|  |  |
| --- | --- |
| **AREA / ACTIVITY / TASK BEING ASSESSED:** | **New and Expectant Mothers at Work**  |
| **DEPARTMENT:** | **ALL** |
| **SERVICE:** | **ALL** |
| **REFERENCE NO.** | **VERSION** | **DATE OF ASSESSMENT** | **DATE OF NEXT REVIEW** |
| CORP-ALL-RA-N&EM-001 | 1 | 14.6.22 | 14.6.25 |
| **Description of operations and scope of assessment:*** Activities,
* Environment(s)
* Equipment, materials etc.
 | **This risk assessment has been developed to support new and expectant mothers at work.** **Managers should adapt this risk assessment to suit the role undertaken by the new or expectant mother, and the new or expectant mothers should be involved in the risk assessment process and be satisfied that the undertaking of their duties does not put them or their baby at risk.** |
| **Address / Location where assessment conducted:** | All premises  |
| **Legislation /** **Management standards** | * Health and Safety at Work Act 1974
* Management of Health and Safety at Work Regulations 1999
* The Workplace (Health, Safety and Welfare) Regualtions 1992
* Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)
* NHS online guidance on Pregnancy and Coronavirus
 |
| **Other relevant safety documentation** (if applicable)**:** * Risk Assessments,
* Safe Systems of Work,
* Procedures,
* Guidance etc.
 | **TITLE** | **REFERENCE NO.** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Name of Risk Assessor(s)** | **Job Title:** | **Signature(s) of Risk Assessor(s)** |
| Adam Butler  | Health and Safety Advisor | A D Butler |
| Jackie Bergiers | Lead Business Partner (H & S) | JS Bergiers |

| **Item index No.** | **Identify Hazard(s)** | **Who/What is likely to be harmed and how?** | **Existing / Current Control Measures** | **Risk Rating as per Matrix** | **Further actions required to reduce risk** **&****person responsible for action** | **Residual risk(s) as per matrix after additional controls** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | Contracting respiratory or communicable disease infections, including COVID-19 | StaffExpectant Mothers coming into close contact with other staff / members of the public/ contractors whilst undertaking their work activities  | * Observe good hand hygiene, with frequent use of soap and water or where hand washing is not available use alcohol-containing gel.
* Promote good ventilation in the workplace through opening windows/doors to allow the circulation of natural ‘fresh air’ to.
* Use of appropriate personal protective equipment identified for the expectant mother’s role and correct use of PPE.
* Observe any guidance from medical professionals for any outbreaks of known or suspected respiratory or communicable disease infections.
 | HIGH | The following recommendations apply to all Expectant Mothers in the workplace:* Managers must undertake a workplace risk assessment for the expectant mother of any gestation and decide if it is suitable for those workers to continue in their current role and options for alternative duties with suitable adjustments being put in place in liaison with HR.

Expectant Mothers should be involved in the risk assessment process and be satisfied that their continued working in the area does not put them or their baby at risk.* Expectant Mothers should be supported with appropriate risk mitigations in line with recommendations provided by the workplace risk assessment. This should make sure the controls identified by a risk assessment for example adequate ventilation, good hygiene and cleaning, are in place.
* Expectant Mothers should continue working only if the risk assessment advises it is safe to do so after suitable control measures have been put in place.
* Managers should also offer support by having individual discussions around pregnant workers concerns, see HSE [guidance on protecting new and expectant mothers at work](https://www.hse.gov.uk/mothers/).
* Those who are unwell or have suspected symptoms of repiratory or communicable diseases should stay at home and contact their midwife or maternity team who will advise on the next steps.
* New or expectant mothers should be encouraged to speak to their healthcare providers about the benefits of relevant vaccinations and will be supported by their line manager to attend vaccination appointments.
 | **LOW** |
| **2** | **Expectant Mothers Working in higher- risk environments e.g. where the role is physically demanding etc.** | Staff* Roles that require long periods of standing.
* Roles that require manual work.
* Roles that manage aggressive behaviours.
 | * Managers discuss the role/activity the expectant mother undertakes and look at reasonable adjustments/alternative roles where required e.g. working from home etc.
 | MEDIUM | * Employees are advised to inform their managers as soon as they find out they are pregnant to enable their manager to complete a specific expectant mother risk assessment to lower the risks and introduce reasonable measures to the worker in the first trimester of pregnancy.
* Specific considerations of the role undertaken should form part of the discussions with the expectant mother at each trimester highlighting what tasks they should be undertaking and control measures agreed to protect the worker.
* Specific higher risk activities should be reviewed at every trimester.
* Reduce amount of physical work associated with task wherever possible.
* Physical tasks become more difficult to achieve as pregnancy progresses.
 | **LOW** |
| **4.** | **Display Screen Equipment** | StaffIncorrect use of equipment resulting in musculosketel injuries  | * Expectant mother encouraged to undertake a [DSE Assessment](https://sirgar-dash.achieveservice.com/en/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-2ec200e5-53a7-45fe-bce4-34d66dec7688/AF-Stage-29c42130-e27a-496c-8370-bf3c16871323/definition.json&process=1&process_uri=sandbox-processes://AF-Process-2ec200e5-53a7-45fe-bce4-34d66dec7688&process_id=AF-Process-2ec200e5-53a7-45fe-bce4-34d66dec7688&utm_source=Carmarthenshire%20County%20Council&utm_medium=email&utm_campaign=11567393_Staff%20News%2028.05.20&utm_content=DSE%20Self%20-%20Assessment%20form&dm_i=1BE5,6VXGH,BEIMMU,RNJT9,1)
* Managers to discuss the outcomes of this assessment with expectant mother and reasonable adjustments are introduced where required.
* All CCC equipment they currently use (at home or in the workplace) should be logged along with any additional equipment that may be required to to work safely.
 | MEDIUM | * Managers to discuss with expectant mothers what work can be undertaken in a hybrid way.
* Suitable workstation setups should be in place wherever the expectant mother is working,

Information on correct workstation set up and general wellbeing advice is available on the intranet pages [**Workstation assessment**](http://intranet/our-people/health-safety/workstation-assessment/)  and on the [**Wellbeing pages**](https://dmtrk.net/1BE5-6VXGH-BEIMMU-42IJFZ-1/c.aspx)* Expectant Mothers are encouraged to take frequent breaks away from the workstation.
* Expectant Mothers are advised to keep hydrated throughout the day.
* Managers are advised to refer to relevant guidance on the intranet.
* Managers should have regular contact with expectant mothers whilst working remotely (e.g. regular contact with line manager via telephone, MS Teams calls etc.).
* Expectant Mothers to discuss any concerns with Manager and these should be documented.
* Further information is available ; [HSE – Protecting Homeworkers](https://www.hse.gov.uk/toolbox/workers/home.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=home-workers-1&utm_content=digest-4-jun-20#dse)
 | **LOW** |
| **4.** | **Work related Stress**  | StaffIndividual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy | * Managers discuss the role/activity the expectant mother undertakes and look at reasonable adjustments/alternative roles.
 | MEDIUM | * Managers should take into account known stress factors and any known particular medical and psychosocial factors affecting the exepectant mother.
* Refferal to Occupational Health available for further support available through the wellbeing support service where required:
* For further advice and support please contact – CEOccupationalhealth@carmarthenshire.gov.uk
 | **LOW** |
| **5.** | **Manual Handling** | Staff Lifting, lowering, pushing, pulling, carrying and supporting of any animate or inanimate objects resulting in musculoskeletal injuries | * Staff member to undertake personal risk assessment (Task, Individual, Load, Environment, Other)

 to determine whether they are able to safely lift, lower, push, pull, carry the equipment/items/person prior to undertaking the task  * Appropriate manual handling technique should be used at all times when undertaking any manual handling activity.
 | MEDIUM | * Employees are advised to inform their managers as soon as they find out they are pregnant to enable their manager to complete a specific expectant mother risk assessment to lower the risks and introduce reasonable measures to the worker in the first trimester of pregnancy.
* Manual handling considerations should form part of the discussions with the expectant mother at each trimester highlighting what tasks they are able to undertake.
* Manual handling activities should be reviewed at every trimester.
* Reduce amount of physical work associated with task wherever possible.
* Physical tasks become more difficult to achieve as pregnancy progresses.
* Carrying heavy loads to be avoided at all times.
* Pushing / pulling people in/ on active and passive hoists to be avoided at all times.
* For further advice and support (including training) please contact – CEHealthandSafety@carmarthenshire.gov.uk
 | **LOW** |
| **6.** | **Lack of provision of welfare facilities** | Staff  Lack of welfare facilities including handwashing facilities (soap and supply of warm running water) resulting in infection  | * Welfare facilities available and frequent breaks from work activities encouraged. Where these are not readily available, Managers to discuss provision and availibility of welfare facilities
* Handwashing facilities are available and hands should be washed regularly throughout the day.
 | **LOW** | * Expectant Mothers are encouraged to raise any concerns to their line manager.
* Consideration should be given to providing access to quiet area where the individual can rest as necessary.
* Appropriate hand washing posters to be placed near to hand washing facilities.
 | **LOW** |

|  |
| --- |
| **TRIMESTER 1** |
| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO:** |  |
| **LINE MANAGER:** |  |
| **DATE OF ASSESSMENT:** |  |

|  |
| --- |
| **NOTES OF DISCUSSION**  |
|  |
| **ADDITIONAL CONTROL MEASURES / ADJUSTMENTS AGREED** |
|  |
| **DATE AGREED:** |

|  |
| --- |
| **TRIMESTER 2** |
| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO:** |  |
| **LINE MANAGER:** |  |
| **DATE OF ASSESSMENT:** |  |

|  |
| --- |
| **NOTES OF DISCUSSION**  |
|  |
| **ADDITIONAL CONTROL MEASURES / ADJUSTMENTS AGREED** |
|  |
| **DATE AGREED:** |

|  |
| --- |
| **TRIMESTER 3** |
| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO:** |  |
| **LINE MANAGER:** |  |
| **DATE OF ASSESSMENT:** |  |

|  |
| --- |
| **NOTES OF DISCUSSION**  |
|  |
| **ADDITIONAL CONTROL MEASURES / ADJUSTMENTS AGREED** |
|  |
| **DATE AGREED:**  |