# Appendix L



**HEALTH AND WELLBEING FOR PREGNANT WORKERS AND NEW MOTHERS**

**RISK ASSESSMENT AND ACTION PLAN**

If you are notified that an employee is pregnant, breastfeeding or has given birth within the last six months you should complete this risk assessment with the member of staff. If risks are identified, you must take appropriate, sensible action to remove, reduce or control them.

The attached pregnancy risk assessment is the responsibility of the Line Manager or the employee who is pregnant to complete as soon as they are notified of the pregnancy. It should be reviewed periodically throughout the pregnancy and if there any health issues.

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| --- | --- |
| **Name of new or expectant mother:** |  |
| **Job Title:** |  |
| **Care Group/Corporate Directorate:** |  |
| **Is the area designated High/Medium/Low risk** [delete as appropriate] (see section 2) |
| **Brief overview of the employee’s role – key tasks** |  |
| **Is this a multiple pregnancy: Y / N****Estimated date of childbirth / due date:** | **Gestation (Weeks)** |
| **Proposed date of commencement of maternity leave:** | **Proposed date of return to work (if known):** |
| **Are there any existing health conditions?** |  |
| **Name of Line Manager:** |  |
| **Date:** | **Signature (Line Manager):**  |
| **Date:** | **Signature (pregnant worker):** |

**NB - Copies of the completed assessment to be sent to the Health and Safety Team (****rdash.safetyteam@nhs.net****) and your Human Resources contact.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **YES** | **NO** | **Suggested controls** | **Action taken** |
| 1. **Manual Handling**
 |
| Does the new/expectant mother undertake any manual handling tasks? E.g. Object or patient handling. |  |  | * Avoid manual handling where possible
* Also consider the risks of physical violence from patients (see section 2) where relevant.
* If able to lift lighter loads, ensure use of good manual handling technique and within own limits.
* Carry out a manual handling risk assessment. (see [Safer Manual Handling Operations Policy](https://www.rdash.nhs.uk/publications/safer-manual-handling-operations-policy/))
* Obtain assistance and make use of equipment. E.g. Wheeled bags or trolleys.
 |  |
| Does the member of staff have a history of musculoskeletal conditions (including previous injuries)? |  |  | * Employees should seek guidance from their GP and/or Midwife.
* Contact Trust Moving and Handling Advisors (see last page of risk assessment for contact details) or Occupational Health Advisors where necessary and ask for specific guidance about work requirements.
* Make reasonable adjustments to working practice in line with this advice.
 |  |
| 1. **Risk of violence and aggression**
 |
| Is there a high risk of potential or actual aggression within the workplace either at a fixed base or within a community setting? |  |  | As a general guideline:**HIGH** risk – Adult and older person’s mental health wards. Physical health wards may also be high risk, depending on the patient group.* Consider redeployment to a non-patient area.
* Avoid involvement in restraint
* Avoid high risk activities such as one to ones and escorting patients.
* For community staff risk assess current known behaviours of patients. Consider temporary removal of high risk or unpredictable patients from work list. Continue current practice for new patients of double up visits with 2 staff.

**MEDIUM** risk – Patient area, including outpatients.* Consider current patients and usual behaviours on a risk basis. Consider temporary allocation of high risk patients to other staff or carry out telephone appointments.

**LOW** risk - Non-patient areas such as offices.* Review the risk and make changes if necessary. E.g. Alternative work location.
 |  |
| Training |  |  | * Avoid training in physical interventions. PMVA trainers will ask attendees if there are any medical reasons that they cannot undertake the training. The pregnant worker is responsible for providing this information

Staff may be able to observe a one day breakaway session or attend for half of the day to be involved in the non-physical aspects of the training. Confirm with PMVA staff before attending. |  |
| **Hazard** | **YES** | **NO** | **Suggested controls** | **Action taken** |
| 1. **Hazardous substances**
 |
| Is the New/Expectant Employee likely to be exposed to any hazardous substances or biological agents?E.g. Chemicals with these labels Skull pictogramexclamation mark pictogramhealth hazard pictogramThese indicate that substances are toxic or hazardous to human health.Biological hazards – Blood, other bodily fluids, viruses etc. |  |  | Avoid use or exposure to chemicals as far as possible.If not possible, use identified PPE, COSHH guidance and adhere to identified, safe working practices.Staff should not work with anything that is labelled as a mutagen. |  |
| Are they up-to-date with their immunisation programme? |  |  | Consider the risk of exposure to blood borne viruses, chicken pox, measles, chemical and biological agents. |  |
| Have specific COSHH assessments been carried out for this department? |  |  | Confirm with local manager and review to identify any risks. |  |
| 1. **Display Screen Equipment (DSE)**
 |
| Does the new/expectant mother use display screen equipment? |  |  | * Carry out a DSE risk assessment or review an existing one and make reasonable adjustments if required.

Advice can be obtained from a Moving and Handling Advisor or Occupational Health. (See [DSE Policy](https://www.rdash.nhs.uk/publications/display-screen-equipment-dse/) for assessment). |  |
| If required, what remedial action has been taken / initiated?  |  |  | * Document exactly what remedial action has been taken / initiated.
 |  |
| **Hazard** | **YES** | **NO** | **Suggested controls** | **Action taken** |
| 1. **Use of Machinery or equipment**
 |
| Is the new/expectant mother likely to use any machinery/ work equipment? E.g. Hoists, tools, examination lights etc  |  |  |  |  |
| Does any of the machinery/equipment used present a greater risk to her than to any other worker?  |  |  | * Consider ability to get close enough to equipment to operate it without being forced into awkward positions as the pregnancy proceeds.
* Is the equipment heavy? (Carry out or review manual handling assessment – see **section 1**).
 |  |
| Have they been trained and informed regarding the use/hazards of the equipment? |  |  |  |  |
| 1. **Driving for work**
 |
| Do they drive a vehicle as an integral part of their job?  |  |  | * Consider frequency, distance and type of transport used. Can reasonable adjustments be made to reduce distance and frequency of travelling or driving if appropriate?
* Is the vehicle driving position suitable for driver comfort (for those roles which include driving as part of their employment)?
 |  |
| 1. **Work environment**
 |
| Is temperature and ventilation generally comfortable?  |  |  | Find alternative accommodation if necessary, including homeworking where practical. |  |
| Are there suitable toilet and welfare facilities in close proximity?  |  |  |  |
| Is the area kept clean and tidy?  |  |  |  |
| Are floors even and intact? |  |  |  |
| **Hazard** | **YES** | **NO** | **Suggested controls** | **Action taken** |
| 1. **Other**
 |
| Does the member of staff’s shift pattern / working hours involve night working? |  |  | * Regularly assess working hours and make reasonable adjustments as necessary.
* Take frequent planned breaks.
* Avoid permanent night work if possible.
 |  |
| Is the member of staff a lone worker? |  |  | * Ensure that current working practices minimise risks to personal safety and ensure that robust communication measures are in place and documented.
* Complete lone working risk assessment in appendix 5 of the [Lone Working Policy](https://www.rdash.nhs.uk/publications/lone-working-policy/).
 |  |
| Is the member of staff exposed to occupational stress? |  |  | * Ensure any problems are discussed regularly and identify coping strategies to reduce stress.
* Complete a stress risk assessment (available in the [Stress Policy](https://www.rdash.nhs.uk/uncategorized/healthy-workplaces-staff-support-and-stress-at-work-policy/) ).
* Seek advice from Occupational Health
* Signpost to Vivup and wellbeing resources.
* Assign workplace ‘buddy’ to enable the team member to have a network of support where needed.
 |  |
| Fire |  |  | * During later stages of pregnancy carry out a personal emergency evacuation plan (PEEP). Form available on Health and Safety intranet site ‘Quick forms’. For help contact the Trust Fire Safety Advisor.
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Please send a copy of the completed assessment to the Health and Safety Team at rdash.safetyteam@nhs.net and to your Human Resources representative.

**Contact Details for further guidance and support:**

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| Occupational Health and Wellbeing Servicesincluding Physiotherapy  | Vivup: 03303 800658 |
| Health and Safety Lead / Safety Team | 03000 211045rdash.safetyteam@nhs.net |
| Moving and Handling Advisor | 03000212241 rdash.manualhandlingteam@nhs.net |
| Fire Safety Advisor | 07814 822725 shaun.doyle1@nhs.net |
| Trust PMVA Team | 03000212241 rdash.pmvateam@nhs.net |