

Health and Safety Office

Maternity Risk Assessment Form

Instructions for managers:

In law, employers are required to assess workplace risks for all employees, and to take practical action to control those risks. In QMUL this responsibility is devolved to line managers¹.

Risk assessments must, in any case, take into account any hazards and risks to:

- ❖ females of childbearing age
- ❖ new and expectant mothers²
- ❖ their unborn children; or
- ❖ the children of a woman who is still breastfeeding

You should review and monitor risk assessments at regular intervals. But in addition, you must carry out a new risk assessment when:

- ❖ you learn that a woman is pregnant
- ❖ a woman returns to work after maternity leave
- ❖ a new or expectant mother informs you of medical advice that she has been given.

1. "Manager" is defined as follows:
"Anyone in the College who supervises and/or is responsible for the work of one or more staff. "Manager" refers to a role not to a title. Thus, staff who supervise or monitor the work of other College employees will, in effect, be managers even if their job title is "Senior Lecturer", "Assistant Registrar", "Vice-Principal", etc.

What you need to do

To identify any risks which may cause health problems for the woman or her child:

- ❖ discuss the new or expectant mother's working conditions;
- ❖ discuss and complete the form overleaf;
- ❖ include hazards to the woman or her child which might arise when the woman is performing:
 - her own duties;
 - other activities within the department;
- ❖ take account of any medical advice the woman provides.

A sensible risk assessment has to take note not only of the hazard, but how serious it is and how likely it is that it will affect the particular individual. Always take action to minimise any risks identified.

If need be, take advice on medical issues, the risk assessment and radiation hazards from the College's:

- ❖ Occupational Health Service,
- ❖ Health and Safety Office and
- ❖ Radiation Protection Supervisors.

2. The definition of a new or expectant mother is someone who is pregnant, or has given birth within the previous six months, or is breastfeeding.

Risk assessment form

For New and Expectant Mothers

To be completed jointly by the line manager and the employee.

Employee's surname:

Employee's first Name:

Employee's job title:

Phone number

Date of birth:

Date the baby is due/was born

Department

Manager's name

Brief summary of work processes:

Number of hours and shift/pattern:

Instructions

Please tick as appropriate in the boxes in the 6 sections below. For any "yes" box ticked please give further information about the risk and how it can be minimised on the final page of this form..

If you have any concerns about medical issues that you cannot resolve locally, please take advice from the Occupational Health Adviser on 020 7882 3176.

1. Working conditions:

Yes No

- Unusually stressful work
- Working with VDUs
- Working alone
- Travelling (in the job)
- Other (please specify)

2. Exposure to physical agents:

Yes No

- Periodic manual handling of loads
- Physical fatigue eg standing > 1 1/2 hrs
- Extremes of cold and heat
- Ionising radiation
- Night work
- Whole body vibration
- Awkward spaces and workstations
- Noise
- Other (please specify)

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For New and Expectant Mothers

To be completed jointly by the line manager and the employee (page 2)

3. Exposure to chemical agents:

Yes No

- Antimitotic (cytotoxic) drugs
- Mercury or mercury derivatives
- Lead or lead derivatives
- Prolonged exposure to carbon monoxide
- Carcinogens (as defined in COSHH¹)
- Substances labelled R40 (Possible risk of irreversible effects)
- Substances labelled R45 (May cause cancer)
- Substances labelled R46 (May cause inheritable disease)
- Substances labelled R49 (May cause cancer by inhalation)
- Substances labelled R61 (May cause harm to the unborn child)
- Substances labelled R63 (Possible risk of harm to the unborn child)
- Substances labelled R64 (May cause harm to breast fed babies)
- Substances labelled R68 (Possible risk of irreversible effects)
- Chemicals known to be absorbed through the skin
- Other (please specify)

4. Exposure to biological agents:

Yes No

- Blood or body fluids
- Clinical specimen
- Toxoplasmosis
- Cytomegalovirus
- Rubella virus
- Group 2, 3 or 4 biological agents²
- Fumigants or biocides
- Other (please specify)

5. Exposure to external factors:

Yes No

- Stressful situations (to be discussed with manager)

6. Any other problems at time of assessment

Yes No

- Backache
- Swollen feet
- Morning Sickness
- Other (please specify)

1. The Control of Substances Hazardous to Health Regulations (2002) as amended.

2. If need be, take advice from the College's Health & Safety Adviser.

Risk assessment form

For New and Expectant Mothers

To be completed jointly by the line manager and the employee (page 2)

If you ticked "yes" in any box in sections 1 to 6, please:

- ❖ give details; and
- ❖ if need be, take advice; and
- ❖ specify any action to reduce risks.

Once completed, sign and date the form. Please keep a copy on file and send a copy to the OHS, Geography Building, Mile End Campus.

Employee's signature

Date

Manager's signature

Date