**Post Pregnancy – Risk Assessment & Action Plan**

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| **Personal Details** |
| **Employee Name:** |  | **Job Title:** |  |
| **Faculty/Directorate:** |  | **Building/Office Location:** |  |
| **Date of Delivery:** |  | **Date of Return to Work:** |  |
| **Line Manager/Person in Charge of Risk Assessment:** |  |
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| **Manager’s Responsibilities** |
| The Management of Health & Safety at Work Regulations 1999 requires managers to assess workplace risks to new mothers (employees who are breastfeeding or have given birth in the last 6 months). Managers must identify hazards in their workplace that could pose a health or safety risk to the employee and take appropriate action to remove or reduce that risk.This template identifies the main work-related factors that may adversely affect new mothers and should be used as an aid in conjunction with any existing risk assessments relevant to the person concerned. If any lines / hazards do not apply to the individual, these can be removed from the risk assessment. Where a line does apply, details should be entered, describing the controls already in place / additional controls to be taken to reduce risks to an acceptable level. The person concerned and their manager / supervisor should complete this assessment together, with input from Health and Safety Services / PD Employee Relations and Change Manager as required.This template may also be used by personal tutors / programme leads where a student is returning to study after a pregnancy. |
| **Brief description of the individuals job/role** |
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**Risk Assessment:**

| **Description of Hazard** (only include significant hazards inherent within the task or the activity – Delete where applicable) | **Hazard examples to consider** | **Current control measures in place** | **Current risk rating**  | **Further control measures required and by whom and when****(usually only necessary where the risk rating is either high or medium)** | **Final risk rating** |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Severityorimpact** | **Risk Rating** | **Likelihood** | **Severityorimpact** | **Risk Rating** |
| **FOR ALL NEW MOTHERS (<6months post-pregnancy)** |
| Possible post-natal depression / depression following full term birth, miscarriage or stillbirth | Consider having regular 1-2-1s with the individual following their return. Where concerns are identified then OH (or SWS) advice should be sought |  |  |  |  |  |  |  |  |
| Individual has undergone a caesarean or other post-pregnancy surgery, and is recovering from that surgery | Does the individuals job / role involve:-* Reaching?
* Stretching?
* Repetitive Twisting?
* Lifting / lowering / pushing / pulling / carrying loads?

Eliminate or Reduce this wherever possible – if not possible, OH involvement should be sought |  |  |  |  |  |  |  |  |
| Possible fatigue caused by long work hours | Consider incorporating regular breaks into the individuals day or providing flexible working arrangements. |  |  |  |  |  |  |  |  |
| Possible stress caused by long work hours, shift work and / or unreasonable work demands, considering the individuals physical and mental health. | Consider incorporating regular breaks into the individual’s working day or providing flexible working arrangements.Ensure that the individual’s workload is reasonable. |  |  |  |  |  |  |  |  |
| Fatigue and discomfort caused by travelling between campuses. | Consider alternatives e.g. conference calls, online meetings where possible. |  |  |  |  |  |  |  |  |
| Exposure to other general hazards where risk to the person may need to be re-assessed inc. DSE use, lone working, work at height, etc. | Consider whether any temporary adjustments are required or whether suitable alternative ways of working can be offered. |  |  |  |  |  |  |  |  |
| **FOR NURSING MOTHERS:** |
| Individual exposed to non-ionising/ionising radiation through the course of their usual work activities | This type of work / activity should not be performed if breastfeeding. |  |  |  |  |  |  |  |  |
| Working in hot environments e.g. workshops | Heat stress and fatigue, impact on breastfeeding |  |  |  |  |  |  |  |  |
| Discomfort due to inappropriate nursing facilities. | Ensure that a private area is provided for the mother to express milk. |  |  |  |  |  |  |  |  |
| Employee required to work with hazardous substances as part of their work activities e.g. * Radioactive materials
* Lead and its derivatives
* Toxic chemicals like Mercury and pesticides

