|  |  |  |
| --- | --- | --- |
| **RA Ref:** *if applicable* | **Example New and Expectant Mother Risk Assessment** (Mar 25) | **Form RA/03PW** |
| **Assessment Date:** |  | **Employee Name:**  | **Assessor(s):** |
| **Review Date(s):** |  | **Location:** |
| Hazard | Impact on Pregnant Worker | Current Controls | Residual Risk | Further Action Required (you can include date/manager) |
| 1 | Manual Handling | * Less physical capability whilst pregnant/shortly after giving birth (especially after caesarean section).
 | * Pregnant Worker (PW) normally only handles light files
 | Low | * PW’s line manager to make arrangements for any files she requires from the filing room to be brought to her, and to ensure that PW does not handle heavy or large loads.
* Similarly, PW’s line manager to ensure that she does not carry any awkward loads that could obscure her line of vision and result in her tripping over or colliding with something.
 |
| 2 | Ergonomics/Posture | * PWs are more susceptible to backache and general physical fatigue and discomfort, particularly if sitting or standing for long periods without a break.
* Postural problems can occur due to increasing size.
 | * Good quality adjustable seat with back support, with PW knowing how to adjust her seat and what is required to maintain a good posture when seated
* Work surface at comfortable height
* PW is able to take a rest break at any time during the day, as and when required
 | Low | * If required, a facility for sitting or lying down should be provided in a rest room
* PW’s line manager to ensure that PW’s work patterns do not require her to sit or stand in a fixed posture for any extended periods
* As part of her duties, PW occasionally drives to other Council offices. If, as her pregnancy advances, PW finds it too uncomfortable to drive, she should either be spared this duty or should be driven as a passenger by another member of staff
 |
| 3 | Extremes of heat and cold | * Heat stress
* Susceptibility to fainting
* As pregnancy advances, less tolerance to heat and cold
 | * General ventilation to office
* Portable fan provided near PW
* Access to water cooler in the office and chilled refreshments downstairs
* Access to rest room or reception area, both of which are cooler than the office.
* Heating system ensures office does not get too cold
 | Low | * PW has complained that the office gets too hot, particularly in the afternoons. Senior management, in cooperation with Corporate Facilities, are trying to address this problem and it is recommended that they continue with their efforts in this regard.
* Whilst the problem with the excessive heat in the office continues, if an occasion arises whereby PW finds it unbearable to continue working, she should be given the opportunity to be located to a cooler location within the office (e.g. near an openable window), be located to a cooler office within the building or be sent home on that particular day.
 |
| 4 | Noise | * Prolonged exposure may lead to stress, tiredness and high blood pressure
 | * PW does not find the office particularly noisy and does not consider this to be an issue
 | Low | * None at present
 |
| 5 | Working with Display Screen Equipment (DSE) | * Eyestrain, headaches, fatigue, stress, postural problems, upper limbs pain and discomfort, repetitive strain injury. Carpal tunnel syndrome is also prevalent in pregnant women.
 | * DSE workstation assessment carried out and further action points identified
* Modern DSE/workstation, including adjustable chair
 | Low | * PW’s line manager to implement the recommendations contained in PW’s DSE Workstation assessment
* Revise PW’s DSE assessment every twelve weeks due to physical and hormonal changes that can occur during pregnancy
* PW’s line manager to ensure that aids to make PW more comfortable when using her DSE, such as document holder, wrist and foot supports, will be provided to PW if required. A specialised mouse may be beneficial if PW is experiencing symptoms of carpal tunnel syndrome.
* PW to discuss with her line manager any concerns she may have with regards to working with DSE whilst she is pregnant, and if necessary to be referred to the Council’s Occupational Health Unit over any health issues her manager does not feel comfortable/competent in addressing

