



Clergy Family Friendly Policies and Procedure

Approved on: February 2025

Next Review Date: February 2028

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Introduction

The Leeds Diocesan Board of Finance (The Board) recognises the importance of enabling clergy to balance their work and personal life. The aim of these policies is to support beneficed and licensed clergy through important times in their lives such as during pregnancy, childbirth, adoption, surrogacy, and during the early to young adult years of a child's life.

The Board recognises that clergy may have questions or concerns relating to these policies. As a default, the Archdeacon for the relevant episcopal area should be the starting point. They will seek to provide guidance and engage others as needed. The Women's Ministry Advisers are also available to provide support and guidance at any point - they can be found here: <https://www.leeds.anglican.org/who-we-are/our-diocese/womens-ministry/>

This policy does not apply to Ordinands. A separate policy has been produced and this can be found here.

To support clergy, The Board provides the following family friendly arrangements:

- Maternity Leave and Pay
- Paternity Leave and Pay
- Adoption and Surrogacy Leave and Pay
- Shared Parental Leave and Pay
- Parental Bereavement Leave
- Parental Leave

Scope

These policies and procedures are intended to guide all clergy holding office under Ecclesiastical Office Terms of Service (EOTOS) and ordinands.

Self-Supporting Ministers (SSMs) have the same entitlement to maternity (and other) leave as other benefice and licensed clergy but are not eligible to receive maternity (and other pay) as they do not receive a stipend.

Support

All of the guidance below indicates that clergy should contact their Archdeacon in the first instance. We recognise that there are number of different relationships depending on context and so the Archdeacon will agree with the clergy office holder who else will be told and who will provide support. This may be the Archdeacon themselves or Area Dean/Training Incumbent/ Clergy Women's Adviser.

The [Diocesan People team](#) will provide support throughout and the Women's Ministry Advisers will provide support and guidance at any point but will not be responsible for undertaking the actions set out below except where clearly agreed.

Maternity

It is important that the clergy officer holder advises their Archdeacon and then the Diocesan People team as soon as possible once they know that they are pregnant. This should be done no later than the 15th week before the Expected Week of Confinement (EWC).

The Board aims to provide a healthy working environment for all clergy in the Diocese and wants to ensure that all clergy and children are cared for. When clergy inform the Diocese of Leeds they are pregnant, this then gives the opportunity to discuss any concerns they may have about how this relates to their performance of duties.

Clergy office holders who are pregnant should provide the Diocesan People team with their maternity certificate (MAT B1 Form) as soon as possible. Once they have completed their Notification of Maternity Leave Form and provided the Diocesan People team with the MAT B1, a member of the Diocesan People team will write to the office holder with the details of their eligibility to maternity leave and maternity pay.

Upon notification of pregnancy, the Diocesan People team will ask for a Maternity Risk Assessment to be completed. The purpose of the Risk Assessment is to assess the risk to the clergy office holder whilst pregnant. The Risk Assessment should be completed by the clergy person with another suitable individual. Where practical, that should be a senior clergy person, but it is appreciated that this will very much depend on the situation and circumstances that the pregnant clergy person is working in. The Risk Assessment and a list of suggestions as to whom may be appropriate to consult with is detailed in Appendix A. It should also be used if the individual has recently returned to work after giving birth, and if applicable, if they are still breast-feeding when they return to work. The Risk Assessment should be completed within 28 days of being requested by the People team and a copy shared with them and the Archdeacon. Ordinarily the RA should be completed in partnership with the Church Wardens or other members of the PCC. The Training Incumbent should take responsibility where the office holder is a curate. The People team are able to provide support and advice as needed.

Upon returning to office, the office holder may need to take a more flexible approach during the period of adjustment which combines becoming a parent and returning to duties as an office holder and the Archdeacon or Area Dean may need to advise the PCC about how to enable this.

If the clergy officer holder has any concerns about their health at work during their pregnancy, they should contact their Archdeacon.

During ordinary maternity leave and additional maternity leave, the terms and conditions of the office holder's Statement of Particulars (SoP), will continue except for changes to pay after 39 weeks (please refer to the section on Maternity Pay). Clergy receiving maternity or other pay will continue to accrue pension as usual. If they pay voluntary contributions, these also continue but can be reduced or stopped if desired. If clergy take unpaid leave, this is not pensionable.

