



Health & Safety Enquiry and Risk Assessment Form for Expectant and New Mothers – Form ML2

To be completed by the line manager in consultation with the colleague upon confirmation that the colleague is pregnant and sent to maternitypaternity@midcounties.coop, or post to The Midcounties Co-operative, Co-operative House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA as soon as possible.

Colleague Details			
Name:			
Home Address:		Colleague Number:	
		Telephone No:	
Employment Location:		Date of Birth:	
Job Title:		Hours of Work:	
Family Doctor			
Name:			
Address:		Telephone No:	

Managers must regularly and continually review the risk assessment form, and make any necessary and reasonable changes to the work environment (including the use of hazardous substances, display screen equipment etc.) of any member of their staff who

- has informed the Society that she is pregnant:
- is nursing/breast feeding a new born infant:
- has given birth in the last six months (this includes all live births and any stillbirth, including termination, after the 24th week of pregnancy).

Some aspects of work can affect the safety of women who are pregnant or have recently given birth. In some circumstances there may also be a risk to the child. For instance, those who are pregnant are at an increased risk of injury when lifting and carrying. Therefore, managers must assess the risks associated with all work activities, paying particular attention to:

- use of display screen equipment
- driving during late stages in the pregnancy
- mental and physical fatigue
- manual handling
- standing or sitting in one position for prolonged periods
- shift work, evening/night work, overtime
- work on slippery or wet surface
- exposure to infectious diseases or lead.

Policy name:	ML2 Health & Safety	Date of last review:	November 2021
Policy owner:	HR	Issue number:	HR - NP - 001



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The assessments must be regularly reviewed throughout the term of the pregnancy and any period of breast-feeding. Your assessment should also address the following issues:

- **Ergonomics** - Studies have shown that the two aspects of work which most frequently worry pregnant women are lifting and standing for long periods of time. In order to address those concerns managers should look at the layout of the workplace, the work organisation and the colleague's work activities.
- **Display screen equipment** - Display screen equipment needs to be comfortable to use. As a woman's pregnancy develops and her shape changes, the workstation needs to be kept under review to ensure that it is being adapted to allow for the changes needed. Health and Safety Executive guidance reiterates that there is no risk of radiation from display screen equipment. If reassurance is needed arrange an appointment with the Health and Safety Team.
- **Manual handling** - The amount, weight and frequency of items to be lifted and carried must be reconsidered. Storage arrangements should also be reviewed to minimise stretching and bending. Hormonal changes will affect their body. In addition, changes in size and the altered centre of gravity may lead to postural problems, backache and greater susceptibility to injury when involved in manual handling tasks. The risk will be reduced if the weight of items used is reduced. There are other activities that will be more hazardous as the pregnancy develops. For example, as size increases agility reduces and balance alters so work on ladders and on slippery surfaces may become more difficult to achieve safely.
- **Work organisation** - Many colleagues work shift patterns. Bear in mind that the colleague could suffer from morning sickness and unusual tiredness. If you are able to give the colleague some control over the way work is organised that could help reduce stress and lower their blood pressure.
- **Rest facilities** - Rest facilities and seating should be provided for all colleagues (this can be at their desks) but it is particularly important for those who are pregnant. They need to be able to take breaks and change their position to avoid over-tiring muscles.
- **Other controls** - If the suggested controls cannot be put in place, other potential controls might include:
Step 1: Temporarily adjust working conditions &/or hours of work. If this is not reasonable or would not alter the risk faced, then:
Step 2: Offer suitable alternative work if any is available; or if that is not feasible:
Step 3: Ask for further guidance from HR or the Health & Safety Team.
- **Review** - Periodically review to ensure that assessments are valid through the term of the pregnancy and throughout the period of breast-feeding.
- **Review** – if pregnant colleague returns to work after a period of absence due to pregnancy related issues

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New & Expectant Mothers – Risk Assessment Form

Name of pregnant colleague:			
Name of manager conducting the assessment:			
Date of initial assessment:		Pregnant term at date of assessment:	weeks' pregnant

Work involves	Action needed	In place/date and sign
Display Screen Equipment	Review DSE assessments whilst shape changes.	
Standing or sitting in one position for prolonged periods or a difficulty leaving a task	Organise work with appropriate breaks and frequent changes in position may be made. Provide rest facilities and seating.	
Early shift work, evening work, overtime	Review work patterns to ensure that these do not cause mother and child health risk, bearing in mind possible morning sickness and unusual tiredness.	
Exposure to smells and odours	Consider smells or odours occurring in areas of work such as Bakery or Funeral environment.	
Manual Handling	Review manual handling assessments to take into account postural problems, size change, and possible backache. Consider helping with initial handling task to allow colleague to perform smaller tasks	
Mental and Physical Fatigue e.g. excessive mental pressure can lead to stress and raised blood pressure	Organise work so that sudden or unusual pressure can be avoided. Provide rest facilities and seating. Frequent breaks may be taken.	
Work on slippery or wet surfaces	Review work activity because of altered centre of gravity that may impair balance.	
Extreme temperatures	Limit exposure to extreme temperatures.	
Need for balance and agility e.g. work on ladders	Change work activity to take account of reduced agility and altered centre of gravity.	
Chemicals including Carbon Monoxide, Lead, mercury	Review COSHH assessments for new and expectant mothers.	
	Eliminate exposure.	
Protective clothing, or work in confined spaces	Review work activity because of increased size.	

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	Action needed	In place/date and sign
Assessment carried out between Month 1-3		
Assessment carried out between Month 4-6		
Assessment carried out between Month 7-9		

Further Action Needed:

I understand that this assessment has been carried out as part of the Society's obligation in carrying out a New / Expectant Mothers Risk Assessment in accordance with the MHSWR 99

Original to be kept on site and updated as required – copy to be emailed to maternitypaternity@midcounties.coop after each assessment is carried out.

Manager's Signature: _____ **Date:** _____

Colleague's Signature: _____ **Date:** _____

To be completed by Health & Safety Team

Action required as a result of information given:

Signed by _____ on behalf of Health and Safety.

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