

**NEW PARENT &
EXPECTANT
PERSONS -
STUDENTS
PROCEDURE
(UK)**

PROCEDURES

**New Parent and Expectant Persons- Students
PROCEDURE (UK) aims
to support University Health and Safety Policy**

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PROCEDURES

1. INTRODUCTION

This procedure is designed to ensure we provide a safe learning environment with clear guidance on the implications of pregnancy on a student's period of study while at the University. While ensuring appropriate adjustments are made for the continued safety and learning of a pregnant student or new parent of a very young child.

This procedure is applicable to students enrolled at the University who are pregnant, returning from parental leave and those whose pregnancy has not continued. The University recognises that new parents and expectant people may have additional wellbeing or support requirements and seek appropriate guidance and support further to this procedure.

2. LEGAL FRAMEWORK

The Management of Health and Safety at Work Regulations 1999

3.— (1) Every employer shall make a suitable and sufficient assessment of—

(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

16. — Undertake risk assessment in respect of new and expectant mothers.

The Equality Act 2010

1) This section has effect for the purposes of the application to the protected characteristic of pregnancy and maternity of—

(a) Part 3 (services and public functions);

(b) Part 4 (premises);

(c) Part 6 (education);

(d) Part 7 (associations).

(2) A person (A) discriminates against a woman if A treats her unfavourably because of a pregnancy of hers.

(3) A person (A) discriminates against a woman if, in the period of 26 weeks beginning with the day on which she gives birth, A treats her unfavourably because she has given birth.

(4) The reference in subsection (3) to treating a woman unfavourably because she has given birth includes, in particular, a reference to treating her unfavourably because she is breast-feeding.

3. LINES OF RESPONSIBILITIES

Health & Safety are jointly responsible with Student Wellbeing for the development and implementation of this procedure, and review in consultation with the University Health and Safety Committee. Health and Safety will

- Provide adequate support/guidance to staff and student when carrying out risk assessment upon request.
- Review/update and verify risk assessment as required.
- Upload verified copy of the risk assessment on Shield.

Executive Deans of Schools and Global Directors of Professional Services are responsible for the application of this procedure within their School or Service. They will also ensure that:

New Parent and Expectant Persons

- Following a consultation with a General Practitioner (GP) and/or other appropriate services, students are encouraged for health and safety purposes to notify the University about their pregnancy through their Academic Tutor/Supervisor or other member of departmental staff. Disclosure of pregnancy is also important to facilitate the support and planning process and to enable new parent and expectant person to manage the current status alongside their studies.
- Students on courses are encouraged to notify their personal tutor/academic lead if they have given birth within the previous six months or are breastfeeding.
- Work with personal tutor/School to carry out a risk assessment and resolve any issues arising from the New Parent and Expectant Persons Risk Assessment.
- Where a student is experiencing a high-risk pregnancy or returning to studies following a complicated delivery, further advice must be sought from a medical professional.
- Students should meet regularly with personal tutor or designated member of staff to review progress, supports and risk assessments.
- A signed copy of the risk assessment should be retained by the New Parent and Expectant Persons and the Head of Department/School, as the pregnancy develops these arrangements may need to be reviewed and revised. Where necessary, further adjustments can be considered.
- Students are encouraged to download, set up and familiarise themselves with the "SafeZone" App and in case of emergency or first aid utilise the App or pick up any red emergency phone on campus, dialling 2222 from any internal phone or dialling 0131 451 3500 from your mobile phone.
- After birth, Students should obtain clearance from GP before returning to campus. In some cases, 2 weeks for natural birth and minimum of 6 weeks for C-Section and other complicated births.
- A student who experiences medical/surgical abortion, stillbirth, or death of a baby shortly after birth will be entitled to the same support and entitlements as a student whose baby is not stillborn.
- Students are required to have in place appropriate childcare arrangements and not bring children into their workplace for extended or frequent periods. Informal short visits to make arrangements for work or childcare are permitted, however children must not be admitted into laboratories, workshops, lecture theatres, tutorial rooms seminar rooms, computer labs, kitchens, plant rooms or other hazardous areas.
- In exceptional circumstances, provided babies are always supervised and only when any health and safety risks identified can be resolved, babies can be allowed onto University premises for short periods provided their presence does not disrupt other students' learning
- Students who wish to express milk on campus can make use of the breast-feeding room available. Expressed milk can be stored in sealed container and placed in refrigerator provided or personal cooling bag.

- International students studying on a student visa should contact the HWU Visa Advice and Compliance team (VAC) if they intend to take time off from their studies in case there are any implications related to their immigration status in the UK.
- If taking time out from studies, Student should seek appropriate advice about the potential financial implications of any change in circumstances.
- Make yourself familiar with the [Mitigating Circumstances](#) and Temporary Suspension of Studies policies. You will need to submit an application with supporting evidence, if there is an impact on your studies.

