

## Pregnant Workers Risk Assessment Policy

<b>Name</b>	<b>Pregnant Worker Risk Assessment Policy</b>
<b>Summary</b>	This policy sets out safe procedures and guidance to ensure compliance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999. This takes particular account of the requirement to conduct a risk assessment of the risks to the health and safety of pregnant workers and workers who have recently given birth.
<b>Associated Documents</b>	Health and Safety Policy; Breastfeeding Policy
<b>Target Audience</b>	All staff of GJF
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<b>Document Lead</b>	David Wilson (H&S)
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The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

## Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



**V**aluing dignity and respect

**A** can do attitude

**L**eading commitment to quality

**U**nderstanding our responsibilities

**E**ffectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

# **Pregnant Workers Risk Assessment Policy**

## **1. Introduction and policy statement**

The Golden Jubilee Foundation (GJF) has a legal duty to ensure compliance with the requirements for the protection of pregnant workers under The Management of Health and Safety at Work Regulations 1999.

The purpose of this policy is to develop a common procedure to ensure all pregnant employees are extended appropriate health, safety and welfare conditions throughout the GJF.

The GJF shall ensure that new and expectant mothers are protected from dangerous agents, processes and working conditions at work. In order to achieve this, a strategy shall be adopted to ensure the implementation of workplace risk assessments which take into account new and expectant mothers.

## **2. Scope**

This policy applies in the following circumstances: A 'new or expectant mother is defined as 'an employee who is pregnant; who has given birth within the previous six months; or who is breastfeeding', where 'given birth' is defined as 'delivering a living child or, after twenty-four weeks of pregnancy, a stillborn child.

## **3. Risk Assessment**

The risk assessment and safe working practices are important means of controlling risks involved in various work activities. The GJF must take particular account of risks to new and expectant mothers when assessing risk in work activity and ensure the following:

- Hazardous manual handling jobs will not be given to pregnant women;
- Jobs that involve long periods of standing are not assigned to pregnant women;
- Pregnant women are not exposed to either low or high temperatures;
- Pregnant workers are not exposed to noxious fumes, high levels of dust, ionizing radiation, vibrations, chemical and biological agents, hazardous working conditions and hazardous infections.

The pregnant workers risk assessment template is shown on appendix 1 of this document.

Additional guidance to assist with the risk assessment process is shown in appendix 2.

Once the initial risk assessment has been carried out it will be the responsibility of the department manager to review the risk assessment as necessary. The pregnant worker should also be encouraged to bring any suggested changes to her job her condition to the manager's attention.

If not required to do so earlier, the assessment must be reviewed when the individual reaches her 29<sup>th</sup> week of pregnancy.

On return to work it may be necessary to review the risk assessment.

### **3.1 Reduction of Risk**

The following actions should be considered to reduce or avoid identified risk. This is not an exhaustive list and any reasonable adjustment should be considered:

- Take into consideration any medical advice given to the employee;
- Remove, if possible, any substance deemed to be a risk to the pregnant employee or foetus;
- Make alternative arrangements, if possible, for activities which are deemed to be a risk to the pregnant employee or foetus;
- Adjust working conditions, i.e. move to alternative location where less handling or contact with substances occur;
- Provide alternative shift work patterns (may require advice from Occupational Health)
- Make use of authorised absence at appropriate times.

## **4. Roles and responsibilities**

**4.1 The Chief Executive** is responsible for:

- Overall accountability for ensuring that responsibility for health and safety management is properly assigned, understood and accepted at all levels.

**4.2 Department Managers** are responsible for:

- Ensuring that a risk assessment relating to new and expectant mothers is undertaken using the specific 'Pregnant Workers Risk Assessment form', when confirmation, in writing has been given that an individual is pregnant. The expectant/nursing mother should be consulted as part of the risk assessment process.
- Informing the member of staff of any identified potential risks and the measures to be taken to prevent exposure to the risks;
- Liaising with the Occupational Health if there are any concerns in undertaking the risk assessment or if there are any concerns regarding the individual employee's health and safety.

#### **4.3 Employees** are responsible for:

- Familiarising themselves with this and other health and safety policies;
- Considering their own safety and that of others who may be affected by their acts or omissions;
- Cooperating with management on health and safety matters and observing all safety rules at all times;
- Providing a certificate from a registered Medical Practitioner or a Registered Midwife, confirming the pregnancy;
- Making their employers aware of their pregnancy, or that they are a new mother or breast feeding;
- Informing employers of any medical or midwifery advice that they have received which would affect the risk assessment process;
- Complying with risk assessments undertaken and following advice given.

#### **5. Monitoring and review**

The Health and Safety Committee and Partnership Forum shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.

## Appendix 1

### Assessment of Pregnant Women

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Assessor:** \_\_\_\_\_ **No of weeks of pregnancy (gestation):** \_\_\_\_\_

Hazard	Risk		Possible solution
	Yes	No	
1. Does the employees job involve: Over reaching? Over stretching? Repetitive Twisting? Lifting/carrying heavy loads?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can a mechanical aid be used? Can the task be adapted or automated? Avoid this part of the job or reduce the length of time spent doing it. Can colleagues offer help with loads?
2. Does the job involve: Standing for long periods? Static Postures? Awkward postures?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rotate the individual into other tasks and roles. Can the individual alternate between standing and sitting to perform the task? Can the frequency of breaks be increased? Reduce the length of time spent undertaking the task.
3. Is Non - ionising radiation or Ionising radiation present in any of the work processes that the worker may be exposed to?	<input type="checkbox"/>	<input type="checkbox"/>	<b>Unless</b> a local procedure document specifies guidance:  Avoid and/or redeploy the worker away from the process
4. Do the work processes involve working with/in extremes of temperature? (i.e. hot environments or cold environments)	<input type="checkbox"/>	<input type="checkbox"/>	Avoid prolonged exposure to extremes of temperature Offer additional warm clothing for cold temperatures, Provide rest facilities and access to refreshments, and (warm) meals.
5. Is the worker exposed to high volumes of noise?	<input type="checkbox"/>	<input type="checkbox"/>	Avoid prolonged exposure to noise, use PPE and noise reduction methods as recommended by Noise at Work Regulations. Provide quiet rest facilities.
6. Is the worker exposed to shocks and vibration? Low frequency vibration Whole body vibration Single shocks (e.g. blow to stomach from attack or assault)	<input type="checkbox"/>	<input type="checkbox"/>	A separate risk assessment <b>should</b> be undertaken for staff at risk from assault.  <b>Avoid exposure to shocks and vibration.</b>
7. Is the employee working at heights/ confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	Avoid working at heights/confined spaces in later stages of pregnancy i.e.5 months onwards or before if the employee feels unable.

Hazard	Risk		Possible solution
	Yes	No	
<p>8. Is the employee working with Chemical Agents? e.g. Carbon Monoxide Lead and its derivatives Mercury and its derivatives Substances labelled R40, 45,46,49,61,63,64</p> <p><b>Please name the agents (and possible route of entry to the body), that the woman is exposed to in the course of her work.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Refer to local guidance and COSHH Assessments.</b> It is best to eliminate the hazard all together, for the benefit of <b>all</b> workers. Where this is not possible each substance is subject to risk assessment. The control measure will depend on the risk assessment recommendations. Consider reducing the length of exposure, redeployment, and mechanical processes to reduce human exposure/ adapting the task. <b>If in doubt avoid exposure.</b></p> <p><b>Chemicals used by the worker:</b></p>
<p>9. Is the employee working with biological agents? e.g. Micro-organisms Bacteria and Viruses</p> <p><b>Please name the agents (and possible route of entry to the body) that the woman is exposed to in the course of her work.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Refer to local guidance and COSHH Assessments.</b> Each substance is subject to risk assessment. The control measure will depend on the risk assessment recommendations. <b>If in doubt avoid exposure</b> Consider reducing the length of exposure, personal protective equipment, redeployment and mechanical processes to reduce human exposure/ adapting the task for pregnant.</p> <p><b>Biological agents used by the worker:</b></p>
<p>10. Does the employee work hours that are causing her to feel fatigued?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Adjust working hours temporarily. Adjust/alter shift patterns Increase frequency of rest breaks. Avoid night shifts (however staff may prefer to continue working at nights if this is 'normal').</p>
<p>11. Does the worker feel isolated or distressed by work</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Encourage the employee to discuss the issues with her line manager to find resolution.</p>
<p>12. Does the employee undertake travelling or driving for large parts of her working day?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Adjust working hours temporarily. Adjust/alter shift patterns Increase frequency of rest breaks. Avoid night shifts. Encourage the employee to discuss the issues with her line manager to find resolution.</p>
<p><b>Note: If none of the recommended solutions are deemed viable then possibility of redeployment must be considered.</b></p>			

Hazards noted	Recommendation for Action	Date for Review

Hazards noted	Recommendation for Action	Date for Review

NB: To identify chemical R40 – 64 check the chemical hazard data sheet

R40 – Can cause possible irreversible effects

R45 – May cause cancer

R46 – May cause heritable genetic damage

R49 – May cause cancer by inhalation

R61 – May cause harm to unborn child

R63 – Possible risk of harm to unborn child

R64 – May cause harm to breastfeed babies/ may cause harm to unborn child

This section completed by:

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

# Assessment of New Mothers



**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Line Manager:** \_\_\_\_\_ **No of weeks after baby's birth (post partum):** \_\_\_\_\_

If the employee has health problems as a result of her pregnancy or labour, it is appropriate to refer her to Occupational Health

If the employee is expressing milk, suitable facilities to carry this out and store the milk will need to be provided. Further details of this can be found in the GJF Breastfeeding Policy located on Q-Pulse.

Hazard	Risk		Possible solution
	Yes	No	
<b>For women who have had a caesarean section:</b> 1. Does the employees job involve: Over reaching? <input type="checkbox"/> <input type="checkbox"/> Over Stretching? <input type="checkbox"/> <input type="checkbox"/> Repetitive Twisting? <input type="checkbox"/> <input type="checkbox"/> Lifting/carrying heavy loads? <input type="checkbox"/> <input type="checkbox"/>			Can a mechanical aid be used? Can the task be adapted or automated? Avoid this part of the job or reduce the length of time spent doing it. Can colleagues offer help with loads? <b>This will apply for a minimum of 3 months post delivery</b>
<b>For nursing mothers</b> 2. Is Non - ionising radiation or Ionising radiation present in any of the work processes that the worker may be exposed to? <input type="checkbox"/> <input type="checkbox"/>			<b>Unless</b> a local procedure document specifies guidance:  Avoid and/or redeploy the worker away from the process  <b>This will apply until the woman is no longer breast-feeding her child.</b>
<b>For nursing mothers</b> 3. Do the work processes involve working with hot environments? <input type="checkbox"/> <input type="checkbox"/>			Avoid prolonged exposure to extremes of temperature Provide rest facilities and access to refreshments and meals.  <b>This will apply until the woman is no longer breast-feeding her child.</b>
<b>For nursing mothers</b> 4. Is the employee working with Chemical Agents? e.g. Carbon Monoxide Lead and its derivatives Mercury and it's derivatives Substances labelled R40, 45,46,49,61,63,64  <b>Please name the agents (and possible route of entry to the body) that the</b>			<b>Refer to local guidance and COSHH Assessments.</b> It is best to eliminate the hazard all together, for the benefit of <b>all</b> workers. Where this is not possible each substance is subject to risk assessment. The control measure will depend on the risk assessment recommendations. Consider reducing the length of exposure, redeployment, and mechanical processes to reduce human exposure/ adapting the task. <b>If in doubt avoid exposure.</b>  <b>Chemicals used by the worker:</b>

