

<i>Role</i>	<i>Staff Member</i>	<i>Line Manager</i>	<i>Human Resources (HR)</i>	<i>Occupational Health (OH)</i>	<i>Health & Safety (H&S)</i>	<i>Relevant Links</i>
<i>Stage</i>						
Notify Line Manager of Pregnancy	Notifies Line Manager of pregnancy	Notifies HRBP of staff member pregnancy.	Once notified by Line Manager, sends staff member a Maternity Risk Assessment to be completed by Line Manager and staff member together	N/A	N/A	Maternity Risk Assessment Form
Complete Maternity Risk Assessment	Complete Maternity Risk Assessment Form with Line Manager	Complete Maternity Risk Assessment Form with Staff Member and return to HR Advisor	Once completed form is received, review form and support line manager in carrying out any recommendations, including completing a DSE Assessment (see below)	N/A	Once notified by staff member and/or line manager of desire to complete DSE assessment, ensure staff member has the Display Screen Equipment Assessment form	DSE Assessment Form
DSE Assessment Form Completion	Complete Display Screen Equipment Assessment or as soon as possible and return to H&S (hsofficer@stmarys.ac.uk) with a copy to Line Manager and HR Advisor.	Ensure staff member has completed Display Screen Equipment Assessment form	HR Admin ensures Line Manager has Display Screen Equipment Assessment form from H&S (if needed).	N/A	Receives completed Display Screen Equipment Assessment form	DSE Assessment Form
On-Site Workstation Assessment	Coordinate on-site workstation assessment with support from Line Manger. H&S will reach out to them once they have reviewed the completed DSE Assessment Form.	Receive any additional recommendations from H&S and support staff member in purchasing/supporting those adjustments	N/A	N/A	Review completed form and schedule time to conduct on-site workstation assessment; Share any additional recommendations as required with staff member and line manager (if recommendation is Eye Sight Test, signpost staff member to link to HR page)	Eye Test and Glasses Claim Form
Check-in and Continued Support	N/A	Check in with staff member throughout pregnancy and ahead of return to work to ensure they have the adjustments they need to conduct their job responsibilities	Support line manager in completing any additional Risk Assessments as needed throughout pregnancy and ahead of return to work	N/A	H&S Sub-Committee members and department representatives are available to support staff members or respond to queries on an ongoing basis	Health and Safety Committee and Representative List