Curacies

Arrangements for maternity, adoption and parental leave will be dealt with on a case-by-case basis. During maternity, adoption and parental leave the curacy is paused and so the length of a curacy will normally be extended by the period of leave in order to ensure training requirements are met. This will be discussed and agreed with the curate and with the Area Bishop, the training incumbent, and the Director of Formation.

Housing

Clergy will remain in the house provided for 'better performance of duties'. Where SSMs are provided with a house they have a right to stay in the house during any period of leave, as they remain in office during their maternity (and other) leave.

Antenatal Care

Once the clergy officer holder has advised that they are pregnant, they are entitled to reasonable time off work with pay to attend ante-natal appointments made on the advice of a registered medical practitioner, registered midwife, or registered health visitor. Antenatal appointments include antenatal or parenting classes that have been recommended by their GP or midwife.

To be entitled to take this time off, clergy need to produce a certificate from their GP, midwife or health visitor stating that they are pregnant along with the appointment card and send this to the Diocesan People team.

Sickness

Statutory and clergy sick pay will apply as normal during pregnancy up to the time that maternity leave commences. However, if the clergy office holder is absent from work due to a pregnancy-related illness in the four weeks prior to their Expected Week of Childbirth (EWC), maternity leave will be triggered automatically. Absence from work due to miscarriage, termination or still birth earlier than the 25th week of pregnancy will be covered by standard sickness policies and procedures and they will be entitled to statutory or diocesan sick pay as appropriate.

If they suffer a miscarriage or stillbirth that occurs from the 25th week onward, or should their baby not survive following its birth, they are entitled to receive maternity leave and pay in the usual way.

Maternity Leave

Clergy office holders have the right to take up to 52 weeks of maternity leave in connection with their pregnancy and/or birth of their child. The clergy officer holder may choose when they want to start their maternity leave subject to the following:

- Maternity leave cannot start before the 11th week before the EWC.
- The latest maternity leave can start is the day after childbirth.
- The maternity leave period will be automatically triggered if the clergy person is absent from work due to a pregnancy-related illness after the beginning of the fourth week before the EWC. The maternity leave period will be automatically triggered if

the baby is born early in which case the maternity leave will start the day after the baby is born.

- Clergy holidays accrue throughout maternity leave and annual leave can be used to support a phased return back into life in their parish.

Maternity Pay

The Board pays stipendiary clergy enhanced maternity or adoption pay during maternity and adoption leave for 39 weeks, which is above the Archbishops Council's recommendation of 26 weeks. This is known as Clergy Maternity pay (CMP). Clergy Adoption Pay (CAP) is also paid in line with this. CMP includes Statutory Maternity pay (SMP), a government-determined benefit for individuals who are on maternity leave that is paid by the Diocese.

To qualify for CMP, the clergy office holder must:

- Have been beneficed or licensed to a stipendiary post in the Diocese at the time their maternity leave begins;
- Notify their Area Bishop, Archdeacon, training incumbent and [Diocesan People team](#) in writing at least by the 15th week before EWC in which their leave is due to begin and submit medical evidence of pregnancy (MAT B1) to the Diocesan People team;
- State that they still intend to continue in their role after the birth of their child, giving an undertaking to do so and complete at least one month's service on return; and
- Still be pregnant at the 15th week before EWC or be confined by this time.

Statutory Maternity Pay

An individual who is not eligible to receive CMP may still be eligible to receive SMP.

The earliest clergy can receive SMP is from the beginning of the 11th week before the week in which the baby is due – but only if they stop work then to take maternity leave. SMP is only payable if they are unable to perform their duties. It is not normally payable for part weeks. SMP will commence on the day they have specified to start their maternity leave, provided they start leave on this day. However, it may start on other days of the week if triggered by the birth of their baby, or by absence from work for a pregnancy-related reason in the four weeks before the EWC.

SMP is payable whether or not the individual intends to return to work after their maternity leave.

The clergy person is legally eligible to receive SMP if:

- They have been beneficed or licensed to a stipendiary post in the diocese continuously for at least 26 weeks by the end of the 15th week before EWC;
- They have average weekly earnings in the 8 weeks up to and including the 15th week of the lower limit for National Insurance Contributions; and
- They give correct notice and proof of pregnancy.

If they are not eligible to receive SMP, they must claim Maternity Allowance. If there is any difference in the amount you receive compared to SMP, the diocese will top-up their stipend.