Hazard	Risk Yes No		Possible solution
woman is exposed to in the course of her work.			This will apply until the woman is no longer breast-feeding her child.
<b>For nursing mothers</b> 5. Is the employee working with biological agents? e.g. Micro-organisms Bacteria and Viruses  <b>Please name the agents (and possible route of entry to the body), that the woman is exposed to in the course of her work.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Refer to local guidance and COSHH Assessments.</b> Each substance is subject to risk assessment. The control measure will depend on the risk assessment recommendations.  <b>If in doubt avoid exposure</b> Consider reducing the length of exposure, personal protective equipment, redeployment and mechanical processes to reduce human exposure/ adapting the task for pregnant.  <b>Biological agents used by the worker:</b>  <b>This will apply until the woman is no longer breast-feeding her child.</b>
<b>For new mothers</b> 6. Does the employee work hours that are causing her to feel fatigued?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust working hours temporarily. Adjust/alter shift patterns Increase frequency of rest breaks. Avoid night shifts (however staff may prefer to continue working at nights if this is 'normal').  <b>This is temporary to enable new mothers to readjust back into the work role</b>
<b>For new mothers</b> 7. Does the employee undertake travelling or driving for large parts of her working day?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust working hours temporarily. Adjust/alter shift patterns. Increase frequency of rest breaks. Avoid night shifts. Encourage the employee to discuss the issues with her line manager to find resolution.  <b>This is temporary to enable new mothers to readjust back into the work role</b>

Hazards noted	Recommendation for Action	Date for Review

This section completed by:

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 2 – European Union Guidance on Pregnant Workers

Generic hazards	Prevention or risk control measures
Mental and physical fatigue and working hours	It may be necessary to adjust working hours temporarily, as well as the timing and frequency of rest breaks, and to change shift patterns.
Working alone	Depending on their medical condition, help and support needs to be available when required and emergency procedures (if needed) must take into account the needs of new and expectant mothers,
Lack of rest and other welfare issues	Provide access to somewhere where the employee can sit or lie down comfortably, in privacy and without disturbance, at appropriate intervals.
Risk of infection or kidney disease (toilet facilities)	Working practices need to be adapted, for example, in continuous processing and team working situations. Appropriate measures must enable expectant mothers to leave their work station/activity at short notice and more frequently than normal.
Noise	The employer must ensure that workers who are pregnant, who have recently given birth or who are breast-feeding are not exposed to noise levels exceeding exposure limit values.
Vibration (includes whole body vibration)	Excessive vibration should be avoided. It should be recognised that use of personal protective equipment by the mother will not protect the unborn child from a vibration hazard.
Ionising radiation	<p>As soon as a pregnant woman informs the organisation of her condition, the protection of the unborn child must be comparable with that provided for members of the public. The equivalent dose to the unborn has to be as low as is reasonably achievable, and will not usually exceed 1mSv during the remainder of the pregnancy.</p> <p>Special attention should be paid to the possibility of nursing mothers encountering radioactive contamination and they should not be employed where there is a significant risk of contamination.</p>
Extremes of heat and cold	Pregnant workers should not be exposed to prolonged excessive heat or cold at work.
Work in a high pressure atmosphere, for example, pressurised enclosures.	Pregnant workers should not work in a high pressure atmosphere.

Chemicals and substances	<p>For work with hazardous substances, which include chemicals which may cause heritable genetic damage, employers are required to assess the health risks to workers arising from such work and where appropriate, prevent or control the risks.</p> <p>Such assessment should include biological agents or hazards.</p> <p>Special attention should be given to substances labelled R40, R45, R46 and R47.</p>
Work with display screen equipment (DSE)	The commission says that pregnant women do not need to stop working with VDU's. However, to avoid anxiety, those who are worried about working with DSE should be given the opportunity to discuss their concerns with someone adequately informed of current information and advice.

In addition to the table there are other aspects that may affect the pregnant worker and these are:

<b>Aspects of Pregnancy</b>	<b>Factors in Work</b>
Morning sickness	Early shift work
Backache	Standing/manual handling/posture
Standing/sitting	Working in hot conditions
Varicose veins	Difficulty in leaving job/site of work
Haemorrhoids	Overtime
Manual handling	Evening work
Frequent visits to the toilet	Problems of working in tight fitting workspaces
Increasing in size	Use of protective clothing
Tiredness	Work in confined area
Comfort	Problems of working on slippery, wet surfaces
Balance, dexterity, agility, coordination	Exposure to nauseating smells
Speed of movement, reach.	