



PREGNANCY, ADOPTION AND BECOMING A PARENT WHILE STUDYING – GUIDELINES

Document Title	Pregnancy, Adoption and Becoming a Parent while Studying – Guidelines
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Role of Responsible person and Department <i>(no name)</i>	Director of Student Support and Success
Approving Body	Senate Academic Development Committee
Date of Approval	
Date Effective From	June 2022
Review Date <i>(normally triennially)</i>	July 2025 (triennially)
Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Description	<ul style="list-style-type: none">• These Guidelines relate to the academic and non-academic support available for students during and after pregnancy, adoption, fostering or <i>in vitro</i> fertilisation (IVF) treatment. <p>A summary of changes to this document appears on page 2.</p>

SUMMARY OF CHANGES

This list summarises the changes since 2016/17. The date confirms when the changes were implemented.

May 2022	<ol style="list-style-type: none">1. Ownership transferred to Student Support and Success. Guidelines reviewed and updated.
22 May 2020	<ol style="list-style-type: none">2. An addition to the risk assessment table in appendix 2, relating to using ionized radiation during the work process3. Removal of the reference to the student's ACT record (section 18)4. Revisions to the terminology throughout to make the document gender neutral
7 March 2018	<ol style="list-style-type: none">5. Intranet is not secure enough to hold the Pregnancy/Parenthood Support Plan so documents will be held in hard-copy instead6. Risk Assessment amended to make clear that staff are simply highlighting possible risks and are not responsible for the wellbeing of the student.

PREGNANCY, ADOPTION AND BECOMING A PARENT WHILE STUDYING - GUIDELINES

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1. PURPOSE

The University is committed to ensuring that students who are pregnant or who have caring responsibilities for very young children are not treated less favourably than other students because of their pregnancy and maternity.

This duty is compliant with the Equality Act 2010, which introduced new protection from discrimination for students (including applicants) during pregnancy and maternity by extending the protection that exists for women in employment to education. These Guidelines are intended to act in concert with and complementary to existing University procedures such as [Interruption in Study](#) and [Extenuating Circumstances](#)

- Terminology throughout these Guidelines and related documents is gender neutral. However, where the terminology relates to statutorily related elements such as leave and pay, the terminology mirrors that of the statute to avoid confusion.

2. SCOPE OF THESE GUIDELINES

These Guidelines apply to all undergraduate, taught postgraduate and postgraduate research students including applicants and those studying with a Collaborative Partner who are:

- existing or prospective parents (through pregnancy, paternity, adoption or surrogacy),
- students or partners of students who decide not to proceed with a pregnancy and
- students or partners of students who have a miscarriage or still birth.
- students who are breastfeeding/ chest feeding.

The Guidelines are also supported by an advice leaflet 'Guidance for staff and students – Pregnancy, Adoption and Becoming a Parent Guidelines'

3. NOTIFYING THE UNIVERSITY

In the case of pregnancy, students are encouraged to notify the University as early as possible so that a risk assessment can be carried out. The risk assessment will be carried out by the Academic Support Contact (usually the Programme Lead) supported by the Institutional Health and Safety Manager. The student can choose to inform someone in their Faculty (a member of academic staff or their Student Support and Success Adviser) or a member of the Student Life Advice Team in Student Support and Success.

When a student notifies the University they may not have made a decision whether or not to continue with the pregnancy. Staff should treat this information sensitively and refer on to internal and external support if appropriate.

When deciding whether to inform the university students are encouraged to consider the following:

- a) There may be elements of their programme that could present a health and safety risk to a pregnant student and the University will not be able to arrange an appropriate risk assessment unless it is aware of their pregnancy
- b) If a student's pregnancy-related absence (eg for antenatal appointments) impacts significantly on the student's studies, the University will not be able to take proper account of the reasons for absence unless it is aware of their pregnancy
- c) In some cases, a student's pregnancy-related absence from University might be something that needs to be discussed with other organisations, eg a separate risk assessment may be required for a placement

- d) Sometimes, the absence of a student can adversely affect the work of other students they are working alongside (eg on a group project or in a research team), which might make it more important to notify the University so that plans can be made to deal with any such issues arising from the absence

4. CONFIDENTIALITY

Information regarding a student's pregnancy will be treated sensitively and information will only be passed on with the student's consent.

5. HEALTH AND SAFETY

5.1 Risk Assessment

When a student informs the University that they are pregnant, or that they have given birth within the previous six months or are breastfeeding/ chest feeding a specific risk assessment must be carried out (Appendix 2).

The level of risk to which a student is exposed will depend on the requirements and nature of their programme.

The Academic Support Contact shall arrange for a Risk Assessment to be conducted (supported by the institutional Health and Safety manager) usually within 10 working days of notification of pregnancy to the University. The Risk Assessment shall consider the student's involvement in:

- a) teaching & learning sessions;
- b) laboratory work
- c) assessments;
- d) exposure to infectious diseases
- e) fieldwork activities;
- f) planned excursions off campus;
- g) placements*;
- h) study abroad*.

**If the student is undertaking work as a volunteer or as part of a placement that contributes to their degree programme, then the University will liaise with the employer/ placement provider to ensure they conduct their own Risk Assessment.*

Where risks are identified during a health and safety assessment, the student and, if necessary, their midwife or medical advisor may be consulted on ways to alleviate or minimise the identified risk. Likewise, if their midwife or medical advisor advises the student of any additional risk factors for the birthing parent and/or the baby, the student is strongly advised to share these with their Academic Support Contact, Parenthood Liaison Contact and Health & Safety Manager, as appropriate, to ensure that additional support may be put in place.

For staff seeking advice when completing the Risk Assessment Form, please refer to the:

Health & Safety Executive Guidance for New and expectant mothers

Staff may also contact the Health and Safety Manager for advice (safety@winchester.ac.uk).

5.2 Study Abroad

Fieldwork and overseas placements

Students should contact the organiser of the fieldwork/ placement and the Health and Safety Manager for advice. Students should also check:

- with their airline as they may not be allowed to travel beyond 32 or 36 weeks.
- visa terms and conditions.
- Insurance policies (for details of University insurance policy contact insurance@winchester.ac.uk)

Liaison with study abroad

If a student is studying abroad during their pregnancy or maternity, the student should contact studyabroad@winchester.ac.uk for advice.

6. ARRANGING A PREGNANCY/PARENTHOOD SUPPORT PLAN

A Pregnancy/ Parenthood Support Plan (PSP) is used to help, plan and coordinate support for the student during pregnancy, and 6 months following the birth. For students who have interrupted study the support will continue for 3 months after return to the programme.

6.1 The PSP should be developed jointly by the student, their Academic Support Contact (ASC) and a Parenthood Liaison Contact (PLC). The ASC would usually be the Programme Lead. The PLC would usually be a member of the Student Life Advice Team in Student Success and Support.

6.2 The PSP will need to be reviewed at key stages to be decided by the student, ASC and PLC.

6.3 The PSP should cover:

- Methods of communication,
- Examinations and assessments,
- Placements and fieldwork
- Maternity absence including the option of interrupting study
- Student Visa implications (student route)
- Accommodation, Childcare and Breast-feeding rooms
- Financial implications (student finance)

7. EXAMINATIONS AND ASSESSMENTS

If a student is due to take a centrally organised exam while pregnant then the PLC should liaise with Registry to ensure appropriate exam arrangements are in place such as regular breaks. For exams at Faculty Level the ASC should ensure that the relevant staff in the Faculty are aware of necessary exam arrangements.

Whilst pregnancy on its own is not a valid reason for Extenuating Circumstances (ECs) a student may apply in certain circumstances for extenuating circumstances to extend deadlines. See '[Supporting Students to Succeed](#)' Policy.

8. ARRANGING MATERNITY-RELATED ABSENCE

Students are entitled to time off for medical appointments prior to and after the birth.

Students are required to take 2 weeks compulsory leave of absence immediately following childbirth. Students are not permitted to engage with any teaching or learning sessions during this period

Students may also interrupt their studies returning up to a calendar year after the birth of their child.

Please refer to the [Academic Regulations for Taught Programmes or Postgraduate Research Programmes](#) and [Academic Regulations for Postgraduate Research Programmes](#)

Students who are employed by the University should contact the HR Department for advice on maternity related absence.

9. STUDENTS HOLDING STUDENT VISAS FOR STUDYING IN THE UK

If an international student becomes pregnant during their studies and requires a period of interruption, they will be likely to require a longer stay in the UK. However, at present students who require a visa to study in the UK cannot extend their visa for reasons relating to pregnancy or post-birth. All visas allow for a short period of stay in the UK in addition to the time spent on a course. At the time of writing this guidance, the period allowed was as follows:

- a) students on main and pre-sessional courses lasting 12 months or longer can remain in the UK for the length of their programme plus four months
- b) students on main and pre-sessional courses lasting more than six months but less than 12 months can remain in the UK for the length of their programme plus two months
- c) students on main and pre-sessional courses lasting six months or less can remain for the length of the programme plus seven days
- d) postgraduate doctors and dentists on a recognised foundation programme can stay a maximum of three years and one month

The additional time allowed may not be sufficient for some students to take post-birth-related absence. Consequently, any international student who becomes pregnant while registered for a programme at the University shall consult the [International Student Adviser](#) in Student Success and Support or the Head of Compliance in Registry.

Further information on student visas can be found on the Home Office website:

<https://www.gov.uk/student-visa>

10. ARRANGING RETURN TO STUDY FOLLOWING MATERNITY-RELATED ABSENCE

All taught students who have interrupted study should make contact with their ASC and PLC before their return to study to discuss any concerns they have and any changes such as to the mode of study. The PSP continues until 3 months after return to study or 6 months after the birth whichever is longer.

11. FINANCIAL IMPLICATIONS AND ENTITLEMENTS, INCLUDING STUDENT LOANS

11.1 Sources of financial support for students during pregnancy and post-birth

This section focuses on sources of support for UK home undergraduate students. EU and international students are advised to contact their home government and/or sponsor for information on pregnancy and post-birth entitlements.

Regulations on undergraduate student financial support in England, Wales and Northern Ireland contain provisions for discretion when determining if all or part of a student's **loan** is payable when a student is absent from their course for reasons other than illness. When deciding whether it would be appropriate to pay all or part of the grant or loan, consideration is given to:

- a. the reasons for the student's absence
- b. the length of the absence and
- c. the financial hardship caused by not paying all or part of the loan

Students should contact the Students and Money team (Student Support and Success) for guidance about continuing payments through Student Finance.

Students may be eligible to apply for the University's Student Support Fund. The Fund may be able to support eligible students where they are absent from their course for reasons other than illness and would be unable to return to their course due to financial hardship. For further information, please contact studentsandmoney@winchester.ac.uk.

Some students may be entitled to government benefits such as Universal Credit. For further information and guidance, please contact the Universal Credit helpline, or your local Citizens Advice.

Change to Mode of Study

If a full-time undergraduate student opts to change to a part-time mode of study upon their return to study, students remain eligible to apply for a part-time maintenance loan, but the loan amount will be pro-rata according to intensity of study e.g., 50% intensity would equate to 50% maintenance loan of the full-time equivalent rate.

Part-time undergraduate students are not eligible to apply for any additional financial support, such as [Parents' Learning Allowance](#) or [Childcare Grant](#). Students can only apply for this additional financial support when enrolled on a **full-time** mode of study.

Students in receipt of NHS Training Grant

For students in receipt of the NHS Training Grant, eligible students may receive a maternity award for up to 12 months for maternity leave, as long as this period of leave is agreed in advance with the University. Further information can be found on the [NHS Knowledge Base](#).

Students in receipt of Social Work Bursary

If students are interrupting their course for any reason, they must inform the NHSBSA as soon as possible, which they can do via your MyFunding account. The NHSBSA will hold any future bursary payments on your account to prevent an overpayment.

Students in receipt of PG Master's Loan or Doctoral Loan

Where a student is absent for more than 60 days due to illness or for any period for any other reason, this will be notified to Student Finance and no further loan payments will be paid to the student until the student has resumed study. Student Finance has discretion to continue paying a student their standard payment(s) while the student is suspended if the student can supply evidence of a Compelling Personal Reason.

12. NURSERIES AND CHILDCARE

Students are advised to begin to make arrangements as soon as possible as some childcare facilities hold waiting lists.

West Downs Day Nursery run by [Child Base Ltd](#) at the West Downs campus will take children from the age of 6 weeks. There are term-time only subsidised places for the children of students studying at the University but these places are limited and there is usually a waiting list.

A website address is provided below for other sources of childcare.

<http://www3.hants.gov.uk/familyinformationdirectory>

13 ACCOMMODATION

Students shall not be asked to leave their existing University accommodation because they are pregnant. However, some University accommodation may be unsuitable for children. The University has a small number of flats suitable for family accommodation but there is generally a waiting list for these. If a student wishes to discuss such issues, they should approach the [Housing Office](#) in the first instance.

Where a student decides to interrupt their study and needs to end their contract for University housing early because of pregnancy or maternity, this shall normally be approved, subject to the normal procedures. Where a student is in private accommodation, the [Housing Office](#) is available to provide support and advice on their rights and obligations.

14 BREAST FEEDING, EXPRESSING AND STORAGE OF EXPRESSED MILK

The University provides rooms for breast feeding/ chest feeding and expressing. There are fridges for storage of expressed milk. Details are in the Guidance for Students Leaflet.

15 BRINGING BABIES AND CHILDREN ON TO CAMPUS

Section 5 of the [Safeguarding Policy: Code of Practice: Health and Safety of Children and Young Persons on The University of Winchester Premises](#) states that the presence of children on University premises should only occur exceptionally, and then only in low risk areas and where their presence does not disrupt the normal business operations of the University. Children must not be admitted to laboratories, workshops, seminar room, computer rooms, studios, kitchens, plant rooms, multi-occupancy offices or other hazardous areas.

Exceptional circumstances are at the discretion of the Head of Department or Director of Professional Services. Students who are breastfeeding or have with them a baby under 26 weeks old are protected under the Equality Act 2010 and should contact their ASC and the Health and Safety Manager to make appropriate arrangements, should they wish to bring their baby to a lecture or assessment.

16 STUDENTS WHOSE PARTNER IS PREGNANT OR ADOPTING

Programmes are usually flexible enough to allow students to take time off from their studies to accompany their partner to ante natal and post-natal appointments.

If a student wants to take leave once the baby is born they should inform their Programme Lead where appropriate, at least 15 weeks before the baby is due to ensure appropriate support can be put in place in good time. If appropriate leave should be requested via the Supporting Students to Succeed policy

17 MISCARRIAGE, STILL BIRTHS AND NEONATAL DEATH

Students, who experience a miscarriage, still birth or if their baby dies shortly after it is born, are encouraged to inform their Parenthood Liaison Contact, or if they had not already informed the University of their pregnancy, a Student Life Adviser in Student Support and Success for support. The PLC/ Adviser shall take responsibility for ensuring other staff, who may have been aware of the pregnancy beforehand, are informed so that the student is not distressed by subsequent queries about their pregnancy.

If the student does not directly inform the University of their situation, but the Parenthood Liaison Contact becomes aware of the event, they may approach the student directly out of concern for their health and remind them that support may be available should they wish to seek it.

Students may need time off from study. If the time off is not already covered by a Pregnancy/Parenthood Support Plan, the student should apply for an extension/deferral or leave of absence in accordance with the [Supporting Students to Succeed Policy](#).

18 TERMINATION OF PREGNANCY

A student may need time off from study or extensions for assessments deadlines. In these cases the student should apply for an extension/deferral or leave of absence in accordance with [the Supporting Students to Succeed Policy](#). If the student would prefer to keep the reason for their request confidential, they should request support from one of the Student Life Advisers in Student Support and Success as outlined in the [Supporting Students to Succeed Policy](#).

Student Life Advisers can provide support and signpost to internal and external support services.

19 RETAINING RECORDS FOLLOWING THE CONCLUSION OF SUPPORT ARRANGEMENTS

Following the conclusion of the support provided to students under the terms of these Guidelines, records shall be retained for the current academic year plus a further 3 years. At the end of this period, the records shall be deleted from electronic storage and any hard copies shall be disposed of as confidential waste.

As a minimum, the records shall include the Support Plan, all Risk Assessments undertaken and any supporting paperwork or electronic communications. In the case of students who request that no support is provided, a copy of this request shall be retained instead.

Student Support and Success shall be responsible for retaining these documents.

20 APPENDIX 1 PREGNANCY/PARENTHOOD SUPPORT PLAN

Personal Details	
Name of student	
Student Number	
Programme	
Year of study	
Expected Completion Date for Award (mmm/yyyy)	
Parenthood Liaison Contact	
Academic Support Contact	
Academic Support Contact (2 nd subject for CHP) if appropriate. May be included purely as point of contact for ASC for 1 st subject	
Date Pregnancy /New Parenthood Notified to University	
Due date/ placement of adopted child	
Risk Assessment <i>Ensure actions listed are incorporated into this Plan and Post up Risk Assessment with Plan on the Learning Network</i>	Must normally be undertaken within 15 days of Pregnancy notified to University
Date undertaken	
Is a separate Risk Assessment required for Placement, study abroad or other	Yes / No
Date undertaken	
Additional Comments	

Communication	
Who will need to be informed about the student's pregnancy/adoption and when would the student like them to be informed?	Student Life Advice/ Programme Lead/ Course Admin/ other Academic staff.
Apart from those who need to know, is the Pregnancy /Adoption to remain Confidential? <i>If Yes, the person responsible for informing those who need to know (see above) must stress the need for confidentiality.</i>	Yes / No (delete as appropriate)
Email communication via Unimail List additional communication channels here <i>(indicate which channel to be used during pregnancy, maternity-related absence, return to study, as appropriate)</i>	
Emergency contact in case student taken ill on campus. Is this the same as the contact given during the enrolment process? <i>(name, relationship to student, 1 or preferably 2 contact numbers)</i>	
Additional Comments	

Ensuring student is informed of support	
Has student been informed of the following?	<i>(delete as appropriate; add notes where relevant)</i>
The student is responsible for informing their Academic Support Contact and Parenthood Liaison Contact of any changes;	Yes / No
The financial implications and entitlements, including student loans, benefits and maternity pay, if any;	Yes / No / Not applicable
Childcare facilities on campus or in the local community	Yes / No / Not applicable
Breast feeding / Chest feeding rooms/ storage	Yes / No / Not applicable
Student Visa implications (for international students)	Yes/ No / Not applicable
Additional Comments	

Maternity related absence	
Have you explained options for maternity related absence?	Yes/ No
Have you explained the expectation of face to face study?	Yes/ No
Is a period of interruption required?	Yes/ No
Have you explained the financial implications / programme requirements of interrupting study?	Yes/No
Additional Comments	
Action proposed / agreed Additional pages may be added to provide more details of the actions listed below.	
Arrangements for Antenatal visits	
Extenuating Circumstance applications/ alternative arrangements	
Arrangements for Exam(s) and Assessment(s) affected/ alternative arrangements	
Arrangements for Placement/Fieldwork/Study abroad Affected (delete as appropriate) if any	
Arrangements for change of mode of study on return to study, if any (eg moving from FT to PT)	
Reviewing accommodation arrangements during pregnancy and/or following maternity related absence	

Action proposed / agreed Additional pages may be added to provide more details of the actions listed below.	
Arrangements for additional support during first six months of maternity, if any	
Other arrangements, as appropriate	
Review dates	
Review date 1	
Review date 2 (as appropriate)	
Review date 3(as appropriate)	
Signature and Date	
ASC	
PLC	
Student	

21 APPENDIX 2 RISK ASSESSMENT FORM FOR NEW AND EXPECTANT BIRTHING PARENTS

A Word version of this Plan can be downloaded from the Intranet Document Store: [Policies, Guidelines and Regulations page](#)

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](#)

RISK ASSESSMENT FORM for NEW AND EXPECTANT BIRTHING PARENTS

Please complete this form electronically and the boxes will then expand to fit the text entered.

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.

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)

Assessment Ref. No		Activity Assessed	
Assessment Date		Faculty	
Assessor		Professional Service	
Version No.	1	Additional individuals involved in developing the R.A	
Risk Score Matrix		Risk Score and Description	
Severity		Risk Score	Risk Level
		Category	Description

RISK ASSESSMENT FORM for NEW AND EXPECTANT BIRTHING PARENTS

Please complete this form electronically and the boxes will then expand to fit the text entered.

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)				

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 ASSESSMENT FORM for NEW AND EXPECTANT BIRTHING PARENTS

Please complete this form electronically and the boxes will then expand to fit the text entered.

Does the programme involve any of the following	Potential Hazards (add/delete/amend as appropriate)	Risk			Risk control measures to be taken (add/delete/amend as appropriate)	Residual Risk ¹		
		L	S	DR		L	S	DR
Manual Handling	Postural problems through excessive manual handling operations may increase as pregnancy progresses				<ul style="list-style-type: none"> 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				<ul style="list-style-type: none"> 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 			

¹ Residual risk is the level of risk that remains after suitable and sufficient risk control measures (identified in column 4 above) are introduced

RISK ASSESSMENT FORM for NEW AND EXPECTANT BIRTHING PARENTS

Please complete this form electronically and the boxes will then expand to fit the text entered.

Does the programme involve any of the following	Potential Hazards (add/delete/amend as appropriate)	Risk			Risk control measures to be taken (add/delete/amend as appropriate)	Residual Risk ¹		
		L	S	DR		L	S	DR
Activities causing physical fatigue	Fatigue caused by excessive standing and/or by physical activities may lead to miscarriage, premature birth or low birth weight				<ul style="list-style-type: none"> 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				<ul style="list-style-type: none"> 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				<ul style="list-style-type: none"> 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				<ul style="list-style-type: none"> Pregnant students not to be placed in areas where temperatures are either too hot or too cold Additional rest and refreshment breaks to be provided 			

RISK ASSESSMENT FORM for NEW AND EXPECTANT BIRTHING PARENTS

Please complete this form electronically and the boxes will then expand to fit the text entered.

Does the programme involve any of the following	Potential Hazards (add/delete/amend as appropriate)	Risk			Risk control measures to be taken (add/delete/amend as appropriate)	Residual Risk ¹		
		L	S	DR		L	S	DR
Stress in relation to workload					<ul style="list-style-type: none"> Workload to be reviewed to alleviate stress 			
Using Ionized Radiation during the work process	Use of Ionized radiation above 1 mSv may have an increased risk of harm to the pregnant person and foetus.				<ul style="list-style-type: none"> 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. 			

Additional Comments if any

Signature Section			
Name of person(s) completing form		Position/Faculty	
Time and date completed		Date for revision (as appropriate)	