If the individual isn't entitled to receive SMP, they will usually be entitled to receive Maternity Allowance (MA) which is payable directly by the government. If a clergy person is not able to claim SMP or MA, they can contact a member of the People team who will review appropriate support on a case-by-case basis.

Cover

We want clergy to be able to take leave from work knowing that their parish (or other context) will be well served in their absence, and that they have clear boundaries in place ready for their leave. As with other types of leave, incumbents and priests-in-charge are expected to find cover. Clause 2 (2) of the Ecclesiastical Offices (Terms of Service) Directions confers a requirement on them.

'In consultation with a responsible person or authority' to 'use all reasonable endeavours to make arrangements for the duties of the office to be performed by another person or persons during your period of leave.'

However, the Diocese does not want clergy to feel the burden of finding cover is solely reliant on them, so this process will start with a discussion with the Area Bishop and the Archdeacon about how best to ensure that cover is provided whilst they are on leave. For curates or associates in team ministry the first conversation should be with the incumbent, although the Bishop and Archdeacon are available to support as needed.

They will then work with them to make arrangements in advance to cover services during their Maternity /Adoption/Surrogacy Leave where possible and take responsibility for seeking solutions during the period they are on Maternity/Adoption/Surrogacy leave. This will include supporting the Churchwardens to find cover and seeking additional support from across the Diocese where needed.

Mentors

It is advised that clergy are put in touch with another member of clergy who has taken similar leave or a member of the Women's Ministry Advisors team to provide appropriate advice and support.

Contact during Maternity Leave

Consideration needs to be given in advance as to what arrangements will be made with the parish and Diocese to keep in touch during the period of leave. The Area Bishop/Archdeacon/Diocesan People Team/Director of Formation (where applicable for curates) may need to be in touch for reasons such as discussing plans for returning to work, any training arrangements that may ease the clergy's return to work, or to update on any developments at work during their absence.

The office holder should seek to establish clear boundaries with the parish. Clergy are encouraged, for their own wellbeing, to provide clarity to parishioners about boundaries that they have set. It may be helpful for the Churchwardens to be the initial point of contact during the period leave. For any advice and support, office holders should contact their Bishop or Archdeacon.

Returning to Work

A date for return to work should be agreed between the office holder and Area Bishop, Archdeacon, training incumbent,

If the individual falls ill at the end of their maternity leave period and is unable to return to work on the date agreed, the individual should follow the normal sickness absence reporting arrangements and contact their Area Bishop/Archdeacon/Diocesan People Team or Director of Formation (where applicable for curates) as soon as practicable.

Clergy may be able to request a temporary variation in how they carry out the duties of their office if they do not wish to return immediately to full-time ministry. If this is agreed with the Bishop their stipend will be amended accordingly.

Clergy holidays accrue throughout maternity leave and annual leave can be used to support a phased return back into life in their parish without impacting their stipend.

Adoption and Surrogacy

If a clergy person adopts a child or has a Parental Order to have a child through surrogacy, this policy will apply to them, and details the leave and pay they may be entitled to.

If the clergy person is eligible, they will be entitled to 26 weeks' Ordinary Adoption Leave (OAL) and a further 26 weeks' Additional Adoption Leave (AAL) running from the end of OAL, allowing for a total of 52 weeks' adoption/surrogacy leave.

The partner of the individual who adopts/has a child through surrogacy, or the second member of a couple adopting jointly, may be eligible for paternity leave/pay.

Adoption and Surrogacy Appointments

Adoption Appointments

The primary adopter is entitled to paid time off to attend up to five adoption appointments. The second adopter is entitled to paid time off to attend up to two adoption appointments. The clergy officer holder may be asked by the Area Bishop/Archdeacon/Diocesan People Team to produce an appointment card or document showing the appointment has been made.

Surrogacy Appointments

Both surrogate parents are entitled to time off to attend up to two ante-natal appointments with the woman carrying the child. The clergy office holder may be asked by Area Bishop/Archdeacon/Diocesan People Team to produce:

- A certificate from a registered medical practitioner, midwife or health visitor stating that the surrogate mother is pregnant; and/or
- An appointment card or document showing the appointment has been made.

Eligibility

To qualify for adoption and surrogacy leave the clergy officer holder must:

- Be the primary adopter or first surrogate parent;
- Be newly matched with a child:
 - For adoption – from an approved adoption agency who should provide them with a Statutory Adoption Leave and Pay Matching Certificate; or
 - For surrogacy – have applied for a Parent Appeal Order or be in receipt of a Parental Order Acknowledgement.

Notification

Clergy should inform their Area Bishop/Archdeacon and the Diocesan People team of their intention to take adoption or surrogacy leave within seven days of:

- For adoption – being notified by the adoption agency that the clergy officer holder has been matched with a child; or
- For surrogacy – sending the application form or receiving confirmation of a Parental Order.

When the date is known of the expected birth date or placement date, the arrangements should be confirmed with the Area Bishop/Archdeacon/Diocesan People team and the Director of Formation (where applicable for curates). The date may be changed with regards to the desired date of adoption or surrogacy leave to start, but a minimum of 28 days' written notice of the change must be given.

Certain evidence must be provided to be entitled to Adoption/Surrogacy Leave and Pay:

- For adoption – a copy of the matching certificate from the adoption agency; or
- For surrogacy – a copy of the Parental Order applications and confirmation.

Adoption Pay and Leave

Leave

Adoption leave commences either on the date that the child is placed with the clergy office holder or a date within 14 days before the expected date of placement. If the child's placement ends during the adoption/surrogacy leave, the clergy office holder may continue to take adoption and surrogacy leave for up to eight weeks after the end of the placement (unless the entitlement to leave would have ended earlier in the normal course of events). Clergy should give their Area Bishop/Archdeacon/ Diocesan People team or Director of Formation (where applicable for curates) and at least 28 days' notice of their return to office via email.

Pay

If clergy are eligible for adoption/surrogacy leave, they will also be entitled to adoption/surrogacy pay during the period of leave (this will be inclusive of any statutory payment or reductions where appropriate). The Diocese pays stipendiary clergy enhanced adoption pay during maternity and adoption leave for 39 weeks, which is above the Archbishops Council's recommendation of 26 weeks. This is known as Clergy Adoption Pay (CAP).

In line with the guidance from the Archbishop's Council, clergy are eligible to adoption/surrogacy pay if they have been matched with a child and are the primary adopter.

To qualify for Clergy Adoption Pay (CAP), stipendiary clergy must:

- Have been beneficed or licensed to a stipendiary post at the time the adoption/surrogacy leave begins;
- Notify their Area Bishop, Archdeacon, training incumbent and [Diocesan People team](#) in writing by the 15th week before the placement date before their absence is due to begin and provide the appropriate evidence (as above) to the Diocesan People team;
- Be the primary adopter and have notified within the timescales outlined above; and
- State that they intend to return to their office after the adoption of their child, giving an undertaking to do so and complete at least one month's service on return;

Contact during Adoption/Surrogacy Leave

See section above "Contact during Maternity Leave"

Returning to Office

If the clergy office holder intends to return to office on the date they have stated before their adoption/surrogacy leave commenced or immediately after the end of their full 52 weeks' adoption/surrogacy leave, there is no need to give any notice of the intended return.

If the intention is to return to office earlier than the expected return date, it is advised that 8 weeks' notice of the intended return date is given to the Area Bishop/Archdeacon/Diocesan People Team or Director of Formation (where applicable for curates).

If clergy fall ill at the end of their adoption/surrogacy leave period and are unable to return to office on the date agreed, they should follow the normal sickness absence reporting arrangements and contact their Area Bishop/Archdeacon/Diocesan People Team as soon as practicable.

If adoption leave has started, but the parents are then notified that the placement will no longer take place, if the child returns to the adoption agency after placement, or if the child dies after placement, the entitlement to adoption leave (and if applicable, adoption pay), will continue for a further 8 weeks from the end of the week in which the disruption occurred, unless leave and/or pay would have ended earlier in any event.

If there are any questions regarding the period of adoption/surrogacy leave, please contact a member of the Diocesan People team.

Paternity Pay and Leave

This policy is designed to ensure that all clergy officer holders are treated fairly and consistently in line with any relevant legislation. This policy covers paternity leave for childbirth and in relation to adoption or surrogacy. Clergy are entitled to take two weeks paternity leave and will receive their full stipend for the duration.

Antenatal Care

Where clergy are eligible to take paternity leave (please see below), they will also be eligible to take time off work to attend up to two antenatal appointments – they will need to inform their Area Bishop/Archdeacon/Diocesan People Team as soon as possible that they are expecting a child.

