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| **Business Unit:** | **Location(s) of Activity:** | | **Risk Assessment Ref:** | |
| **Activity Title: New and Expectant Mothers** | | | | |
| **Activity Outline:**  Individual risk assessment for new and expectant mothers. This risk assessment is applicable for both staff and students. The risk assessment must review all activities that the member of staff is exposed to (including Covid exposure risks) | | | | |
| **Those at risk / affected parties: [Enter name of the New and Expectant Mother]** | | | | |
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| **Author (Produced original master risk assessment)**  Name: Health and Safety Department | | Signature: | | Date: April 2022 |
| **Risk Assessor, (Has reviewed Master and adapted as required)**  Name: | | Signature: | | Date: |
| **Responsible Person / Line Manager Approval**  Name: | | Signature: | | Date: |
| **Review Period:**  Regularly throughout individuals’ pregnancy | | **Related procedure references or links:** | | |

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| **What are the hazards?** | **List the harm associated with the hazard** | **Risk Evaluation without controls in place**  High/Med/Low | **What control measures are, or will be put, in place to control the risk?**  List all elimination, substitution, engineering and/or administrative controls | **Risk Evaluation with controls in place**  High/Med/Low |
| General | Potential harm to mother, baby or foetus |  | Provision of information and link to [A Guide for New and Expectant Mothers Who Work - HSE](https://www.hse.gov.uk/mothers/) plus [Health and Safety Department Guidance](https://www.nottingham.ac.uk/safety/policies-and-guidance/pregnancy/pregnancy.aspx) on Pregnancy |  |
| Use of Display Screen Equipment (DSE) | Physical changes resulting in poor posture and Repetitive Strain Injuries (RSI) |  | Workstation assessments to support the worker with the changes in their requirements.  Additional workplace equipment provided where deemed necessary.  Take regular breaks away from the desk/office. |  |
| Manual Handling Operations | Musculoskeletal disorders and poor posture.  Pregnant workers are especially at risk from manual handling injury, for example hormonal changes can affect the ligaments, increasing susceptibility to injury and postural problems may increase as the pregnancy progresses |  | Conduct a manual handling assessment and review in line with this risk assessment.  Do not exceed HSE lifting guidelines & avoid lifting any heavy loads.  Mechanical handling aids to be utilised where possible.  Ensure support or reallocation of duties where necessary.  Extra exertion kept to a minimal level. |  |
| **Other Physical Hazards** | | | | |
| Vibration | Low frequency vibration, whole body vibration, single shocks i.e. blow to stomach |  | Avoid equipment and tasks that generate low frequency vibration. |  |
| Noise | Above 85dB(A) - Prolonged exposure to loud noise may lead to increased blood pressure |  | Avoid exposure to noise levels above 85dB(A).  If required conduct noise assessment to determine noise levels and consider controls.  Where the exposure cannot be reduced to a safe level then redeployment should be considered |  |
| Work at Height | Falls from height due to reduced mobility  Falls from height due to increased risk of fainting or dizziness. Falling equipment |  | Kick stools to be used for low level items.  Steps prohibited  Other work at height to be avoided where practicable, if not avoidable assessed on an individual basis. |  |
| Slips and Trips | Falls, Impact |  | Good housekeeping, adequate lighting, maintained and clean floors. Sensible footwear is recommended. |  |
| Temperature | Below 16C and above 27C. When pregnant, women tolerate heat less well and may more readily faint or be more liable to heat stress |  | Ensure that appropriate clothing is worn and is available in an appropriate size, inc PPE. Ensure office working space has the necessary equipment to maintain a comfortable temperature.  Ensure there is availability of hot / cold drinks as appropriate. |  |
| **Psychological** | Tiredness, Overtime, Evening work, shifts  Work related stress -  Pregnant women are more vulnerable due to;  Hormonal, psychological and physiological changes.  Excessive physical or mental pressure may cause stress and can give rise to anxiety and raised blood pressure. |  | Pace of work to be monitored and reduced if required.  Additional rest breaks to be made available as required.  Availability to allow increased water intake and easy access to toilets  Monitor the general wellbeing of the individual, providing support or reallocation of duties where necessary. Regular updates with their line manager to ensure the work-life balance is retained and any risks minimised.  Ensure that the necessary staff (HR and managers) have the relevant information including any changes in duties, hours etc as soon as conveniently possible and ensure good levels of communication.  Avoid stressful tasks such as dealing with irate customers. |  |
