

		SERVICE		SERVICE LEADER		REFERENCE NUMBER	
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NAME OF WORKER		<i>INSERT NAME OF WORKER</i>
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OPERATION / ACTIVITY (SEE OVERLEAF FOR GUIDANCE)	
	<i>COMPLETE THE RELEVANT DETAILS OF THE ACTIVITY BEING ASSESSED</i>

HAZARD	
	<i>ALL HAZARDS ASSOCIATED WITH THE ACTIVITY SHOULD BE ENTERED HERE</i> PHYSICAL HAZARDS , e.g. MACHINERY, MANUAL HANDLING, RADIATION. HAZARDOUS SUBSTANCES , e.g. CYTOTOXINS, MERCURY BIOLOGICAL AGENTS , e.g. RUBELLA, BLOOD BORNE VIRUSES WORKING CONDITIONS , e.g. SHIFT PATTERNS, AGGRESSION, ASSAULT

CURRENT CONTROL MEASURES	
	<i>LIST CURRENT CONTROL MEASURES, INCLUDING PHYSICAL CONTROLS, BUT DO NOT FORGET TO INCLUDE OTHER CONTROLS INCLUDING SAFE WORKING PROCEDURES, INFORMATION, INSTRUCTIONS AND TRAINING</i>

WITH THESE CONTROLS THE RISK IS: (PLEASE TICK)	LOW	MEDIUM	HIGH

FURTHER CONTROL MEASURES REQUIRED	
	<i>INCLUDE ANY ADDITIONAL CONTROLS IDENTIFIED TO ELIMINATE OR REDUCE THE RISK FURTHER. OR STATE THAT THE RISKS ARE ALREADY AS LOW AS REASONABLY PRACTICABLE.</i>

I understand the above and agree to the further control measures stated. I consent to a copy of this form being stored in my confidential personal records.

SIGNATURE		DATE	
SERVICE LEADER		DATE	
REVIEW DATES			
INITIALS			

2

GUIDANCE

The definition of an expectant / nursing mother is an employee who is pregnant, has given birth within the previous six months, or is breastfeeding.

Working procedures or conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.

Team Leaders are required to assess and review the workplace hazards that could pose a health or safety risk to expectant, new or nursing mothers and to take appropriate action to remove or reduce the risks.

CONSIDER FOLLOWING LIST OF ACTIVITIES

MOVING / LIFTING FURNITURE
SHOPPING
GARDENING
LIFTING HEAVY OBJECTS
WORKING AT HEIGHTS / STRETCHING
CALM TECHNIQUES (Check expiry date of training)
MOVING & HANDLING
PERSONAL CARE
CHANGES IN BEHAVIOUR
ASSISTING PERSON TO GET AROUND
GENERAL DUTIES
LONE ACTIVITY
SOCIAL ACTIVITIES
CLEANING DUTIES
GENERAL AMBIENCE OF WORKPLACE

N.B.

THIS IS NOT AN EXHAUSTIVE LIST AS SAFETY ASSESSMENT IS PARTICULAR TO EACH INDIVIDUAL

For further advice and assistance, please see page 3.

3

There may be specific risks and hazards present in the working environment that could affect women who are either pregnant or of childbearing age.

If a team member informs you that they are pregnant this **may** affect their ability to carry out their normal duties, at any time up to the date of their confinement and it is necessary to complete an assessment at the earliest opportunity and to keep the matter under review.

It is important that the assessment is completed with input from the member of staff.

In cases where there may be areas of dispute, recommendations from their G.P or midwife may provide suitable guidance in reaching a solution.

The assessment can be revisited/amended during the pregnancy on an as needs basis e.g. this could be monthly so that any **significant hazards**, changes or deterioration in the position/performance/suitability can be addressed. (In some cases this may indicate that a move to another service may not be required or not required until the latter stages of pregnancy.)

It should be noted that the balance between staying on (at least temporarily) in the existing Team and the additional stress of moving to an unfamiliar Team, learning a new Working Policy, being outside their comfort zone, perhaps adding to travelling time etc may be counter-productive and not in anyone's best interest.

Being person-centred, completion of the information on the assessment form will vary.

Under **Operation/Activity** we could have:

Supporting *----*---in day to day personal care, general household & leisure activities

Considerations: Safety & wellbeing of *----*----

Safety & wellbeing of employee

Hazard

Moving & Handling e.g personal care, wheelchair etc

General tiredness & fatigue

Possibility of verbal or physical abuse

Lone Working

Current Control Measures

See Working Policy – for full guidance & documentation

H&S Management guidance SWP016 – New & Expectant Mothers

Training & Service: Ms----has been employed by PFI for –yrs & attended Training in-----.

Ongoing close & additional supervision by Line managers in order to evaluate current arrangements and need for further assessment.

Or conclusion may be : Re-assign to new Team. Helpful to list benefits e.g. no personal care, M&H, lower Incident rate, removal from passive smoking etc

Further Control Measures Required (if applicable)

Could include: Update existing Lone Working procedures

Pre-set mobile phone for emergency call

Remove yourself from situation if you feel under threat e.g. leave the house.

All Team members to improve monitoring of existing preventative measures by promptly reporting & communicating behavioural changes, incidents etc to Team/Service Leader.