

# Risk Assessment

Activity	New or Expectant Mothers
Location	
Employee Name	
Persons at Risk	Women of child bearing age, employees who are pregnant or who have given birth within the previous six months or who are breastfeeding working in driving, engineering and administrative functions
Baby Due/Born On	
Status/Considerations eg pregnant, breastfeeding, previous miscarriage, other conditions	
Employee Job Title/ Work Activities List specific work activities and any other existing relevant risk assessments	
Responsible Manager	

Restrictions on Work	Other Limitations on the person named above as a result of any medical advice etc.:
<p><b>New and Expectant Mothers are prohibited from work activities which:</b></p> <p>Cannot be adapted to meet any physical or mental limitations they may have</p> <p>Expose them to substances which are toxic, cause cancer or genetic defects; i.e. R40, R45, R49, R61, R63</p> <p>Involves exposure to extreme heat, noise or vibration or lone working</p>	

IF RISKS ARE IDENTIFIED THAT CANNOT BE AVOIDED THE MANAGER MUST ALTER THE WORKING CONDITIONS OR THE HOURS OF WORK. WHERE THIS IS NOT PRACTICABLE OR WHERE THE RISKS WOULD STILL EXIST YOU SHOULD CONSIDER REDEPLOYMENT TO MORE SUITABLE ENVIRONMENT, OR OTHERWISE SUSPEND THE EMPLOYEE ON PAID LEAVE FOR AS LONG AS IT IS NECESSARY TO AVOID THE RISK

This risk assessment should be reviewed periodically e.g. every 3 months, as the employee's pregnancy progresses and information on specific risks and precautions communicated to the employee

GENERAL PRECAUTIONS APPLICABLE TO ALL JOB ROLES	
Managers aware of responsibilities toward new and expectant mothers and women of child bearing age, have access to HSE Guidance and follow the process as detailed in HSE flowchart <a href="http://www.hse.gov.uk/mothers/docs/pregnant-workers-flow-chart.pdf">http://www.hse.gov.uk/mothers/docs/pregnant-workers-flow-chart.pdf</a>	YES / NO
Medical referral and further support and advice is available to managers e.g. HR, H&S and occupational health professional, if required	YES / NO
Employees made aware of their responsibility to report concerns or problems or the onset of adverse health immediately to their line manager	YES / NO

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
1. <b>Long working hours and night work</b>	<ul style="list-style-type: none"> <li>Mental and Physical fatigue and hormonal changes can result in employee feeling over tired or stressed</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>New &amp; Expectant Mothers are not permitted to work in excess of the legal limit of 48 hours (or opt out)</li> <li>Actual working time is monitored by the line manager and a record retained in accordance with Working Time Regulations</li> <li>Either the employee is able to exercise some control over volume and the pace of their work or how the work is organised or a reasonable workload and pace has been agreed between the employee and the manager</li> <li>There is some flexibility over when rest breaks can be taken and the manager ensures that short frequent breaks are taken throughout the day</li> <li>Where there is a specific risk or a certificate has been issued by a medical practitioner, an alternative to night working has been sought</li> <li>Working conditions are regularly reviewed with the line manager and adjustments made as appropriate to the individual</li> </ul>			
2. <b>Prolonged sitting and standing</b>	<ul style="list-style-type: none"> <li>Limited workspace and prolonged static posture can result in postural problems, dilated blood vessels, oedema, aching legs and increases risk of thrombosis</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Prolonged standing is avoided and, as appropriate to the nature of the work, a suitable standard of seating is available</li> <li>Employees are able to exert some control over how the work is organised so that excessive standing, sitting or other physical exertion is avoided</li> <li>Longer and more frequent breaks are allowed if required</li> <li>A separate assessment of the workstation has been undertaken and reviewed regularly. User has received instruction on adjustments to accommodate size and ensure comfort</li> <li>Drivers are instructed as to correct seat adjustment and a procedure is in place for reporting and addressing of seat defects</li> </ul>			
3. <b>Manual Handling -</b> associated with repetitive movement or lifting, pushing, pulling and carrying of items by bodily force and twisting and stretching	<ul style="list-style-type: none"> <li>Can cause ligament and soft tissue injuries, postural problems and backache</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Detailed manual handling assessments have been carried out for activities where there is risk of personal injury to either mother or unborn child</li> <li>Suitable mechanical aids, are used where identified in the detailed assessment. Mechanical aids in use are subject to inspection and maintenance regime</li> <li>Hazardous manual handling operations and twisting / overstretching are avoided and assistance is available where necessary</li> <li>Employees have received training, information or instruction in relation to the risks and precautions associated with manual handling and the safe use of any mechanical aids</li> </ul>			
4. <b>Work related driving -</b> associated with driving non PSV/PSV	<ul style="list-style-type: none"> <li>There is an increase in chance of miscarriage if there is impact or blow as in collision with other traffic and through excessive vibration. Postural issues and MSD type effects if prolonged sitting required</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Non-essential travel and excessively long journeys are avoided. Alternative travel modes, teleconference and video conference considered</li> <li>Breaks are taken frequently and employee is encouraged to change posture to reduce fatigue</li> <li>Company cars are maintained regularly within terms of the Car Scheme. Defects are reported and rectified immediately</li> <li>A reasonable adjustment of seating position can be achieved</li> <li>Public service vehicles are regularly tested and are licensed in accordance with rigorous standards enforced by the Vehicle Inspectorate (VOSA)</li> </ul>			