Eligibility

To be eligible for paternity leave, the following criteria must be satisfied:

- Be the biological father of the child, or the spouse, partner or civil partner of the child's mother: or
- Be the secondary adopter or secondary surrogate parent; and
- Be taking the leave to care for the child and/or support the child's mother, the primary adopter or first surrogate parent;
- In line with the Archbishop's Council guidance, clergy are eligible regardless of the length of service; and
- Have given written notice of their intention to take Ordinary Paternity Leave.

Notification

Clergy will need to give notice in writing to their Area Bishop/Archdeacon/Diocesan People Team and provide the Diocese with a copy of the MAT B1) of the intention to take paternity leave as follows:

- For birth – give notice at least 15 weeks before the EWC;
- For adoption or surrogacy – give notice within 7 days of:
 - Adoption – being notified by the adoption agency that you have been matched with a child;
 - Surrogacy – sending their application for, or receiving, a Parental order.

When notifying the Diocese, clergy should state the EWC or the expected placement date and the length and dates of paternity that they wish to take. Once the child has been born or placed with the office holder, they will need to inform their Area Bishop/Archdeacon/Diocesan People Team as soon as possible.

Paternity Leave and Pay

During paternity leave, clergy will be entitled to take up to two weeks' leave. These can either be taken as a full block, or taken as two single blocks of a week. The leave can start on any day of the week on or following the child's birth but must be completed within 52 weeks of the child's birth or date of adoption. 28 days' notice must be given to the Diocese in order to change the start date for leave.

If the clergy wish to take paternity leave they must complete the following form and send copies to the Diocesan People team.

- Becoming a birth parent - <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-a-birth-parent-sc3>

- Becoming an adoptive or parental order parent - <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-an-adoptive-parent-sc4>
- Adopting a child from abroad - <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-adopting-a-child-from-abroad-sc5>

Statutory Paternity Pay (SPP) is a government-determined benefit for those who are on paternity leave paid by the organisation. If the clergy officer holder is eligible, SPP will be paid to them as part of the Clergy Paternity Pay (CPP) for a period of up to two weeks – the organisation will top up the SPP to the equivalent of their normal full pay.

The CPP/SPP pay will commence on the day specified to start paternity leave, provided the start of the leave is on this day. However, it may start on a different day if triggered by the birth of the child.

If there are any questions regarding paternity leave/pay, clergy should contact a member of the Diocesan People team.

Shared Parental Leave

Shared parental leave enables eligible mothers, fathers and partners to choose how to share time off work after their child is born or placed for adoption. Parents can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.

If a clergy officer holder chooses to take shared parental leave, they must give notice to end maternity leave and pay early in order to opt into the shared parental leave and pay arrangements instead. The individual should contact the Diocesan People team to ensure that eligibility and the notification period is met before making firm plans.

To access the scheme, both parents must share the main responsibility for care of the child. Additionally, they have to satisfy a number of criteria. The mother must be entitled to statutory maternity/adoption leave or statutory maternity/adoption pay or maternity allowance and must have curtailed this or given notice to curtail it.

The member of clergy's partner must also meet the test of employment and earnings.

The individuals can share up to 50 weeks of leave and up to 37 weeks of statutory pay between them. The amount of statutory pay and leave is calculated by establishing the amount of maternity, adoption leave and pay that has been taken prior to the mother or adopter curtailing their leave. The remainder is then available to take as shared leave and pay at the statutory rate.

The individuals need to share the statutory pay and leave in the first year after the child is born or placed with the family.

The individuals can use Shared Parental Pay (SPL) to take leave in blocks separated by periods of work, or take it all in one go, or to be off work together or to stagger the leave and pay. Eight weeks' notice is required when changing arrangements.

Plans for shared parental leave should also be notified to the Area Bishop/Archdeacon/Diocesan People Team. For curates the Training Incumbent and Director of Formation should also be notified.

For more information on Shared Parental Leave and how it can work, please visit: <https://www.gov.uk/shared-parental-leave-and-pay>

Contact during Shared Parental Leave

See section above "Contact during Maternity Leave".

Cover during Shared Parental Leave

The diocese will, as far as possible, aim to provide similar support for cover during Shared Parental Leave as for those on maternity leave. Please contact your Area Bishop/Archdeacon/Diocesan People Team/Director of Formation (where applicable for curates).

Ordinary Parental Leave

All clergy office holders are eligible to eighteen weeks of unpaid "ordinary" parental leave, to look after a child they have, who is under the age of eighteen. Up to four weeks may be taken in each year.

The entitlement is eighteen weeks per child, and not per role. For example, if the clergy person has used ten weeks in a previous role, then they will have eight weeks left in their current role.

To be eligible, the clergy person must have parental responsibility for the child.

Ordinary parental leave is taken in whole weeks e.g., taking one day of parental leave will take one week of the eighteen-week entitlement. The exception to this is if your child is disabled. Ordinary parental leave may be taken for a variety of reasons, from spending more time with children, to attending a school event, or visiting grandparents. Parental leave is given for each child e.g., clergy with two children can take up to 36 weeks of Parental Leave. The right to take parental leave is not dependent on tenure as an office holder. If the time requested is deemed unsuitable by the Archdeacon or Area Bishop, the leave may be postponed for up to six months.

Giving notice

You should contact your Area Bishop/Archdeacon/Diocesan People Team/Director of Formation (where applicable for curates) if you intend to take ordinary parental leave and offer as much notice as is practicable, usually a minimum of 21 days.

Rights during leave

During a period of leave, all terms and conditions outlined in individual Statement of Particulars, (except stipend payments and associated pension contributions), will continue. For example, housing, use of parish laptops, annual leave accrual.

Parental Bereavement Leave

Working parents who lose a child under the age of 18 are entitled to two weeks' statutory leave by law – this also includes where a child is stillborn after 24 weeks of pregnancy. We recognise that two weeks is a very short period of time if you have lost a child, and your Area Bishop/Archdeacon will seek to offer pastoral support.

Guidance for requesting time off or adjustments

Please refer to the Church of England website [here](#). This guidance includes the right to request time off to care for a dependant and special leave.

Appendix A
Diocese of Leeds
Clergy New and Expectant Mother Risk Assessment

Guidance

The purpose of the risk assessment is to support the pregnant member of clergy throughout their pregnancy, and their return to work. It is recognised that the working environment is very different in each parish/church, and that all pregnancies are different and this should be considered when undertaking the risk assessment. There may be other hazards not listed below that should be added.

The clergy person should complete the risk assessment with another suitable person. Where practical that should be a senior clergy person, but it is appreciated that this will very much depend on the situation and circumstances that the pregnant clergy person is working in. The following list is a suggestion of whom it may be appropriate to consult with:

- Senior Team Member (if working in a team)
- Area Dean
- Area Women's Ministry Adviser
- Other Member of clergy in locality
- Churchwarden
- Training Incumbent

Where none of those are available, please make contact with your Area Bishop/Archdeacon. The [Diocesan People team](#) are available to answer any questions and provide guidance where needed.

The risk assessment should be treated as a working document, and should be reviewed at regular intervals below, or where there is a change in the health of the expectant mother, or other circumstances.

- Initial Assessment – Upon notification of pregnancy
- 1st Review – Second trimester (3-6 months or earlier if required)
- 2nd Review – Third trimester (6-9 months or earlier if required)

The content of the risk assessment should be sent to and discussed with:

Immediate colleagues, and churchwardens

A copy should be sent to:

Area Bishop/Archdeacon
Diocesan People Team

Name:		Parish/Benefice:	Post Title:	
Expected Due Date:			Assessment Date:	
Is this office holder:		Expectant Mother/ New Mother /Breastfeeding		
Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Adjustment/Comments <i>(text in red – show suggested actions)</i>
Manual Handling	L	Pregnant workers are especially at risk from manual handling injury	<ul style="list-style-type: none"> Manual Handling Operations Regulations 1992 apply to all office holders required to undertake manual handling duties Restrictions on manual handling as the pregnancy progresses may be required Colleagues to support if any risk involved 	<ul style="list-style-type: none"> Avoid lifting chairs and tables Forward planning for room preparation Recruiting volunteer team
Ergonomics/Posture	M	<p>Pregnant workers are more at risk of fatigue caused by work demands such as standing, sitting for long periods</p> <p>Postural problems can occur due to increasing size</p>	<ul style="list-style-type: none"> Breaks from a seated position can help promote good circulation and posture More frequent breaks from workstation may help reduce fatigue The comfort of the individual at work should be reviewed regularly and adjustments made as required Avoid standing for long period/staying in same position 	<p>Is there a suitable chair:</p> <ul style="list-style-type: none"> in your home study Church context Consider portable “cushion” support where necessary High stool during service to avoid long periods of standing