(This list is not exhaustive: See [HSE guidance](https://www.hse.gov.uk/mothers/employer/common-risks.htm) for further information) | Please name the agents (and possible route of entry to the body) that the individual is exposed to in the course of their work. |  |  |  |  |  |  |  |  |
| Employee required to work with biological agents e.g.* Microorganisms
* Bacteria and viruses
* Infectious diseases
 | Please name the agents (and possible route of entry to the body) that the individual is exposed to in the course of their work. |  |  |  |  |  |  |  |  |

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| **New Mother** – I confirmthat I am happy with the information outlined in the assessment above and I understand that it is my responsibility to comply with all control measures. I will inform my line manager/PD/H&S services of any changes to my situation which may have an effect on the risk assessment. |
| Name |  | Title |  | Signature |  | Date |  |
| **Person carrying out the assessment** |
| Name |  | Title |  | Signature |  | Date |  |

**Review of assessment, and revision if necessary**

The risk assessment should be reviewed whenever there is a change of circumstances for the new mother (personal, medical or work related). Any changes to the control measures outlined in the assessment or additional actions recommended should be clearly noted below.

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| --- | --- | --- | --- | --- |
| REVIEW DATE | --/--/---- | --/--/---- | --/--/---- | --/--/---- |
| Name of reviewer |  |  |  |  |
| Signature |  |  |  |  |
| No revisions made |  |  |  |  |
| Changes to activity, hazards, precautions or risks noted in text. |  |  |  |  |

**Appendix 1 – Risk Matrix**

The hazards identified within the risk assessment should be assigned a risk rating – this should be assigned for any control measures which are currently in place and any further control measures which will be required.
You should assign a value for the likelihood of an incident occurring based on the hazard from 1 to 5 and a value for the severity / impact of the hazard from 1 to 5. These should then be multiplied together to give a final risk rating e.g. 3 x 2 = 6.

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|  | **SEVERITY or IMPACT** | **5****CATASTROPHIC** | **5** | **10** | **15** | **20** | **25** |  | **The Risk Score**for a hazard causing harm is calculated as follows:**Likelihood x Severity or Impact** |
| **4****MAJOR** | **4** | **8** | **12** | **16** | **20** |  |
| **3****SERIOUS** | **3** | **6** | **9** | **12** | **15** |  | **High (RED) - Rating 15 or more**Immediate action is required to control and/or lower the level of risk. Exposure to the identified hazard is prohibited or severely restricted |
| **2****MODERATE** | **2** | **4** | **6** | **8** | **10** |  |
| **1****MINOR** | **1** | **2** | **3** | **4** | **5** |  | **Medium (AMBER) - Rating 5 - 12**Continue to review the equipment, activities and systems of work, with the aim of lowering the risk to the lowest possible level. Scores below 9 are considered tolerable, as per current University Risk appetite. |
|  |  | **1****RARE** | **2****UNLIKELY** | **3****POSSIBLE** | **4****LIKELY** | **5****ALMOST CERTAIN** |  |
|  |  |  | **LIKELIHOOD** |  | **Low (GREEN) - Rating 1 – 4**Usually, no further action will be required except for monitoring to ensure the risk does not change and controls remain in place.However, if it is possible to reduce the risk levels still further, by using controls that are “reasonably practicable”, then this should be done. |
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**Scoring Criteria**

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| **Likelihood** | **Criteria** |
| 5 Almost Certain  | >90% likely (e.g. regularly, in the next 12 months) |
| 4 Likely  | 51-90% likely (e.g. at least twice within the next 2 years)  |
| 3 Possible | 21-50% likely (e.g. once in the next 2 to 5 years) |
| 2 Unlikely | 6-20% likely (e.g. once in the next 20 years) |
| 1 Rare | 0-5% likely (e.g. once in the next 100 years) |

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| **Severity or Impact** | **Criteria** |
| 5 Catastrophic  | Irreversible multiple injury or multiple deaths  |
| 4 Major  | Irreversible injury or death  |
| 3 Serious | Major reversible injury |
| 2 Moderate | Minor reversible injury |
| 1 Minor | Discomfort or minor illness |