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| **ES10** | **New and Expectant Mothers Risk Assessment** |
| **Unit Name** |  | **Unit Number** |  |
| **Employee Name** |  |
| **Expected Date of Birth** |  |
| **Actual Date of Birth** |  |
| **Return to Work Date** |  |

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|  | **Date** | **Manager Signature** | **Employee Signature** |
| **Assessment Completed** |  |  |  |
| **1st review** |  |  |  |
| **2nd review** |  |  |  |
| **3rd review** |  |  |  |
| **4th review** |  |  |  |
| **5th review** |  |  |  |
| **6th review** |  |  |  |
| **7th review** |  |  |  |
| **8th review** |  |  |  |
| **9th review** |  |  |  |

**Note** - When reviewing the New and Expectant Mothers Risk Assessment, consider if any circumstances have changed since the last review. **Do not delete previously entered information**. Reviews should take place monthly when the employee is working during pregnancy and when working within 6 months of giving birth or longer if still breast feeding. Assessments must be retained for a period of 6 years.

A New and Expectant Mothers Risk Assessment must be completed with the employee as soon as she has notified the Company in writing, that she is pregnant, or if she is working within 6 months of the baby’s birth, or if she is working whilst still breast feeding. If the individual advises their line manager directly then the line manager must notify their HR Manager.

Consider each question shown in column 1 and answer Yes or No in column 2. If ‘Yes’, consider the possible management actions shown in column 3 and record the actions taken or comments in column 4.

The risk assessment and additional measures identified should take account of any specific issues identified by the employee’s GP or specialist.

Completed copies of this risk assessment must be sent to the individuals HR Manager. Whilst it is the line managers responsibility to complete the risk assessment and make any necessary adjustments where required, it may be necessary to obtain support from the HR Manager to agree additional support for the individual and/or arrange any Occupational Health support if required.

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| **Matters to Consider** | **Y/N** | **Possible Management Action** | **Actions/Comments/date** |
| 1. Are you exposed to excessive vibrations, shocks or movements?*Examples could include the use of buffing machine and catering equipment. Regular exposure can increase the risk of miscarriage.* |  | Avoid work likely to involve uncomfortable whole-body vibration, especially where the abdomen is exposed to shocks or jolts. |  |
| 2. Do you lift or handle heavy or awkward loads, or push or pull heavy equipment?*Examples could include carrying heavy cleaning equipment, pushing heavily loaded trolleys, wheelchairs etc. There is an increased risk of postural problems when pregnant.* |  | Ensure the employee has light duties not requiring excessive physical exertion. Alter the nature of the task or use lifting aids to reduce risk of injury.Temporary limitation on lifting and handling may be necessary after a Caesarean section birth. |  |
| 3. Are you exposed to prolonged periods of loud noises?*Examples could be loud machines. Prolonged exposure may lead to increased blood pressure and tiredness.* |  | Reduce exposure to noise by altering work tasks or by limiting the times working in noisy areas. |  |
| 4. Are you exposed to ionising radiation?*Examples include working in “controlled areas” or in “supervised areas” where local rules apply, e.g. Medical X-ray departments, nuclear power plants. Significant exposure can harm the foetus.*  |  | Local rules and any specific procedures must be followed. Contact your Line Manager or Client for advice if required.  |  |
| 5. Is your workplace extremely hot or cold?*Examples include kitchens and cold-rooms. Expectant mothers tolerate heat less well and may faint due to heat stress, dehydration or fatigue. Breast-feeding can be impaired by heat dehydration.* |  | Reduce exposure to extremely hot and cold work areas. Ensure the employee has access to refreshments and can take regular short breaks. |  |

