**Guidance on Expectant and New Mother Assessment Form**

The Expectant Mother or New Mother Risk Assessment Form should be completed through discussion between the employee and the line manager. The purpose of the assessment is twofold, firstly so that we, as an organisation, can ensure that our employees are not exposed to risks which could affect their health and safety or that of their child and secondly, so that we can meet our legal obligations.

You should also ensure that you are familiar with the contents of the organisation’s Health and Safety Policy.

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

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

Our assessment has taken into account the physical agents that have been identified as being present within the organisation’s office, kitchen and warehousing environments.

From time to time staff engage in activities away from their normal working environment. Risks to a new or expectant mother associated with these activities must be assessed prior to the activity being undertaken.

Any hazards noted in any sections should be detailed on page 4 or 7.

Please arrange to review this risk assessment with the employee every two months during the pregnancy, the period of breast feeding and following any change in circumstances that may affect the health and wellbeing of the mother or child.

Employees must notify their manager immediately of any change of circumstances which will require this risk assessment being reviewed.

Please complete this form electronically. The line manager should email this form to HR at NAME, EMAIL ADDRESS and cc: the employee into the email.

# **Assessment of Pregnant Women**

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| **Name:** |  | **Date of Birth:** |  |
| **Job Title:** |  | **Centre:** |  |
| **Line Manager:** |  | **No of weeks of pregnancy (gestation):** |  |

| **Hazard** | **Risk**  **Yes No** | | **Possible solution** |
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| 1.Does the employees job involve:  Reaching?  Stretching?  Repetitive Twisting?  Lifting/carrying loads? |  |  | Can a mechanical aid be used?  Can the task be adapted or automated?  Avoid this part of the job or reduce the length of time spent doing it.  Can colleagues offer help with loads?  Consider redeployment |
| 2. Does the job involve:  Sitting or Standing for long periods?  Static Postures? |  |  | Rotate the individual into other tasks and roles.  Can the individual alternate between standing and sitting to perform the task?  Can the frequency of breaks be increased?  Reduce the length of time spent undertaking the task.  Consider redeployment |
| 3. Do the work processes involve working with/in extremes of temperature?  (i.e. hot environments or cold environments) |  |  | Avoid prolonged exposure to extremes of temperature  Offer additional warm clothing for cold temperatures, Provide rest facilities and access to refreshments, and (warm) meals.  Consider redeployment |
| 4. Is the worker exposed to high volumes of noise e.g. 85dB (A) or more? |  |  | Avoid prolonged exposure to noise, use PPE and noise reduction methods as recommended by Noise at Work Regulations.  Provide quiet rest facilities.  **It is best to avoid noise exposure in pregnant staff completely, therefore consider temporary redeployment as best option.** |
| 5. Is the worker exposed to shocks and vibration?  Low frequency vibration  Whole body vibration  Single shocks (e.g. blow to stomach from attack or assault) |  |  | A separate risk assessment **should** be undertaken for staff at risk from assault.  **Avoid exposure to shocks and vibration. Consider redeployment as best option.** |
| 6. Is the employee working at heights/ confined spaces |  |  | Avoid working at heights/confined spaces in later stages of pregnancy i.e.5 months onwards or before if the employee feels unable. **Consider redeployment as best option.** |
| 7.Display Screen Equipment  (postural problems, eyestrains, headaches) |  |  | DSE assessment should already be in place. This must be re-assessed and thereafter regularly reviewed as the pregnancy progresses.  Sitting for long periods of time should be avoided - more frequent breaks from the computer should be considered.  Ensure adequate space to move around the workstation especially as the pregnancy develops. |
| 8. Does the employee’s desk have restricted/confined access or requirements? |  |  | Relocate the employee to a desk/workstation that has sufficient space for them to enter/exit their desk comfortably. |
| 9 Do you handle or have any contact with any substances or chemicals? (If Yes, review the COSHH assessment with your manager paying particular attention to toxic and R markings which can affect unborn children and breast-fed babies)  **Please name the agents (and possible route of entry to the body), that the woman is exposed to in the course of her work.** |  |  | **Refer to local guidance and COSHH Assessments***.*  It is best to eliminate the hazard all together, for the benefit of **all** workers. Where this is not possible each substance is subject to risk assessment. The control measure will depend on the risk assessment recommendations.  Consider reducing the length of exposure, redeployment, and mechanical processes to reduce human exposure/ adapting the task.  **If in doubt avoid exposure.**  **Chemicals used by the employee:** |
| 10. Does the employee work hours that are causing her to feel fatigued? |  |  | Adjust working hours temporarily.  Increase frequency of rest breaks.  Exposure to nauseating smells such as cooking or chemical odours may increase 'morning sickness'. Avoid or minimise exposure where feasible.  Consider more frequent / longer rest breaks where appropriate.  Changes to hours of work may need to be considered in certain circumstances. |
| 11. Does the worker feel isolated, stressed or distressed by work |  |  | Encourage the employee to discuss the issues with her line manager to find resolution.  Minimise exposure to very high / low temperatures.  As the expectant mother increases in size consideration will require to be given to a) work in awkward or confined areas b) mobility issues such as emergency evacuation in the later stages of pregnancy.  Identify suitable private location for new / expectant mothers to rest and / or express milk.  Ensure adequate maternity cover arrangements are in place. |
| 13. Does the employee undertake travelling or driving for large parts of her working day? |  |  | Adjust working hours temporarily.  Travel should be minimised where possible particularly as the pregnancy progresses.  Increase frequency of rest breaks.  Encourage the employee to discuss the issues with her line manager to find resolution. |