| **Chemical / Biological** | | | | |
| Hazardous Substances | Some substances are specifically toxic to the developing foetus or breastfeeding child.  Safety Data Sheets  with the risk phrases for Carcinogens (R40, R45, R46, R49), Teratogens (R61, R63, R64, R68), Mutagens (R46) or contain GHS Hazard codes - H340, H341, H350, H351, H360, H361, H362   * Pesticides * Mercury and mercury derivatives, * Carbon monoxide * Cyotoxic * Lead and lead derivatives |  | Review the COSHH assessment and risk phrases.  Where practicable eliminate hazard  Where elimination is not practicable each individual substance should be subject to a COSHH assessment.  Consider:   * Substitution * Reduce length of exposure * Reduce quantity used * Engineering controls   Where the exposure cannot be reduced to a safe level then redeployment should be considered. |  |
| Biological hazards – possible incidental exposure to biological organisms | Biological agents that present a specific risk to pregnancy.  Potential increased risk of infection due to possible effects of pregnancy on the immune system. |  | Avoid contact with individuals known to have illness that is of particular concern for pregnant women.  Avoid farms and fieldwork at locations where infectious biological agents could be substantial, such as locations where contact with ewes/lambs and sewage could occur.  Avoid handling materials that may be contaminated with blood products unless suitably protected.  Ensure adequate risk assessment. |  |
| Biological hazards – communicable exposure to Covid-19 (SARS-CoV-2) (excluding deliberate work) | Potential risk from Covid-19 virus |  | A precautionary approach must be taken throughout pregnancy, the current Covid guidance from both [government](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) and [HSE](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm#pregnant_workers) guidance must be taken into account  Evidence suggests that being fully vaccinated provides a good level of protection to the pregnant worker and foetus. Vaccination status should be taken into account in this assessment. |  |
| Biological Hazards – deliberate work involving biological materials | Biological agents that present a specific risk to pregnancy.  Potential increased risk of infection due to possible effects of pregnancy on the immune system. |  | An assessment of the work with biological agents should be in place and should be reviewed re-assessed immediately. Frequently reviewed as the pregnancy develops to consider pathogens which present an additional risk in pregnancy.  Infection risks to new and expectant mothers in the workplace - A Guide for employers – <http://www.hse.gov.uk/pubns/books/infection-mothers.htm>  Work with the following organisms must be avoided where practicable or reduced during pregnancy:  HIV, HepB, HepC, Syphilis, VZV, CMV, Rubella, Herpes Virus, Influenza Virus, Candida spp, Coxiella and Brucella.  Work involving HG3s (including SARS-CoV-2) should be avoided if practicable or reduced. Detailed on controls must be included here and reference the Biological Risk Assessment for the work. |  |
| UV and working outside | Increase skin sensitivity during pregnancy can increase the risk of burning when exposed to UV light. |  | An assessment of work with ionising radiation should already be in place and this should be re-assessed.  Where practicable suspend the pregnant woman from work with ionising radiation during pregnancy and until the woman is no longer breastfeeding her child. |  |
| Working with Ionising Radiation | Ill-health effects for foetus |  | Pre-work risk assessment. Withdrawal from activity pending suitable controls being verified. Controls to be sufficient to prevent exposure greater than 1mSv (from all sources) during pregnancy and whilst  breastfeeding.  Women of child bearing age to be given opportunity of discussing potential radiation issues with local RPS or the Health and Safety Department. Prohibit/limit exposure; good work practices to be adopted; high standards of laboratory and personal hygiene; monitoring for contamination after work with radiation sources; dosimetry determined by risk assessment. |  |
| EMF (Electromagnetic fields) | Working close to significant sources of EMF could cause warming or burns.  Working with equipment likely to induce EMF’s above the action level.  Strong magnetic fields can cause ferrous based metal items to become projectiles that may enter the body and damage the mother and/or unborn child. |  | Obtain information from supplier of equipment or measure EMF levels to verify below limit value. |  |
| **Others (add as applicable)** | | | | |
| Eg:  Confined Spaces  Lone Working  Use of Vehicles  PPE |  |  |  |  |

