1. **APPENDIX 2** **RISK ASSESSMENT FORM FOR NEW AND EXPECTANT BIRTHING PARENTS**

**Instructions for completion**

1. The Academic Support Contact (ASC) or their nominee within the Faculty, RKE or Collaborative Partner should complete this form
2. The Parenthood Liaison Contact (PLC) should be involved if the PLC holds any information that may be relevant to a risk assessment
3. Once completed the form should be shared with the student and the Parenthood Liaison Contact (PLC) to inform the Pregnancy-Parenthood Support Plan and the Student Life Advisers in Student Services.
4. A copy to be retained in the Faculty Office
5. A copy to be sent to: safety@winchester.ac.uk

**There are specific risks and hazards present in the learning environment that may affect people that are either pregnant or of a childbearing age.**

**Managing the risks**

Academic staff are best placed to inform the student of potential hazards and risks because they are familiar with the programme.

The student is responsible for discussing the potential hazards and risks identified with their midwife/medical advisor(s) to ensure that the control measures suggested are sufficient, given the student’s personal circumstances and wellbeing.

To help you identify the hazards and appropriate ways of controlling them, use this template Risk Assessment Form for New and Expectant Birthing Parent Form.  It covers the generic hazards and suggests control measures to reduce the risks to an acceptable level.

You should ensure that your document only addresses ‘significant’ hazards, i.e. any that could and more importantly are likely to, cause an accident or injury.

Don’t include activities in your document that simply don’t need to be there.  Work to the principle that if there is any chance of a new or expectant mother being unaware of the safe way of doing something, then you will need to make the safe way clear on this form either in the Risk Control column or the additional Comments box at the end.  Finally, always ensure any control measures you identify are followed up and only go so far ‘as is reasonably practicable’.

Stress levels are individual and the student should discuss this separately with their Academic Support Contact and Parenthood Liaison Contact, where they have concerns.

**Note:** The list of potential hazards is not exhaustive and you should draw upon your knowledge of the student’s academic programme to add to the form any additional hazards and / or risk control measures that could be taken to eliminate or reduce any potential risks.

For staff seeking advice when completing the Risk Assessment Form, please refer to the:
[***Health & Safety Executive Guidance for New and expectant mothers***](http://www.hse.gov.uk/mothers/index.htm)

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| **Personal Details**  |   |   |   |
| Name of student  |   | Student Number  |   |
| Programme  |   | Date baby due/was born  |   | First Child  Yes/No  |

**Note:** The list of potential hazards below is **not** exhaustive and you should draw upon your knowledge of the student’s academic programme to add to the form any additional hazards and / or risk control measures that could be taken to eliminate or reduce any potential risks.

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| **Key for defining Risk and Residual Risk below**  |
| **L** **Likelihood** Scale: **5** – Frequent **4** – Probable **3** – Occasional **2** – Improbable **1** - Remote  | **S** **Severity** Scale: **5** – Catastrophic **4** – Major **3** – Reportable **2** – Serious **1** - Minor  | **DR** **Degree of Risk** = Likelihood x Severity  For example, if manual handling is rated 4 for likelihood and 2 for serious then DR = 8 (ie 4 x 2)  |

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| **Assessment Ref. No**  |    | **Activity Assessed**  |    |
| **Assessment Date**  |    | **Faculty**  |    |
| **Assessor**  |    | **Professional Service**  |    |
| **Version No.**  | 1  | **Additional individuals involved in developing the R.A**  |    |

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| **Risk Score Matrix**  | **Risk Score and Description**  |
| **Severity**  | **Risk** **Score**  | **Risk** **Level**  | **Category**  | **Description**  |
| **Likelihood**  |    | Insignificant  | Minor  | Moderate  | Major  | Fatal  |        |    |    |    |
|    | Very Unlikely    | 1 Green  | 2 Green  | 3 Green  | 4 Green  | 5 Amber  | 1 - 4  | Low  | Acceptable  | No further action needed  |
|    | Unlikely    | 2 Green  | 4 Green  | 6 Amber  | 8 Amber  | 10 Red  | 5 - 9  | Medium  | Tolerable/ Adequate  | Should be reviewed to ensure that there is nothing else which could be done  |
|    | Possible    | 3 Green  | 6 Amber  | 9 Amber  | 12 Red  | 15 Red  | 10 - 15  | High  | Undesirable  | Immediately review current control measures, and where appropriate decide on further actions  |
|    | Likely    | 4 Green  | 8 Amber  | 12 Red  | 16 Red  | 20 Red  | 16 - 25  | Very High  | Unacceptable  | Stop activity and make immediate improvements  |
|    | Almost Certain    | 5 Amber  | 10 Red  | 15 Red  | 20 Red  | 25 Red  | ***Likelihood (L) x Severity (S) = Risk Score (RS)***  |