	L	Dexterity and balance may be impaired increasing the risk of accidents	<ul style="list-style-type: none"> • Driving duties should be risk assessed • Ensure work station assessment is completed • Seek advice from GP as required 	Be aware of changing symptoms and abilities during the pregnancy
Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Adjustments Made/Comments
Extremes of cold and heat	L	Heat and cold tolerance reduces with pregnancy	<ul style="list-style-type: none"> • Rest facilities and access to refreshments should be available • Avoid prolonged exposure to excessive heat • Avoid dehydration 	Be aware that wearing full robes may not be practical throughout the pregnancy
Lone Working	L	Pregnant women may be more likely to need urgent medical attention	<ul style="list-style-type: none"> • If individual undertakes lone working, work activity, work location and medical condition should be reviewed and control measures implemented 	Ensure you are able to make contact at all times i.e. mobile phone, or if no signal, be aware of how you can summon help
Psychological Wellbeing	H	Excessive physical or mental pressure may lead to stress which may affect the pregnancy by resulting in raised blood pressure and interfere with breastfeeding	<ul style="list-style-type: none"> • Discuss working patterns; pregnant clergy should be allowed greater control over their working day • Consideration should be given to workload and work demands • Avoid excessive working hours • Encourage good time management 	Ensure appropriate people in parish aware of adjustments needed, ensuring confidentiality is adhered to
Noise	L	Prolonged exposure to loud noise can lead to increased blood pressure and stress	<ul style="list-style-type: none"> • The Control of Noise at Work Regulations 2005 should be applied to all workers exposed to loud noise where there is a risk to hearing 	Avoid very loud worship!

			<ul style="list-style-type: none"> Noise is likely to be too loud if you are unable to hold a conversation 1m apart without shouting 	
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Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Adjustments Made/Comments
Evening Working	L	Attending meetings in the evening in the parish	<ul style="list-style-type: none"> Ensure excessive working hours are minimised and if attendance is required think about starting the day later on. 	
Travelling	L	Excessive travelling can be tiring	<ul style="list-style-type: none"> Ensure diary is well managed and that travelling is minimised where possible 	
Chemicals	L	Certain chemicals are potentially harmful to pregnancy or may affect breastfeeding	<ul style="list-style-type: none"> Review COSHH assessments Avoid exposure to chemicals with the following risk phrases: R40, R45, R46, R47, R61, R63, R64 	Cleaning chemicals in church building
Biological Agents	H	Exposure to certain bacteria and viruses e.g. Rubella and Cytomegaly can present an increased risk to pregnant workers and their unborn child	<ul style="list-style-type: none"> Review exposure and advise of increase in risk Check if individual is a first aider and is aware of good practice for first aiders Avoid contact with chicken pox between weeks 13-20 of pregnancy Ensure good working practices Ensure good hygiene and infection control Contact GP if there are any concerns Where exposure is likely as a direct result of their work, restrictions 	Toddler groups may present such risks

			should be imposed to prevent exposure	
Other related factors				
Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Adjustments Made/Comments
Nausea/Sickness	H	Early work Exposure to nauseating smells	<ul style="list-style-type: none"> Consider flexible working hours Avoid situations that exacerbate the nausea 	Take "remedies" i.e. ginger biscuits!!
Backache/muscular aches	M	Standing/sitting/posture Manual handling	<ul style="list-style-type: none"> See above 	
Frequent toilet visits	L	Difficulty in leaving job/site Are toilet facilities available in each church	<ul style="list-style-type: none"> Ensure adequate welfare provision 	If travelling around a parish consider sourcing facilities not available to general public (i.e. are other parish members happy for you to "call in")
<i>Breastfeeding</i>	<i>L</i>	<i>Difficulties associated with expressing breast milk</i> <i>Needs of child – i.e. settling at bedtime -</i>	<ul style="list-style-type: none"> <i>Consider provision of suitable private room for expressing milk</i> 	

Does the office holder have any particular concerns relating to the working environment and/or pregnancy or breastfeeding?

Summary of significant risks:	Control measures to be implemented:

Office holder(signed):		Date:	
Signature of r person risk assessment undertaken with (signed):		Date:	
Name and role of person			

Recommended review times:

Date of next review:

- Initial Assessment – Upon notification of pregnancy
- 1st Review – Second trimester (3-6 months or earlier if required)
- 2nd Review – Third trimester (6-9 months or earlier if required)
- 3rd Review – Prior to return to work
- 4th Review – Following return to work