a perceived risk of violence or threat of violence / abuse consideration needs to be given to modifying the role to reduce the risk to the individual and or make provision for staff to be available should support be required. 	Harassment and Bullying Policy	2		
10	Impairment of mobility during later stages of pregnancy.	Expectant office staff		<ul style="list-style-type: none"> Consider modifying the individuals work tasks to avoid walking significant distances or traversing flights of steps. 		2		
11	Loss of agility and or balance.	Expectant office staff		<ul style="list-style-type: none"> Modify task to avoid aspects of working at height. 		2		
12	Mobile workers or those that travelling long distances with poor posture / prolonged sitting can increase risk of deep vein thrombosis	Expectant office staff		<ul style="list-style-type: none"> Travel arrangements should include adequate provision for rest breaks during the journey. 	Road Risk Policy	2		
13	Exposure to ozone gas emitted from photocopiers.	Expectant office staff Exposure to		<ul style="list-style-type: none"> Ensure adequate ventilation of work area is maintained. Exposure to work activities using photocopier should be minimized whenever possible. When 		2		

Hazards Identified (including estimate of severity)		Groups exposed including numbers and pattern of exposure	Evidence of previous hazardous events	Detail any existing controls in place	Policy/ Procedures/ Standards	Hazard Severity 1-3	Likelihood 1-3	RISK 1-9
No	Hazard							
				prolonged coping is required do not stand over photocopier, documents should be collected when copying has finished.				
14	Night working	Expectant office staff				2		

Task Changes / Additional control

Identify any changes or additional control measures that are required. Indicate by whom and when the control will be initiated. (You should label each change or control measure against the hazard identification NO) No	Residual risk	Date action(s) completed	Date(s) review was carried out	Signature
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	ALL. Template reviewed and updated to new style.	N/A	25/9/2013	25/9/2013	 KM