



# **Breastfeeding in the Workplace Policy Document**

## **1.0 POLICY TITLE**

Breastfeeding in the workplace – information and guidance. A part of the Office of the Nottinghamshire Police and Crime Commissioner's work-life balance programme.

## **2.0 POLICY STATEMENT**

This guide has been prepared to inform staff and line managers of employment rights relating to Breastfeeding in the Workplace. This document is based upon the Pregnant Workers Directive 92/85/EEC.

The Office of the Nottinghamshire Police and Crime Commissioner recognise the value of breastfeeding and the major health benefits that the mother and baby receive from breastfeeding. The Office of the Nottinghamshire Police and Crime Commissioner take a positive attitude to mothers breastfeeding and expressing milk.

## **3.0 PROCESSES, PROCEDURE AND GUIDANCE**

### **3.1 BREASTFEEDING IN THE WORKPLACE**

If work affects a member of staff's ability to breastfeed, the Office of the Nottinghamshire Police and Crime Commissioner will alter a member of staff's working conditions and/or hours or give alternative work to protect her rights to breastfeed. The staff member must notify her Department and Divisional Personnel team in writing (preferably within 21 days of the intended return date but if this isn't possible, as soon as is reasonably practicable), that she is breastfeeding if she wishes to make use of this protection.

### **3.2 WHO QUALIFIES FOR THIS RIGHT?**

Any female member of staff qualifies for this right providing she has notified the employer in writing that she is breastfeeding. The regulations do not place a time limit on how long an individual should breastfeed their child. It is for a woman to decide how long she wishes to do so.

### **3.3 BREASTFEEDING DURING WORKING HOURS**

Line managers must be flexible with regard to the working patterns of breastfeeding mothers. Staff should not be required to attend training sessions, meetings or shifts that involve excessively long days that would be detrimental to breastfeeding/expressing milk.

Time spent breastfeeding and expressing milk will be paid during working hours and is a separate break from work in addition to the normal breaks e.g. lunch break. If the mother is breastfeeding rather

than expressing milk, the mother should make arrangements for her baby to be brought to her place of work.

### 3.4 FACILITIES FOR EXPRESSING MILK AND BREASTFEEDING

The line manager, where practicable, should make arrangements for a lockable room e.g. an office, which will be clean and warm and with a comfortable chair. Under no circumstance will a member of staff be expected to use a toilet facility for this purpose. Hand washing facilities will be close by although not necessarily in the same room and there will be an electric point for an electric pump. There will be facilities available e.g. a refrigerator dedicated for the storing of breast milk and a clean area for the storing of sterilising equipment. The line manager will make arrangements for the provision of a refrigerator.

### 3.5 RISK ASSESSMENT

Whilst a member of staff is breastfeeding, the Office of the Nottinghamshire Police and Crime Commissioner has a duty to consider the working conditions and whether there is a risk to the health of the mother or the health of her baby. It is the responsibility of the member of staff's supervisor to ensure that risk assessments have been conducted and that it is safe for her to perform her current role.

If a risk is identified, the Office of the Nottinghamshire Police and Crime Commissioner will do all that is reasonable to reduce the risk, including temporarily changing hours or conditions. If the risk cannot be avoided then suitable alternative work with similar terms and conditions will be found for her.

### 3.6 FURTHER INFORMATION AND ADVICE

SOURCE	ADVICE
Maternity Alliance 45 Beech Street London EC2P 2LX  Tel: 020 7588 8582 <a href="http://www.maternityalliance.org.uk">www.maternityalliance.org.uk</a>	The Maternity Alliance have produced a booklet called 'Breastfeeding & Work – Facing the Management Challenge.' The booklet is aimed at employer's who want a guide to law and good practice. It is a useful booklet with helpful tips and advice.  ISBN: 0 946741 40 9
Health & Safety Executive  <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	The HSE have produced a booklet called: 'New and expectant mothers at work: A guide for employers.'  The booklet gives plentiful advice regarding risk assessments and the

	legislation. ISBN: 0 780717 625833
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**4.0 LEGISLATIVE COMPLIANCE**

It is believed that in the application of this Policy the Office of the Nottinghamshire Police and Crime Commissioner will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under Article 14, European Convention Human Rights.

This policy is suitable for disclosure under the Freedom of Information Act.

This policy is designed to comply with the general and specific duties in the Race Relations (Amendment) Act 2000.

**5.0 ADDITIONAL DUTIES INCL BEST VALUE, REDUCING BUREAUCRACY, HEALTH AND SAFETY AT WORK.**

This policy has been written with due consideration to all of the above subjects.