

Breast Feeding at Work

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Division and Department:	Workforce and Organisation Development, Human Resources				
Author / Originator and Job Title:	Andrea Middleton, Human Resources (HR) Senior Advisor				
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Approved by:	Joint Negotiating Consultative Committee				
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Version Control Sheet			
This must be completed and form part of the document appendices each time the document is updated and approved			
Date dd/mm/yy	Version	Author	Reason for changes
28/05/19	3	Andrea Middleton, Human Resources (HR) Advisor	General review.
24/11/22	4		General review

Consultation / Acknowledgements with Stakeholders		
Name	Designation	Date Response Received
	HR Policy Forum	20/10/2022
	Staff Side Union Representatives	
Holly Martinez	Matron for Maternity	21/09/2022
Isabel Spencer	Matron for Paediatrics	21/09/2022
Tina Daniels	Equality, Diversity & Inclusion Lead	21/09/2022

1 Introduction / Purpose

In recognition of our legal obligations for breastfeeding mothers, this Policy provides guidance to all staff in supporting breastfeeding mothers when returning to work from maternity leave.

2 General Principles / Target Audience

The policy applies to all employees within Blackpool Teaching Hospitals NHS Foundation Trust.

3 Definitions and Abbreviations

HSE Health and Safety Executive (1)
MHSW Management of Health and Safety at Work Regulations 1999 (2)
ACAS Advisory, Conciliation and Arbitration Service (3)

4 Policy

Breastfeeding is a key public health measure and a mother who has chosen to breastfeed and return to work needs support from employers and colleagues to be able to continue breastfeeding for the optimum period of time. Recommendations include exclusive breastfeeding for the baby's first six months of life with continuation of breast milk as part of the infant's diet throughout the first year and beyond.

4.1 Recruitment incentive

Being recognised as a family friendly employer is good for corporate relations, recruitment, and retention of staff.

If an employee feels that a flexible supportive environment exists, she is more likely to return to work and more quickly. Skills and experience are retained within the organisation without incurring extra recruitment costs

4.2 Equal Opportunities

Support for breastfeeding is crucial to enable mothers to combine work and family commitments and is a key part of our Equality Diversity, Inclusion and Implementation Strategy.

4.3 Support and Responsibilities

4.3.1 Employee's responsibilities

At least 28 days' notice should be given to the line manager when wishing to breastfeed on return to work. This must be given in writing and included in the return to work after maternity leave letter. This will ensure that the employee and line manager can make the necessary arrangements to meet the request and the needs of the Service.

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Employees are responsible for the safe cleaning and storage of their equipment in addition to the clear labelling, storage and collection of milk. It is recommended that personal cool bags are used (including within a designated refrigerator if this is available).

Milk stored in the fridge must always be removed by the individual to whom it belongs.

4.3.2 Organisation's responsibilities

The Trust provides a breastfeeding room which provides:

1. A warm, hygienic, private room which will be lockable or have an arrangement for ensuring privacy.
 - Electric power points
2. Low comfortable chair
3. Table or desk at appropriate height
4. A sink with running water for washing hands and rinsing out breast pump parts.
5. A clean area where sterilising equipment may be stored.
6. A designated person responsible for the room.

Any employee, who would like to use the facility at the main hospital site, may request the key code by calling switchboard on '0'. The room is located through two sets of 'fob access' doors, which is situated within the main female changing area, at Blackpool Victoria Hospital. Access is via the external door opposite the Trust's 'flag pole'

For employees using Victoria Hospital Nursery a provision is available for breastfeeding at the nursery from 7am until 6pm. Contact the manager on ext. 55537 (01253 955537).

For employees who are not based on the main hospital site a risk assessment should be undertaken using the [pregnancy risk assessment form](#) (4; 5) to ensure that adequate facilities or alternative arrangements can be made for the employee to breastfeed or express milk.

For employees whose workplace does not have a breastfeeding facility and need to travel to a more appropriate location, the time from leaving the workplace to the time of return must be recorded accordingly on the e-roster.

As with all recorded absence from the workplace, this will be auditable.

4.3.3 Manager's responsibilities

Ensure employees are aware of this Policy before commencing on maternity leave.

To facilitate an employee's request to breastfeed on their return to work, by allowing them sufficient time to leave the ward / department. If based away from the main hospital site, then arrange for a safe, private area for this to be undertaken.

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The manager will conduct a risk assessment specific to the individual using the pregnancy risk assessment form. If any risks are identified then appropriate action will be taken to minimise these risks in line with the Management of Health and Safety at Work Regulations 1999 (2).

If breastfeeding on return to work, employees may be granted up to one hour per full working day (in addition to existing breaks) either to feed their baby or to express milk, if this is practicable to do so.

To give maximum flexibility this extra time could be taken as an extended lunch break to feed the baby, or to leave earlier at the end of the working day, or to take extra breaks during the day in which to express breast milk. However, all such “non-working” time must be recorded on the e-roster, thereby allowing the e-roster to be an accurate representation of the staff member’s working day.

As with all recorded absence from the workplace, this will be auditable.

The Trust does not accept responsibility for the incorrect storage, handling or labelling of expressed milk.

4.3.4 Further Support and Guidance

If an employee has queries or would like to discuss any issue in further detail your midwife or health visitor can provide guidance and support. The Trust’s Hand Hygiene Policy (6) is also available via the Intranet under Control of Infection.

4.4 Fraud, Bribery and Corruption

The Trust takes the issues of fraud, bribery, and corruption very seriously and any suspicious activity will be referred to the Local Counter Fraud Specialist for investigation, in accordance with the Trust’s Counter Fraud, Bribery and Corruption Policy (7). The results of any investigation could lead to disciplinary action being taken up to and including dismissal and/or civil, criminal prosecution proceedings being instigated against the appropriate person / persons involved.

5 References and Associated Documents

1. **Health and Safety Executive (HSE).** [Online] [Cited: 02 12 2022.] <https://www.hse.gov.uk/>.
2. **Crown.** The Management of Health and Safety at Work Regulations 1999. [Online] 1999. [Cited: 02 12 2022.] <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>.
3. **ACAS.** Accommodating breastfeeding employees in the workplace. [Online] 2014. [Cited: 02 12 2022.] <https://www.acas.org.uk/accommodating-breastfeeding-employees-in-the-workplace>.
4. **BTHFT - Procedure.** Pregnancy Risk Assessment. [Online] 03 07 2020. [Cited: 02 12 2022.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-PROC-201.docx>. CORP/PROC/201.

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5. **BTHFT - OneHR.** Maternity, Paternity and Adoption. [Online] [Cited: 02 12 2022.] <https://www.bfwh.nhs.uk/onehr/hr-policies-advice/maternity-paternity-and-adoption/>.
6. **BTHFT - Policy.** Hand Hygiene. [Online] 20 09 2022. [Cited: 02 12 2022.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-POL-056.docx>. CORP/POL/056.
7. —. Fraud, Bribery and Corruption Policy. [Online] 26 04 2021. [Cited: 02 12 2022.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-POL-136.pdf>. CORP/POL/136.
8. **NHS.** Breastfeeding and Work. *Information for employees and employers.* [Online] 04 2008. [Cited: 02 12 2022.] <https://www.nhs.uk/Planners/breastfeeding/Documents/breastfeedingandwork%5B1%5D.pdf>.
9. **BTHFT - Policy.** Family Policy (Maternity, Paternity, Adoption). [Online] 28 07 2022. [Cited: 02 12 2022.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-POL-523.docx>. CORP/POL/523.
10. **BTHFT - Procedure.** Grievance Procedure – Seeking a Resolution. [Online] 15 05 2021. [Cited: 02 12 2022.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-PROC-200.docx>. CORP/PROC/200.
11. **BTHFT - OneHR.** Grievance. [Online] [Cited: 02 12 2022.] <https://www.bfwh.nhs.uk/onehr/hr-policies-advice/grievance/>.
12. **Crown.** Employment Rights Act 1996. [Online] 1996. [Cited: 02 12 2022.] <https://www.legislation.gov.uk/ukpga/1996/18/contents>.
13. —. Employment Relations Act 1999. [Online] 1999. [Cited: 02 12 2022.] <https://www.legislation.gov.uk/ukpga/1999/26/contents>.
14. —. Equality Act 2010. [Online] 2010. [Cited: 02 12 2022.] <https://www.legislation.gov.uk/ukpga/2010/15/contents>.

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Appendix 1: Equality Impact Assessment Form					
Department	Trust Wide	Service or Policy	Policy	Date Completed:	05/09/2022
GROUPS TO BE CONSIDERED					
Deprived communities, homeless, substance misusers, people who have a disability, learning disability, older people, children and families, young people, Lesbian Gay Bi-sexual or Transgender, minority ethnic communities, Gypsy/Roma/Travellers, women/men, parents, carers, staff, wider community, offenders.					
EQUALITY PROTECTED CHARACTERISTICS TO BE CONSIDERED					
Age, gender, disability, race, sexual orientation, gender identity (or reassignment), religion and belief, carers, Human Rights and social economic / deprivation.					
QUESTION	RESPONSE		IMPACT		
	Issue	Action	Positive	Negative	
What is the service, leaflet or policy development? What are its aims, who are the target audience?	Policy development to incorporate best practice as advised by Management of Health and Safety at Work Regulations 1999 (MHSW),	Raise awareness of procedure and legal requirements	Supports breastfeeding mothers returning to work from maternity leave.		
Does the service, leaflet or policy/development impact on community safety • Crime • Community cohesion	N/A				
Is there any evidence that groups who should benefit do not? i.e. equal opportunity monitoring of service users and/or staff. If none/insufficient local or national data available consider what information you need.	Employees within the hospital site will benefit from the room provision. Those in peripheral sites or remote areas will require a risk assessment to be undertaken and other provision agreed.	Promotion of risk assessments for employees in the community where required.	Yes		
Does the service, leaflet or development/policy have a negative impact on any geographical or sub group of the population?	N/A	N/A	N/A	N/A	
How does the service, leaflet or policy/development promote equality and diversity?	The policy promotes diversity in employment by avoiding discrimination.	Ensuring policies and procedures are in place.	Yes		
Does the service, leaflet or policy/development explicitly include a commitment to equality and diversity and meeting needs? How does it demonstrate its impact?	Yes by meeting the needs of female employees who wish to breastfeed. Any impact is demonstrated by supporting female staff in coming back to work while still wishing to breastfeed.	Flexibility of managers to allow female staff to use the facility.	Yes		
Does the Organisation or service workforce reflect the local population? Do we employ people from disadvantaged groups	The workforce is reflective of the local population.	On-going monitoring.	Yes		
Will the service, leaflet or policy/development? i. Improve economic social conditions in deprived areas ii. Use brown field sites iii. Improve public spaces including creation of green spaces?	N/A	N/A	N/A	N/A	
Does the service, leaflet or policy/development promote equity of lifelong learning?	N/A	N/A	N/A	N/A	
Does the service, leaflet or policy/development encourage healthy lifestyles and reduce risks to health?	The policy promotes the practice of breastfeeding, which promotes health and wellbeing of the child.	To promote the facility at BVH and highlight the requirement to find a suitable area at peripheral sites and remote areas.	Yes		
Does the service, leaflet or policy/development impact on transport? What are the implications of this?	N/A	N/A	N/A	N/A	
Does the service, leaflet or policy/development impact on housing, housing needs, homelessness, or a person's ability to remain at home?	N/A	N/A	N/A	N/A	

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Are there any groups for whom this policy/ service/leaflet would have an impact? Is it an adverse/negative impact? Does it or could it (or is the perception that it could exclude disadvantaged or marginalised groups?	There is a possibility of an adverse/negative impact on Trans males who decide to give birth, then breastfeed.	To review location of Breast-feeding Room. Survey local Trans groups/support groups to understand how this would affect this group and seek suggestions for mitigating any impact.	No	Yes due to nature of support for Trans males and location of facility.
Does the policy/development promote access to services and facilities for any group in particular?	Female employees of the Trust who are breastfeeding their child		Supports breastfeeding mothers when returning to work from maternity leave.	
Does the service, leaflet or policy/development impact on the environment <ul style="list-style-type: none"> • During development • At implementation? 	N/A	N/A	N/A	N/A
ACTION:				
Please identify if you are now required to carry out a Full Equality Analysis			No	(Please delete as appropriate)
Name of Author: Signature of Author:	Andrea Middleton		Date Signed:	20/10/2022
Name of Lead Person: Signature of Lead Person:	Lauren Newton		Date Signed:	20/10/2022
Name of Manager: Signature of Manager	Jayne Taylor		Date Signed:	20/10/2022