**Justification for selection of controls**

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| Summarise justification for selecting control measures that are not to the highest, reasonably practicable standard or compliant with industry standard e.g. use of personal protective equipment rather than engineering means of control:  State N/A if not applicable |

**Additional Requirements (if not recorded elsewhere)**

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| **First Aid** |  |
| **Waste handling** |  |
| **Emergency** |  |
| **Training, supervision and competency** |  |
| **Other** |  |

**Competency Record**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of worker** | **Measure of competency** | **Assessor comments** | **Competent to perform activity Y/N?** | **Signature (Worker)** | **Signature (Assessor)** | **Date** |
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**Guidance on completing the form**

This form may be used to record the risk assessment for any University activity whether that be lab or workshop-based, an event, on or off-site working, etc. Separate templates exist for Biological work, Laser work and Fieldwork.

Only complete a risk assessment if you have a good understanding of the activity being assessed and you have been instructed in the principles of carrying out a risk assessment (refer to your Business Unit arrangements on risk assessments).

* **Responsible Person**

The manager who is responsible for the activity should approve the risk assessment, this indicates they agree the risk assessment is sufficiently detailed, they agree the control measures are appropriate and will be implemented and they authorise the work to commence. The Responsible Person may be a PI in the academic setting or a local line manager or head of section in non-academic sections of Schools/Faculties and Professional Services.

* **Those at risk / affected parties**

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the publics, volunteers and others who could be affected.

* **What are the hazards?**

The definition of a Hazard is the potential for something to cause harm, e.g. chemicals, radiation, lasers, fire. In the Hazards column, list the hazards which could reasonably be expected to result in significant harm.

* **List the harm associated with the hazard**

For each hazard, there may be one or more types of harm that could occur. For example, working with cryogenic substances - harm may be asphyxiation, cold burns or fire/explosion and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

* **Risk Evaluation – High (H), Medium (M) or Low (L)**

Decide whether the hazard presents a high, medium or low risk, based upon your knowledge of the severity of harm, frequency of activity and number and nature of the people involved. This is subjective which is why you must have good knowledge of the activity in order to undertake the risk assessment. Hazards that remain high risk once evaluated after control measures are put in place, must not proceed without further consideration.

* **What control measures are, or will be put, in place:**

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. They should also take into account the hierarchy of control and favour elimination, substitution, engineering methods over administrative controls. Fundamentally, ensure the risks are reduced so far as is reasonably practicable.

* **Review Period:**

The University advises that all risk assessments are revised every two years to ensure validity. For activities undergoing change, consider a shorter timeframe for review. For lower risk activities, you may consider a longer timeframe. Comply with your Business Unit arrangements.

* **Justification for selection of controls**

In brief, the hierarchy of control in terms of robustness is: (1) Elimination (2) Substitution (3) Engineering Control (4) Administrative Control. If not implementing a higher level of control, justify the reasons why a low level is appropriate in the situation.

* **Areas for additional consideration in your risk assessment or associated procedures**

Consider training and supervision, manual handling, waste disposal, first aid, emergency situations such as spillage, access to medical assistance. It may be more appropriate for these to be covered as part of a safe working procedure or standard operating procedure.