| **Hazards noted** | **Recommendation for Action** | **Date for Review** |
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| **For Human Resources use only:**  Date received:  Further action required: Yes No  Comment:  Reviewed by: |

**Assessment of New Mothers**

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| **Name:** |  | **Date of Birth:** |  |
| **Job Title:** |  | **Department:** |  |
| **Line Manager:** |  | **No of weeks after baby’s birth (post partum):** |  |

* If the employee has health problems as a result of her pregnancy or labour, it is appropriate to refer her to Occupational Health
* If the employee is expressing milk, suitable facilities to carry this out and store the milk will need to be provided.

| **Hazard** | **Risk**  **Yes No** | | **Possible solution** |
| --- | --- | --- | --- |
| **For women who have had a caesarean section:**  1. Does the employees job involve:  Reaching?  Stretching?  Repetitive Twisting?  Lifting/carrying loads? |  |  | Can a mechanical aid be used?  Can the task be adapted or automated?  Avoid this part of the job or reduce the length of time spent doing it.  Can colleagues offer help with loads?  Consider redeployment  **This will apply for a minimum of 3 months post delivery** |
| **For nursing mothers**  2. Is Non - ionising radiation or Ionising radiation present in any of the work processes that the worker may be exposed to? |  |  | **Unless** a local procedure document specifies guidance:  Avoid and/or redeploy the worker away from the process  **This will apply until the woman is no longer breast-feeding her child.** |
| **For nursing mothers**  3. Do the work processes involve working with hot environments? |  |  | Avoid prolonged exposure to extremes of temperature  Provide rest facilities and access to refreshments and meals.  Consider redeployment.  **This will apply until the woman is no longer breast-feeding her child.** |
| **For nursing mothers**  4. Is the employee working with Chemical Agents?  e.g.  Carbon Monoxide  Lead and its derivatives  Mercury and it’s derivatives  Substances labelled R40, 45,46,49,61,63,64  **Please name the agents (and possible route of entry to the body) that the woman is exposed to in the course of her work.** |  |  | **Refer to local guidance and COSHH Assessments.**  It is best to eliminate the hazard all together, for the benefit of **all** workers. Where this is not possible each substance is subject to risk assessment. The control measure will depend on the risk assessment recommendations.  Consider reducing the length of exposure, redeployment, and mechanical processes to reduce human exposure/ adapting the task.  **If in doubt avoid exposure.**  **Chemicals used by the worker:** |
| **This will apply until the woman is no longer breast-feeding her child.** |
| **For nursing mothers**  5. Is the employee working with biological agents?  e.g. Micro-organisms  Bacteria and Viruses  **Please name the agents (and possible route of entry to the body), that the woman is exposed to in the course of her work.** |  |  | **Refer to local guidance and COSHH Assessments.**  Each substance is subject to risk assessment. The control measure will depend on the risk assessment recommendations.  **If in doubt avoid exposure**  Consider reducing the length of exposure, personal protective equipment, redeployment and mechanical processes to reduce human exposure/ adapting the task for pregnant.  **Biological agents used by the worker:** |
| **This will apply until the woman is no longer breast-feeding her child.** |
| **For new mothers**  6. Does the employee work hours that are causing her to feel fatigued? |  |  | Adjust working hours temporarily.  Adjust/alter shift patterns  Increase frequency of rest breaks.  Avoid night shifts (however staff may prefer to continue working at nights if this is ‘normal’).  **This is temporary to enable new mothers to readjust back into the work role** |
| **For new mothers**  7. Does the employee undertake travelling or driving for large parts of her working day? |  |  | Adjust working hours temporarily.  Adjust/alter shift patterns.  Increase frequency of rest breaks.  Avoid night shifts.  Encourage the employee to discuss the issues with her line manager to find resolution.  **This is temporary to enable new mothers to readjust back into the work role** |

| **Hazards noted** | **Recommendation for Action** | **Date for Review** |
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| **For Occupational Health use only:**  Date received:  Further action required: Yes No  Comment:  Signature of OH Professional: |