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		L	S	R		L	S	R
4. <b>Work related driving -</b> associated with driving non PSV/PSV	<ul style="list-style-type: none"> <li>There is an increase in chance of miscarriage if there is impact or blow as in collision with other traffic and through excessive vibration. Postural issues and MSD type effects if prolonged sitting required</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Employees are made aware of the need to consider road surface, appropriate use of speed and to avoid aggressive driving. (WBV is below limit where vehicles are driven on the public highway within speed limits and skilfully to prevent excessive jolting)</li> <li>A robust defect reporting process is in place to remove un-roadworthy vehicles from service</li> </ul>			
5. <b>Hygiene and comfort</b> associated with poor welfare arrangements and working conditions	<ul style="list-style-type: none"> <li>Inadequate welfare/ working arrangements can result in unhygienic conditions and ill health</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Induction includes familiarisation with location of toilets, showers, lockers, drinking water, mess room/canteen</li> <li>Employees required to wear blue nitrile gloves when working in engineering environment where risks associated with oil/skin contact. Managers/-supervisors ensure compliance</li> <li>Employees are required to maintain hand hygiene standards. Recommended gloves are used, hands washed and dried thoroughly and moisturising after creams used. Managers/supervisors ensure compliance</li> <li>Workplaces are inspected on a regular basis and the actions from the inspections addressed. Inspections are documented</li> </ul>			
6. <b>Lone Working</b>	<ul style="list-style-type: none"> <li>Employees working in isolation may not be able to summon help in an emergency</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Line Manager has assessed the need for lone working and identify restricted activities e.g. high risk such as working at height, under vehicles; and physical activities requiring more than 1 person</li> <li>Pregnant workers are not permitted to work alone if remote supervision and effective means of communication cannot be maintained</li> </ul>			
7. <b>Noise</b> associated with the workshop tools and machinery, compressed air and other background noise	<ul style="list-style-type: none"> <li>Prolonged exposure to noise may lead to increased blood pressure and fatigue</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Noisy operations and equipment identified and assessed and measures are in place to reduce exposure</li> <li>Pregnant workers are not permitted to work in areas where personal exposure is likely to be regularly in excess of 80dB(A)</li> </ul>			
8. <b>Exposure to Hazardous Substances</b>	<ul style="list-style-type: none"> <li>Decrease in maternal oxygen and exposure to carbon monoxide from excessive running of diesel and LPG engines in enclosed spaces can be fatal to unborn child</li> <li>Decrease in maternal oxygen and exposure to carbon monoxide from excessive running of diesel and LPG engines in enclosed spaces can be fatal to unborn child</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>New and expectant mothers are not permitted to undertake work activities for which the COSHH assessment indicates them as being particularly vulnerable or involve substance with R-phrases listed as mutagenic or carcinogenic</li> <li>Activities restricted to well ventilated designated area or a suitable LEV system is available</li> <li>Garage doors opened prior to run in/out and left open for as long as is reasonably practicable</li> <li>Engines are switched off and idling avoided where wherever possible</li> </ul>			
	<ul style="list-style-type: none"> <li>Exposure to cigarette smoke</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>A no smoking policy is strictly enforced. Smoking is not permitted within buildings or vehicles and is restricted to designated areas only. Smoke free access and egress is provided and maintained</li> </ul>			
	<ul style="list-style-type: none"> <li>Exposure to biological agents e.g. legionella</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A separate assessment of risk to legionella has been carried out, documented and a programme of controls is in place</li> </ul>			