Staff (Academic Tutor/School)

- Staff should familiarise themselves with the detail of this procedure and should seek specialist advice as required.
- Once a student declares themselves as a new parent/expectant person, staff must complete a new parent and expectant person's risk assessment with the student.
- On completion of the risk assessment, the School should ensure that necessary adjustments are made as recommended on the form especially where there are known personal or work area risks.
- In some cases, a student's pregnancy and/or pregnancy-related absence might need to be discussed with other organisations, e.g. placement providers.
- Staff and student completing the initial risk assessment should agree the arrangements for review, taking account of key dates within the cycle of pregnancy and maternity (16 weeks, 24 weeks, and in advance of return to study).
- In most cases, once a student returns, their activities will revert to being covered by the risk assessment(s) for their course. However, where students are still breast feeding or have specific recommendations from their GP these factors should be considered at this review.
- Staff should remember that the risk assessment process should also consider any placement, residential or off-site related activities to ensure that the student is in a safe environment.
- Signed copy of completed risk assessment should be sent to health and safety inbox for verification and upload unto Shield.
- If unsure of how best to support the continued study of a new parent and expectant persons, do not hesitate to seek advice from Faculty/School staff or University Health & Safety department.

Student Wellbeing Services are jointly responsible for the development and implementation of this procedure, and review in consultation with the University Health and Safety Committee. Student Wellbeing Services will:

- Advise students to register with a GP or medical doctor.
- Advise the student to take time to read and understand the New Parent and Expectant Persons procedure and be available to answer any questions the student may have.
- Invite the student to attend wellbeing appointments to assist with their next steps and to help ensure they have access to the appropriate guidance and support regarding their personal circumstances and studies.
- If you would like support to complete the risk assessment, the Health and Safety team can advise and/or attend a meeting with you and the student to assist in the completion of the required risk assessment.
- Make the student aware of the rest and feeding facilities on campus.

SafeGuarding

- SafeGuarding officers are to familiarise themselves with the University's [SafeGuarding of Vulnerable Groups Policy](#).

Laboratory Sections/Departments

- Pregnant individuals, or those attempting to become pregnant, should not work with Teratogens and embryo toxins.
- Ensure new parent and expectant person has an up-to-date risk assessment before any laboratory activity is undertaken.

4. PROCEDURE

1. Notification of Pregnancy- A student studying with the School, at the University, has the responsibility to notify their personal tutor/ course leader in writing that they are a new parent/expectant person. Only then does the School assess the added risks to the expectant Persons.
2. Contact Student Wellbeing Services via studentwellbeing@hw.ac.uk
3. Once officially notified of a student pregnancy, staff will carry out a New Parent and Expectant Person's risk assessment and put appropriate measures in place to protect the persons health and that of their unborn child(ren). The risk assessment should be carried out with the student, and it is important that any advice received from their doctor or midwife that could impact on the assessment must be provided.
4. Following the outcomes of the risk assessment, staff/school is required to implement appropriate measures to protect the new parent and expectant persons health and that of their unborn child(ren).
5. Expectant Students should meet regularly with the designated member of staff to review progress, supports and risk assessments. As the pregnancy develops these arrangements/adjustments may need to be reviewed and revised. This review will also be required once they return to their studies as a new parent.
6. Signed copy of the risk assessment should be retained by the New Parent and Expectant Persons and the Head of Department/School. Health & Safety will upload a verified copy on Shield.
7. Staff should inform students of available services on campus such as breast-feeding room and access code required.

5. FURTHER HELP AND ADVICE

Health and Safety

healthandsafety@hw.ac.uk

0131 451 3900

Student Wellbeing Services

<https://www.hw.ac.uk/students/health-wellbeing.htm>

Equality and Diversity Advisor

0131 451 3980

equality@hw.ac.uk

Campus Contacts

Scottish Campuses

Student Wellbeing Services

0131 451 3386

studentwellbeing@hw.ac.uk

Student Union Advice Hub

advice.hub@hw.ac.uk

0131 451 4535

<https://www.hwunion.com/advice-hub/>

UK External Sources of Support

Direct Gov

The UK governments website provides information on health, care and benefits during pregnancy, benefits for parents and information on childcare providers in your local area.

www.direct.gov.uk

Family Planning Association

www.fpa.org.uk

National Health Service

www.nhs.uk

POLICY VERSION AND HISTORY

Version No	Date of approval	Approving authority	Brief description of amendment
1	03/11/2023	Health & Safety	First version.