  |
| 6 | Hazardous Substances(Chemicals) | * Harm to PW and/or unborn child
 | * PW informed not to handle any hazardous substances, e.g. photocopier toner cartridges
 | Low | * None anticipated
 |
| 7 | Biological Agents  | * Exposure to certain types of bacteria and viruses, e.g. COVID, German Measles and Chickenpox, can result in infections and present an increased risk to expectant mothers and their unborn child
 | * There are currently no known biological hazards within PW’s working environment
* Follow good hygiene practices
 | Low | * PW’s line manager to advise PW of any biological hazard within the office that she becomes aware of so that PW can take advice on the situation from her GP / midwife.
* Should any relevant viruses be identified in the workplace, PW will be informed, and arrangements made to ensure there is no contact. Where applicable, advice issued by the UK Government/Welsh Government/Public Health Wales in response to any particular outbreak is to be followed.
* PW may want to take advice from her own GP / Midwife regarding vaccinations.
* Consider the PW’s underlying health conditions and link with the Council’s Occupational Health Unit if further guidance is required.
 |
| 8 | Slips, trips and falls | * Due to increasing size, the dexterity, coordination and balance of expectant mothers may be impaired increasing the risk of a slip, trip or fall. Furthermore the consequences of a fall are potentially far more serious
 | * Floor coverings in the office are not inherently slippery
* Staircase access to first floor has non-slip treads and a handrail each side
* Spillages are cleaned up as soon as is practicable
 | Low | * Staff to be reminded of the need to clear up spillages immediately, particularly in kitchen and toilet areas
* Ensure floors are kept free from obstructions and that any trailing cables are removed or suitably covered
* Monitor external areas and keep paths and walkways free from leaves, ice, debris etc., so far as is reasonably practicable
 |
| 9 | Violence at work | * Physical harm to PW and/or unborn child
 | * PW’s duties do not include interacting with the public and there are no foreseeable reasons why she should be subjected to any violence.
 | Low | * None anticipated
 |
| 10 | Stress | * Can cause changes in the body’s chemical processes leading to both physical and behavioural effects which may affect the pregnancy, e.g. raised blood pressure
 | * Flexible working schedules.
* Flexible working hours.
* PW has no concerns at the moment that are causing her to feel stressed and is under regular medical review with her GP.
 | Low | * PW’s line manager to meet with PW every four weeks to discuss her workload and any other problems she may have which may lead to stress, and to take any action deemed appropriate
 |
| 11 | Lone working | * Pregnant women are more likely to need urgent medical attention and assistance from colleagues in arranging the same
 | * PW is not subject to lone working situations
 | Nil | * Should PW have to undertake lone working, carry out risk assessment and implement any control measures identified as necessary
 |
| 12 | Night working | * Level of fatigue can increase
 | * PW does not work night shifts
 | Nil | * Should PW have to undertake night working, carry out risk assessment and implement any control measures identified as necessary
 |
| 13 | Reduced mobility | * Could take longer to evacuate the building in the event of an emergency, e.g. a fire
 | * Line manager will be available (or other nominated colleague in line manager’s absence) to assist PW to evacuate the building, should such assistance be required
 | Low | * None anticipated
 |

### NOTES

1. It is to be brought to PW’s attention by management that on her return to work from maternity leave she should notify her line manager if she is breastfeeding, in which case:
	* It is recommended that a private room be provided for her to express and store milk (toilets are not suitable for this purpose).
	* A specific risk assessment must be undertaken.
2. On PW’s return to work from maternity leave her work activities must be re-assessed and, where appropriate, suitable control measures introduced.
3. If at any time PW has to be sent home, e.g. feeling unwell or working conditions unsuitable and no alternative work is available, no loss of pay must result.
4. It is to be brought to PW’s attention by management that she has a duty to report to her managers any concerns she may have over her health, workstation, workplace in general, work pattern etc. so that management can address any such issues.
5. A copy of this risk assessment is to be given to PW for her information, a copy is to be given to PW’s line manager to implement the further action points identified and a copy is to be kept on PW’s personal file.