

**Generic assessment for:**  
**Health and Safety risks at work for a**  
**new or expectant mother and her unborn child**

Preliminary guidance for employers

The law requires every employer to assess workplace risks for all their employees, and take practical action to control those risks. In addition, employers must take account of risks to pregnant employees often referred to as new or expectant mother. This would include someone who is pregnant, has given birth within the previous six months, or is breastfeeding.

Employers must identify hazards in their workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.

They must also make this information known to the pregnant employee following:

- notification of the pregnancy,
- has given birth in the last 6 months
- is breastfeeding

Employers must undertake the risk assessment in consultation with the pregnant employee so that existing medical needs can be taken into account. The employer should review and monitor the risk assessment at regular intervals e.g. weekly or monthly etc.

See proforma 1, which provides guidance on possible workplace hazards/conditions and control measures that should be considered when conducting a specific risk assessment for a pregnant member of staff.

See proforma 2, for sample copy of a specific risk assessment carried out for a pregnant employee.

## London Borough of Waltham Forest - Risk Assessment Proforma 1.

<b>Workplace:</b>		<b>Date of Assessment:</b>	
<b>Service Area:</b>		<b>Review Date:</b>	
<b>Name of assessor (PRINT)</b>		<b>Signature</b>	
<b>Work activity or environment</b> List the work activities or areas being assessed	<b>Hazard and current level of risk (Low/Med/High)</b> Hazards which could result in significant harm in your workplace	<b>Who might be harmed?</b> Staff, clients and others	<b>Control measures and remaining level of risk (Low/Med/High)</b> Refer to relevant procedures, codes of practice, information, training, guidance notes, safe systems of work, etc.
1. List of task(s) that the pregnant employees has to undertake	Assess specific duties and workplace for the following potential hazards:  Excessive standing during work hours with insufficient break	Mother and/or unborn child	Control Measures must be agreed by: - Asking the person if they have any concerns about their tasks or working environment. Discuss ways to remove or reduce hazards.
2.	Unusually stressful demands in general or when using computers.		Considering suitable alternative work where concerns arise.
			Further action required Relevant measures required to reduce the level of risk further.
			Ensure that there is a rest room for the pregnant employee to rest as and when required. Where no restroom is available, then it may be necessary to adjust working hours.
			Monitor and offer support as necessary

3.	Restricted space when using computers or workstation		Discuss ways to remove or reduce hazards.	“ “
4.	Uncomfortable protective clothing or equipment e.g. chair without back rest.		Adjusting working conditions and equipment/ or hours of work if necessary.	Seek advice from health & safety unit
5.	lifting heavy objects which has not being risk assessed		Discuss ways to remove or reduce hazards.	“” “”
6.	lone working with aggressive clients where assault could occur		Offering paid leave where extreme hazards exists that cannot be controlled, paid leave in order to protect the health and safety of the mother and her unborn child	“” “”
7.	Travelling to visit clients		Adjusting working conditions and equipment/ or hours of work if necessary	Seek advice where necessary
8.	Exposure to hazardous substances without protective equipment		Offer adequate protective equipment	Monitor and review
9.	Excessive high or low temperatures at work		Adjusting working conditions and equipment/ or hours of work if necessary	Monitor and review

## **Sample risk assessment for Mary XXXXX at ASA Primary School : Proforma 2.**

<u>Duties</u>	<u>Hazards</u>	<u>Who will be harmed</u>	<u>Control Measures</u>	<u>Further Actions</u>
Pregnant Employee (Mary XXXXX duties include: Teaching pupils in classroom	Work and home life balance	Pregnant Employee and or the unborn child	Meetings held with expectant mother regarding pregnancy having an impact on working hours and the need to take rest breaks when required.	Seek advice from health & safety unit
	Staff standing for long periods of time		Expectant mothers to communicate with line manager regarding managing workload if this is a problem.	On-going conversations with open communication and flexibility
	Unsatisfactory equipment (e.g. design and technology, science.)		Computer work station to be at an appropriate height. Suitable chair to be used for the teacher in the classroom.	Seek advice where necessary
	Lifting heavy loads		Expectant mothers should not to lift or carry any heavy loads, can make use of trollies or ask for help.	Monitor and review
	Educational visits		Expectant mothers should discuss with line manager if attendance on school trips as this can cause undue discomfort. Arrangements to be made for alternative staff to accompany children on class trips.	Monitor and review

	Slips and trips		All Site Service Officer's, Cleaners and Kitchen Staff to be reminded the health & safety procedure when cleaning floors to prevent slipping accidents, issue guidance document no: 14. The routes to and from the building are kept clear and gritted where necessary.	Monitor and review
	" "		All teachers are expected to ensure that walkways in classrooms are not cluttered and that trailing wires do not pose a tip hazard.	Monitor and review
	Cleaning duties		Pregnant employees should raise any concerns with their line manager regarding the use of any dangerous equipment or chemicals etc so that protective clothing can be provided.	Monitor and review
	Inadequate Protective clothing		Precaution of gloves and disposable mask provided for pregnant employees handling hazardous chemicals/substances e.g. blood etc when undertaking first-aid duties.	Monitor and review
	Morning sickness		Phase Management return following sickness absence. Management to provide extra support with classroom behaviour management.	Monitor and review

Any other concerns/comments