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| **Matters to Consider** | **Y/N** | **Possible Management Action** | **Actions/Comments/date** |
| 6. Are you required to stand or sit for long periods or carry out work involving much physical effort?*Fatigue from standing and other physical work can lead to miscarriage, premature birth and low birth weight. Physical pressures may cause stress.* |  | Reorganise the work, control hours, volume and pace of work.Ensure seating is available. Provide longer or more frequent breaks to avoid or reduce fatigue. |  |
| 7. Do you work on slippery floor surfaces?*Examples could include kitchens and other smooth floor surfaces that are likely to become wet or greasy.**Agility, co-ordination, balance and dexterity are affected by pregnancy. Slippery surfaces may cause problems with balance.* |  | Review the ES03 Floor Safety Risk Assessment and ensure that suitable footwear is worn by the employee.Adjust work to reduce exposure to slippery floor surfaces. |  |
| 8. Do you experience increased stress or fatigue?*Examples could include heavy workload or repetitive duties. Excessive mental pressure may cause stress, which can give rise to anxiety and raised blood pressure.* |  | Control workload and volume.Provide longer or more frequent breaks. |  |
| 9. Are you required to work at night?*This may cause tiredness, which can lead to fatigue and stress.* |  | Discuss this with your Line Manager and/or HR Manager and adjust working hours, if necessary, to reduce risk. |  |
| 10. Do you work regular overtime?*This may cause tiredness, which can lead to fatigue and stress.* |  | Discuss this with your Line Manager and/or HR Manager and adjust working hours, if necessary, to reduce risk. |  |
| 11. Do you suffer from any sickness?*Nauseating smells such as kitchen and chemical smells can cause sickness.**Sickness can also impact on scheduled working hours.* |  | Reduce exposure to nauseating smells.Alter shift patterns where necessary or provide flexible rostering. |  |
| **Matters to Consider** | **Y/N** | **Possible Management Action** | **Actions/Comments/date** |
| 12. Do you have difficulty reaching toilet facilities in a reasonable time?*Expectant mothers may need to use the toilet more often.* |  | Alter location of workstation if there is not easy access to a toilet. If this is not possible, raise this with your HR Manager. |  |
| 13. Do you have difficulty accessing a private area where you can rest or express milk?*New and expectant mothers may experience higher than normal levels of fatigue.**Breast-feeding mothers may need a suitable area to express milk (not toilets).* |  | Ensure that adequate, private rest areas are available.Where necessary, provide suitable chilled storage facilities for expressed milk.Where expressed milk is stored in a catering refrigerator, ensure that it is well sealed and clearly labelled. |  |
| 14. Is your uniform or PPE uncomfortable or ill fitting?*Expectant mothers will increase in size as the pregnancy progresses.* |  | Regularly check that uniforms provided for expectant mothers are comfortable and that PPE fits correctly.  |   |
| 15. Are you exposed to biological hazards?*This includes agents such as HIV, chicken pox, rubella, syphilis, herpes and typhoid (employees working in isolation areas, laboratories etc). Exposure can affect the unborn child.* |  | If there is a chance of exposure to biological hazards alter the work duties so that the employee is not exposed. |  |
| 16. Are you exposed to the risk of passive smoking?*Exposure to passive smoking may affect the unborn child.* |  | Alter the area of work if there is a risk of exposure.Reorganise rest breaks, if necessary, to prevent exposure to passive smoking. |  |
| 17. Are you required to work for significant periods of time alone?*Expectant mothers who work alone may not be able to summon assistance when needed.* |  | Review the ES12 Lone Working Risk Assessment and ES12a Lone Workers Workplace Checklist. Where possible, alter the arrangements to avoid the need for expectant mothers to work alone. IF this cannot be done, please speak with your HR Manager for further advice. |  |

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| **Matters to Consider** | **Y/N** | **Possible Management Action** | **Actions/Comments/date** |
| 18. Are you at risk of violence at work?*Expectant mothers, and their unborn child, may be at an increased risk of injury if subjected to an act of violence at work.* |  | Alter the working arrangements so that the expectant mother is not working in areas where there is a risk of being exposed to violence.  |  |
| 19. Are you required to work at height?*Expectant mothers, and their unborn child, may be at an increased risk of injury if they fall from a height.* |  | Adjust work tasks to avoid working at height. |  |
| 20. Has your doctor given any advice regarding your pregnancy, which affects your ability to work?*If yes, please describe below:* |  | Make adjustments to work arrangements to take account of medical advice given to New or Expectant Mother. Contact your Line Manager, HR Manager or HSE Manager for advice if required. |  |
| 21. Are there any other hazards, which as a new or expectant mother you may be exposed to that could adversely affect yours or your unborn child’s health? *List any other hazards below and discuss with your line manager:* |  | Describe possible management action below. Contact your Line Manager or your HSE Manager for advice if required. |  |