

## **Feeding and Expressing Milk Statement**

This statement has been developed in light of good practice guidelines from the Health and Safety Executive, ACAS and recognises the value of breastfeeding/chestfeeding for parents and babies.

Breastfeeding/chestfeeding can include expressing milk and the same rights under this statement will apply to employees/students who wish to express milk to give to their baby.

Queen Mary subscribes to the following statement to provide a workplace/study environment that supports breastfeeding/chestfeeding employees/students in continuing to breastfeed/chestfeed their infants following their return to work/study. This statement will be communicated to all current employees/student and will be included in new employee/student orientation/induction training and on application for maternity leave.

### **Organisation's responsibilities**

Queen Mary acknowledges that supporting breastfeeding/chestfeeding has benefits to the organisation such as a reduction in absenteeism and staff turnover and its important health benefits to the parent and baby. Employees/students who wish to continue to breastfeed/chestfeed following return to work/study shall receive:

- **Breaks for breastfeeding/chestfeeding or expressing milk**

Breastfeeding/chestfeeding employees can breastfeed/chestfeed or express milk during work hours using their normal breaks and as part of additional lactation breaks as agreed in advance, normally at keeping in touch meetings (KIT days) with their line manager or in writing. QM understand that that how often parent' express milk and for how long is individual, and that each employee/student will have differing needs. QM recognises that changes to initial arrangements may occurs and wherever possible, the organisation will be flexible.

Any changes to the agreed lactation breaks will be arranged in advance to allow for any adjustments to both the employees and employers schedule.

- **A private place to express milk**

A clearly designated, private room (not a toilet) will be available for employees/students to breastfeed/chestfeed or express milk. The room will be private, lockable and clean, located near a sink with running water for washing hands and rinsing out pump parts, and have an electrical outlet. Expressed milk should be stored in a personal cool bag or if available the cool bag can be placed in a designated refrigerator.

- **Breastfeeding equipment**

Each employee/student is responsible for purchasing and maintaining all their own pump equipment. Storage of milk and cleaning of equipment should be undertaken as recommended in the manufacturer's guidelines or their health care professional.

- **Education**

The HR department/ head of department/school (for students) will signpost pregnant employees/students and returning employees/students to available information and support on breastfeeding/chestfeeding and returning to work/study. All work colleagues and line managers/ head of department/school (for students) are expected to be supportive and

sensitive to the needs of breastfeeding/chestfeeding employees/students returning to work/study.

- **Risk assessment**

A [risk assessment](#) in relation to all employees/students who plan to continue breastfeeding on their return to work/study. The line manager/head of department/school (for students) will carry out the assessment in cooperation with the employee/student<sup>1</sup>.

## **Employee's responsibilities**

- **Communication with line managers/ heads of department/schools**

Employees/students who wish to breastfeed/chestfeed or express milk after their return to work/university shall keep line managers/heads of department/schools informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee/student and the workplace/university.

- **Maintenance of milk expression equipment**

Employees are responsible for leaving the designated milk expression area clean and tidy for the next user. All pump equipment must be cleaned in accordance with manufacturer's instructions and as recommended by their health care professional.

- **Milk storage**

Employees/students should label all milk expressed with their name and the date collected so that it is not inadvertently confused with another employee's/student's milk. Each employee/student is responsible for proper storage and transportation of their own milk, it is recommended that personal cool bags are used including within a designated refrigerator if this is available. If a refrigerator is not available breastmilk can be stored at room temperature or in a cool bag for 6 hours.

## **Bookable rooms on campus**

We have comfortable rooms for nursing staff/students to breastfeed/chestfeed or express milk at the following locations.

### **Dept. W**

1st floor Room 1.13  
81 Mile End Road

This room is a multifunctional room for first aid, breastfeeding/chestfeeding and/or expressing milk and any pregnancy related need. To support our staff who are breastfeeding/chestfeeding and/or expressing milk, this private lockable room has a sink, two fridges, an armchair, bed and privacy curtain.

Any issues with fridges not working should be reported to [eaf-helpdesk@qmul.ac.uk](mailto:eaf-helpdesk@qmul.ac.uk) . For other matters contact the building coordinator or Staff Hub on the 1st floor.

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<sup>1</sup> With appropriate advice from Health and Safety and/or Occupational Health Service.

### **Mile End Campus**

WG1A Queens Building  
Mile End

Card access provided on request from the Security Control room, located on the ground floor at the front of the Queens Building.

### **Rooms on a booking basis only:**

#### **Mile End Campus**

Nursery  
406 - 408 Bancroft Road  
Mile End

To book please contact: Karen Gravell, [k.l.gravell@qmul.ac.uk](mailto:k.l.gravell@qmul.ac.uk), 0207 882 2782.

#### **Whitechapel Campus**

Institute of Health Sciences Education  
Wellbeing Room  
2M.05

Garrod Building

Whitechapel To book, please contact: Sharon Otter, [s.otter@qmul.ac.uk](mailto:s.otter@qmul.ac.uk), 020 7882 2261 or Tracey Williams, [t.m.williams@qmul.ac.uk](mailto:t.m.williams@qmul.ac.uk), 020 7882 2261.

#### **Charterhouse Square**

Wolfson Institute of Preventative Medicine  
Room 36 (Clinic Room 1)  
Charterhouse Square

To book please contact: Tina Winfield, [t.winfield@qmul.ac.uk](mailto:t.winfield@qmul.ac.uk), or Bill Duffy, [b.duffy@qmul.ac.uk](mailto:b.duffy@qmul.ac.uk) on 020 7882 3850.

### **Further information**

- ACAS: Accommodating breastfeeding employees in the workplace  
<https://www.acas.org.uk/accommodating-breastfeeding-employees-in-the-workplace>
- HSE  
<https://www.hse.gov.uk/mothers/employer/rest-breastfeeding-at-work.htm>
- NHS  
<https://www.nhs.uk/start4life/baby/breastfeeding/>
- National Breastfeeding Helpline  
<https://www.breastfeedingnetwork.org.uk/contact-us/helplines/>
- NCT  
<https://www.nct.org.uk/baby-toddler/feeding/common-concerns/breastfeeding-concerns-problems-and-solutions>