



Guidance for New and Expectant Mothers Risk Assessment Form

PRIVATE AND CONFIDENTIAL

This Risk Assessment Form for New and Expectant Mothers should be completed in discussion with your line manager.

The purpose of the assessment is to ensure that employees are not exposed to risks which could affect their health and safety or that of their child and so that SOAS can meet its legal obligations.

Staff should also ensure that you are familiar with the contents of the Health and Safety Policy, which is available on the intranet:

<http://www.soas.ac.uk/admin/governance/policies/file37335.pdf>

The Health and Safety Executive advise that some physical, biological and chemical agents may affect the health and safety of new and expectant mothers. SOAS has assessed the possible risks from biological and chemical agents and believe that the general working environment has a very low risk in this area.

Likewise, the risk from physical agents is limited. (Physical agents include shock, vibration, movement, lifting and manual handling, excessive noise and extremes of temperature).

The risk of each agent should be considered against the working environment of the new or expectant mother.

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Name:

Job Title:

Line Manager:

Department:

No of weeks of pregnancy:

Date:

HAZARD	RISK		POSSIBLE SOLUTIONS FOR CONSIDERATION
	YES	NO	
1. Does the individual's job involve: Reaching? Stretching? Repetitive Twisting? Lifting/carrying loads?			Use of a mechanical aid. Adapt or automate tasks. Avoid this part of the job or reduce the length or time spent doing it Can colleagues offer help with loads? Consider temporary redeployment.
2. Does the job involve: Standing for long periods? Static postures?			Rotate the individual into other tasks and roles. Alternate between standing and sitting tasks. Increase the frequency of breaks Reduce the frequency of time spent undertaking the task. Consider temporary redeployment.
3. Does the work process involve working with /in extremes of temperature?			Avoid prolonged exposure to extremes of temperature. Consider temporary redeployment.
4. Is the individual exposed to volumes of noise e.g., 80dB (A) or more?			Avoid prolonged exposure to noise, use PPE and noise reduction methods. Provide quiet rest facilities. <i>It is best to avoid noise exposure in pregnant staff completely therefore consider temporary redeployment as best option.</i>
5. Is the individual exposed to shocks and vibration? Low frequency vibration Whole body vibration Single shocks (attack or assault)			A separate risk assessment should be undertaken for staff at risk from assault. It is best to avoid exposure to shocks and vibration in pregnant staff completely therefore consider temporary redeployment as best option.
6. Is the individual working at heights or confined spaces?			Avoid working at height and confined spaces in later stages of pregnancy, i.e., 5 months onwards or before if the individual feels unable to do so. Consider temporary redeployment as the best option.
7. Does the individual work hours that are causing her to feel fatigued?			Adjust working hours temporarily. Adjust/alter shift patterns. Increase frequency of breaks.
8. Does the individual feel isolated or distressed by work?			Encourage individual to discuss with her line manager to find resolution. Refer individual to counselling services.
9. Does the individual undertake travelling or driving for large parts of her working day?			Adjust working hours temporarily. Adjust/alter shift patterns. Increase frequency of rest breaks.

HAZARD	RISK YES	NO	POSSIBLE SOLUTIONS
10. Does the individual travel overseas for large parts of her work?			Adjust/reduce the amount of overseas travel temporarily. Encourage individual to discuss with her line manager to find resolution.
11. Is non-ionising or ionising radiation present or used in any of the work processes that the individual may be exposed to or involved in?			Unless a local procedure document specifies guidance: Avoid and/or temporarily redeploy the individual away from the process
12. Is the individual working with chemical agents? e.g., carbon monoxide, lead or its derivatives, mercury and its derivatives, substances labelled R40,46,61,63,64*. Please list the chemicals used (and possible routes of entry) that the individual is exposed to in the course of their work.			Refer to local guidance and COSHH Assessments. Consider reducing the length of exposure (based on risk assessment of the substance), temporary redeployment or mechanical processes (fume cupboard) to reduce the potential exposure or adapting the task. <i>If in doubt avoid exposure.</i>
13. Is the individual working with biological agents? Please list the biological agents (and possible routes of entry) that the individual is exposed to in the course of their work.			Refer to local guidance and COSHH Assessments. Consider reducing the length of exposure (based on risk assessment of the substance), temporary redeployment or mechanical processes (fume cupboard) to reduce the potential exposure or adapting the task. <i>If in doubt avoid exposure.</i>

* To identify chemical R40-64 refer to the material safety data sheet.

R40 - can cause possible irreversible effects

R46 – may cause heritable genetic damage

R61 – many cause harm to unborn child

R63 – possible risk of harm to unborn child

R64 – may cause harm to breastfed babies / may cause harm to unborn child

HAZARDS NOTED	RECOMMENDATIONS FOR ACTIONS	DATE FOR REVIEW
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Completed by:

Name:

Signature:

Employee name:

Signature: