TUOM_4COL

| Date: | Assessed by: | Validated by:  Line Manager | Location: | Assessment Ref No: | Review date:  Each Trimester |
| --- | --- | --- | --- | --- | --- |
| **Task / premises:**  **A Generic assessment for: New and Expectant Mothers at Work (this risk assessment will apply to new mothers as long as they continue to breast feed)**  This risk assessment should be signed by the expectant mother when it is reviewed each trimester  **Name of Expectant Mother:** | | | | | |

| Activity | Hazard | Person(s) in danger | Existing measures to control risk | Risk rating | Result |
| --- | --- | --- | --- | --- | --- |
| Work in an office environment | Slips, trips and falls | Staff, Visitors, Expectant Mother,  Cleaners – could suffer injury e.g. sprains or fractures  if they fall | * Good standards of Housekeeping maintained. * Trailing cables positioned neatly away from walkways. * Damage to floor covering and other repairs and maintenance reported immediately to Estates for repair / replacement as necessary. * Floors kept clear of items e.g. papers, bags. * Cabinet drawers and doors kept closed when not in use. * Office only accessible *via* stairs. Alternative working space available downstairs if necessary. Reconfirm at each review date. | Low | A |
|  | Manual handling – carrying, lifting, pulling, pushing heavy loads e.g.  PCs, stationary | Staff, Expectant Mother- could suffer from back pain if heavy/bulky.  Hormonal changes in pregnant women may  increase risk of ligament injuries | * Do not lift heavy loads, such as parcels, boxes of supplies, items of equipment or furniture etc * Where possible use a trolley to move items * Ask others for assistance or contact your line manager | Low | A |
|  | Regular computer use | Staff , expectant mother -may suffer from upper limb disorders (associated with repetitive actions)  from regular PC use or suffer from eyestrain/headache if lighting/screen image is poor | * DSE self assessment completed annually on the workstation * Staff have regular breaks from the computer taking breaks for drinks or other activities * If you require guidance or assistance with   completing the form or any particular issue,  contact your local DSE assessor or your  line manager | Low | A |
|  | Electrical e.g. PC, printer, lamp, fan, photocopier,  extension leads | Staff and others could suffer electrical shock or burns if equipment is faulty | * All office equipment used in accordance with the manufacturer’s instructions and staff trained in its use * Portable Appliance Testing (PAT) carried out annually by Estates * Any defective equipment to be taken out of service and reported to your line manager | Low | A |
|  | Fire | Staff and other building users could suffer from smoke inhalation or burns if trapped in office | * Staff induction includes fire evacuation procedures and means of raising the alarm * Access to fire exits kept clear at all times * Regular removal of combustible waste by house services * No electric heaters. Radiators part of system on thermostat. Located on walls; combustible materials kept away from radiators | Low | A |
|  | Lone working | Staff - if presence not known in the event of an emergency or if there is a threat to personal security | * ? is a secure building after hours with access by swipe card only * Telephone contact available at all times * Security can be contacted on 69966 at any time * Expectant mother to liaise with line manager if working alone | Low | A |
|  | Falls from height | Staff and expectant mother -retrieving items stored at height | * Expectant mother not to move any items at height and not to use ladders/kickstools. | Low | A |
|  | Stress | Staff - from pressure of work demands, lack of job control, insufficient support from colleagues, not knowing their role, poor relationships, or badly managed change. | * University Stress policy in place * Work plans and objectives discussed and agreed at PDR annually or more frequently if need arises * Self – referral to Occupational Health Service if necessary * Regular meetings with line manager are in place for any problem solving | Low | A |
|  | Fatigue, posture and movement | Expectant mother | * Find a working position that is comfortable for you * Don’t spend long periods, standing or sitting, alternate between them * Look for opportunities during activities to change tasks if you need to * Don’t climb ladders, stretch or reach for items off shelves or from under benches * Avoid excessive hours and workloads * Staff room available for comfort breaks as necessary | Low | A |
|  | Environmental hazards | Expectant mother may feel too hot/cold or suffer general discomfort | * Temperature kept as reasonable as possible with supplementary heating/cooling available via Estates department * Office is adequately ventilated | Low | A |

**Data Protection**

The University of Manchester will use the information which you supply to us to ensure your Health and Safety whilst at work. Records will be retained for 6 years after the duration of the risk assessment, in line with University of Manchester procedures for the retention of HR and health records. Your data will not be shared with any other third parties, unless a specific request is made by your health care provider, Occupational Health or the Health and Safety Executive. For further information on how your data is used, how we maintain the security of your information we hold on you and your rights to access the information we hold on you, please contact the Records Management Office ([dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk)).

Signature of Employee: ………………………………………….. Date:……………………………………………………

Signature of Line Manager:………………………………………….. Date:……………………………………………………

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| **Action plan** | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
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