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9. <b>Work At Height</b>	<ul style="list-style-type: none"> <li>Changes in hormones can affect ligaments increasing risk of injury from fall</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Pregnant workers are not permitted to work at height, or access workplaces which are at height</li> </ul>			
10. <b>Slips Trips and Falls</b> associated with working in wet/oily environment	<ul style="list-style-type: none"> <li>Slipping on wet/oily floors, tripping on raised curbs and traffic calming measures can result in fractures cuts and abrasion injuries</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>A good standard of housekeeping is maintained to keep vehicle routes and walkways clear</li> <li>Flooring at refuelling bays and bus washes is fit for purpose. Where necessary anti-slip coatings are used in potentially wet/slippy areas</li> <li>Additional lighting is provided and maintained throughout the building, the perimeter and car park</li> <li>Wet/oily floors and other spillages are communicated by use of signage and/or word of mouth</li> <li>Suitable absorbent materials are provided to enable employees to contain, clear and dispose of spillage immediately</li> <li>Driving staff wear appropriate footwear and workshop staff issued with safety footwear which is oil and slip resistant and has protected steel toe cap</li> <li>The area around the fuel bay is regularly deep cleaned to remove oily debris and residues and prevent build up</li> <li>Gritting and snow clearing procedures are in place in adverse weather conditions (snow, ice, rain, wet leaves)</li> </ul>			
11. <b>Extremes of temperature</b> associated with exposure to high temperatures/humidity and increased physical effort	<ul style="list-style-type: none"> <li>Staff may suffer heat stress and fatigue. Similarly staff could experience discomfort, ill effects and possibly hypothermia due to exposure to cold temperatures or inclement weather</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Exposure to extreme warm temperatures is reduced by controlling work pattern and the work rate</li> <li>Cold drinks or drinking water is readily available in hot weather and hot drinks can be obtained in cold weather</li> <li>In extremes of weather the operator is permitted to take short rest breaks</li> <li>Employees have received training, information or instruction in relation to the risks and precautions associated with thermal stress and dehydration and the need to take regular fluids</li> <li>Warm clothing, waterproof and high visibility outer clothing with full sleeve jackets and trousers is provided and worn in cold or inclement weather</li> </ul>			
12. <b>Violence and Aggression</b> associated with contact with aggressive customers and passengers	<ul style="list-style-type: none"> <li>Physical and mental harm to mother and unborn child leading to detachment of placenta and miscarriage</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Pregnant workers are not permitted to work alone if remote supervision and effective means of communication cannot be maintained</li> <li>Improvements have been made to layout and design of workplace to prevent or deter assault/violence and isolate employee from aggressive customers</li> <li>Deterrent equipment is employed on vehicles e.g. CCTV and assault screens and a means of communication is installed in vehicles with emergency call feature to 24 hour manned control room</li> <li>Alternative routes, vehicles or shifts are considered during scheduling</li> </ul>			

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13 <b>Emergencies</b> - Injuries, incidents near misses	<ul style="list-style-type: none"> <li>Lack of preparedness or failure to react to emergencies or give first aid quickly could potentially be fatal</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A separate assessment of the requirement for first aiders and first aid facilities for this location has been made</li> <li>Nominated first aider(s) have been appointed in the ratio of 1 per 50 employees and they have received adequate training</li> <li>An appropriately stocked and maintained first aid kit and basic instructions are readily available</li> <li>Where there is no access to running water 1 litre of eyewash in 2 separate 500ml containers is provided</li> <li>The contact details of first aiders and location of first aid facilities have been communicated or displayed on the notice board</li> <li>All injuries are recorded in the accident book retained on site and internal/external reporting, recording and investigation processes are adhered to</li> </ul>			

Key: Risk Ranking = Likelihood x Severity

**Likelihood:**

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Fairly unlikely
- 4 = Likely
- 5 = Certain

**Severity:**

- 1 = No injury or illness
- 2 = Minor injury or illness
- 3 = Up to 7 days absence
- 4 = Over 7 day absence
- 5 = Fatality

**Residual Risk (after controls):**

- 17-25** = Unacceptable Risk
- 10-16** = High Risk
- 5-9** = Medium Risk
- 1-4** = Low Risk

**Score 17-25 Unacceptable Risk**

Stop activity immediately and review controls

**Score 10-16 High Risk**

Implement existing controls and look to improve on them within specified timescale

**Score 5-9 Medium Risk**

Implement existing controls and look to improve

**Score 1-4 Low Risk**

No further action required ensure controls maintained

**Are Any Additional Precautions Required?**

Managers of the location should add any additional precautions required at their location/garage to reflect any specific hazards not covered within this generic document (If Any)

**Sign off and Approval**

**Conducted by:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

I do accept the findings of the above assessment and shall undertake any relevant control measures shown to reduce any associated risks to a level So Far As Is Reasonably Practicable as considered necessary.

**Accepted by:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Review period:

Next review date: