### New and Expectant Mothers – Confidential Notification Record

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out a risk assessment of expectant and new mothers at work. This form is for health and safety purposes only. The information will be treated as confidential and used to ensure that any potential hazards to you and/or your baby are evaluated and managed. Your co-operation in completing this form is appreciated.

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| **Notification in writing of pregnancy, recent birth or breast-feeding** | | | |
| Employees Name: | Click or tap here to enter text. | Department: | Click or tap here to enter text. |
| Job Title: | Click or tap here to enter text. | | |
| \* I am pregnant and expecting a baby on (approximately): | | Click or tap here to enter text. | |
| \* I am a new mother, having given birth on:  (this applies to new employees who have given birth within the last 6 months) | | Click or tap here to enter text. | |
| \* I am a new mother and am breast-feeding my baby. | | Click or tap here to enter text. | |
| \* I previously advised that I was breast-feeding my baby but this is no longer applicable. | | Click or tap here to enter text. | |
| \* Please delete inapplicable line(s) | | | |
| Signed: |  | Date: | Click or tap to enter a date. |

Section 55 of the Employment Rights Act 1996 gives women employees who are pregnant the statutory right to attend (by appointment) an ante-natal clinic on the advice of a registered general practitioner, midwife or health visitor. You have the right not to be unreasonably refused time off work to attend for this. You must produce documentary evidence of such an appointment (not for the first appointment) and you will be entitled to be paid as if you were at work during time off for such appointments.

Under the Management of Health and Safety at Work Regulations 1999 (Regulation 17) employers can suspend new and expectant mothers from night work ‘for as long as is necessary’ for their health and safety, when a medical certificate indicates that this should be done. Under Regulation 16, employers may also alter the working conditions or hours of the employee where the risk assessment requires it, or as a last resort suspend them from work for as long as necessary to avoid an assessed risk. The employee’s rights to alternative work and remuneration are protected by the Employment Rights Act 1996.

### New and Expectant Mothers – Confidential Risk Assessment

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| Does the work involve any of the following? | Action taken for risk reduction/elimination | |
| Risk identified? | Corrective action(s) required? |
| Shift patterns, especially if they involve night work | Yes  No |  |
| Manual handling | Yes  No |  |
| Work on slippery or wet surfaces | Yes  No |  |
| Any work liable to cause fatigue (physical or mental), including standing for long periods | Yes  No |  |
| Working in hot atmospheres | Yes  No |  |
| Any work in which the taking of rest breaks or using rest facilities may be a problem | Yes  No |  |
| Working at height | Yes  No |  |
| Any other work which could pose a hazard to a pregnant employee or new mother e.g. exposure to infection, radiation, hazardous chemicals. |  |  |

|  |  |
| --- | --- |
| ***Signed:*** | ***Date:*** |

|  |  |  |
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| Updates: | Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |

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| **Record of new and expectant mothers risk assessment** | | | | |
| Notification (date) | Baby due/baby born | Breast-feeding | Notification feeding stopped | Risk assessment completed? |
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