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| **R1 Display Screen Equipment**   | Increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT)    | DSE assessment completed on 12 April 2021 so should be completed again. Chairs provide maximum adjustment and allow for increase in abdominal size. DSE advice on posture to prevent musculoskeletal problems is included in workrite course. Adjust working practices to avoid continuous sitting at workstation (risk of DVT)  | 3  | 3  | 9  | Review DSE assessment as pregnancy progresses  | 1  | 3  | 3  |

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|   |   |   | **Risk**  |   |   | **Residual Risk** 1  |
| **Does the programme involve any of the following**  | **Potential Hazards** (add/delete/amend as appropriate)  | **L**  | **S**  | **DR**  | **Risk control measures to be taken** (add/delete/amend as appropriate)  | **L**  | **S**  | **DR**  |
| Manual Handling  | Postural problems through excessive manual handling operations may increase as pregnancy progresses  |   |   |   | * All manual handling activities to be re-assessed for pregnant women
* The nature of the task may need to be altered to reduce the risk of injury
* The amount of physical activities to be reduced accordingly and lifting aids to be provided
* Any specific recommendations from a GP to be observed
 |   |   |   |
| Activities where there is a risk of exposure to shocks, vibration or sudden movements  | Regular exposure can increase risk of miscarriage. Long-term exposure to vibration may lead to risk of premature birth or low birth weight  |   |   |   | * Activities likely to involve uncomfortable whole body vibration to be avoided, especially at low frequencies. Also, where the abdomen is exposed to shock or jolts
 |   |   |   |
| Activities causing physical fatigue  | Fatigue caused by excessive standing and/or by physical activities may lead to miscarriage, premature birth or low birth weight  |   |   |   | * Hours of activity and type of activity should be reviewed to minimise the risk
 |   |   |   |
| Using chemical agents during the work process  | Use of chemical substances that may cause ill-health etc. to pregnant people  |   |   |   | * The use of substances labelled as being likely to cause injury to a pregnant woman, nursing parent, unborn child or child of a nursing parent should be avoided
* COSHH assessments and Material Hazard Data Sheets to be obtained to indicate safe use of chemical substances
 |   |   |   |
| Work with display screen equipment  | Stress, anxiety or postural issues may occur causing health problems  |   |   |   | * Workstations to be assessed with regard to pregnant students (additional space etc.)
* Sufficient rest breaks to be taken away from the screen
* Tasks to be reviewed to alleviate stressful situations
 |   |   |   |
| Activities in extremes of heat and cold  | Pregnant women may be more susceptible to heat stress and breast-feeding/chestfeeding may become impaired   |   |   |   | * Pregnant students not to be placed in areas where temperatures are either too hot or too cold
* Additional rest and refreshment breaks to be provideds
 |   |   |    |
| Stress in relation to workload  |   |   |   |   | * Workload to be reviewed to alleviate stress
 |   |   |   |
| Using Ironized Radiation during the work process  | Use of Ironized radiation above 1 mSv may have an increased risk of harm to the pregnant person and foetus.  |   |   |   | * Universities Radiological Protection Supervisor (RPS) is to be informed immediately, and will contact the external Radiological Protection Advisor (RPA) for advice (as per XRF Local Rules). RPA advice on the matter to be abided by in line with IRR17, to maintain the Health and safety of the pregnant person and foetus.
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| **Additional Comments** if any  |
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| **Signature Section**  |   |   |   |
| Name of person(s) completing form  |   | Position/Faculty  |   |
| Time and date completed  |   | Date for revision (as appropriate)  |   |