

Intructions for Use of the Excel Spreadsheet

Instructions

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Audit

Simply insert your Company Name, Date for each trimester assessment where indicated

NOTE: You will need to complete 4 assessments in TOTAL, One for each Trimester

Trimester 1 Assessment (Months 0 - 3)

Trimester 2 Assessment (Months 4 - 6)

Trimester 3 Assessment (Months 7 - 9)

Return to Work Assessment

You can use this assessment for all four assessments and there are therefore 4 columns on the assessment detail page.

Print the front cover once you have completed your Audit

Assessment Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question in the appropriate Trimester column

Enter a score for each question as indicated by the "Scoring Guidelines" column

Enter comments and actions in the Actions box

You may need to configure your printer before printing

Maternity Risk Assessment

Workplace	<i>Enter Workplace details here</i>
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Date of Assessment




Trimester 1 Assessment (Months 0 - 3)	<i>Enter Trimester 1 Date here</i>
Trimester 2 Assessment (Months 4 - 6)	<i>Enter Trimester 2 Date here</i>
Trimester 3 Assessment (Months 7 - 9)	<i>Enter Trimester 3 Date here</i>
Return to Work Assessment	<i>Enter Return to work date here</i>

Employee Name	<i>Enter Employee Name here</i>
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Manager Name	<i>Enter Manager Name here</i>
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Assessment Summary

Physical Agents & The Environment	
Biological Agents	0
Chemical Agents	
Working Conditions	0
Other Factors	

Key	
	Low or Nil Risk
	Medium Risk
	High Risk

The Management of Health & Safety at Work Regulations 1999 introduced provisions to ensure that employers conduct a risk assessment of the work processes that expectant and breast feeding mothers carry out and any substances to which they are exposed. Any risk identified must be assessed and action taken, either to eliminate or reduce the risk to an acceptable threshold or remove the person from the risk. You need to assess any significant risk as soon as you have been informed that an employee is pregnant or is returning to work following maternity leave.

Use this checklist to identify potential areas of risk. This must be completed at least once for each trimester and at least once on return to work. The form has been designed to use more than once and for the whole of the period of the pregnancy and return to work. Overleaf are possible actions you can take to reduce the risk and an action plan for you to record your decisions. When the form is completed, this should be placed in the personnel file.

If a High Risk has been identified and remains after any preventative action then the following course of action must be taken.

Temporarily adjust working conditions or hours of work (*Management of Health & safety at Work Regulations 1999 – Reg 16(2)*) OR

Offer suitable alternative work (*Employment Rights act 1996 s67*)

If neither option is viable

Suspend her on full pay for as long as is necessary to protect her health and safety or that of her child (*Management of Health & safety at Work Regulations 1999 – Regs 16(2), 16(3)* ; *Employment Rights act 1996 s67*)

Notification

An employer is not required to alter a woman's working conditions or hours of work or suspend her from work under the Management regulations until she notifies him in writing that she is pregnant. Additionally, the suspension or amended working conditions do not have to be maintained if the employee fails to produce a medical certificate confirming her pregnancy in writing within a reasonable time frame if the employer requests her to do so.

Actions / Summary

Ensure that the employee is following guidelines under COSHH regulations, protective clothing. You will normally be doing enough if the specific requirements are followed

In areas of **identified significant or high risk**, remove the hazard or prevent exposure to the risk. **These hazards are identified in red on the assessment detail sheet.**

If there is still high risk, which goes beyond the level of risk to be expected outside the workplace, then one of the following steps must be taken:

- Temporarily adjust working conditions or hours of work
- Offer suitable alternative work, if any is available
- Suspend the employee from work on paid special leave

You need to give special consideration to new or expectant mothers who work at night.

Consult the H&S dept for advice

It is important to review the risks regularly, particularly when an employee returns to work from maternity leave and is breast feeding, or when the work changes

Further action required

Employee	Manager
I confirm that I have been consulted regarding the risk assessment and confirm that I have read and understood the action plan	I confirm that I will take all reasonable steps to reduce or remove the risks identified
Employee Name & signature	Manager Name & signature
Date:	Date:

Maternity Risk Assessment

Hazard Number	Scoring Guidelines. For Each Hazard identified below - Make a judgement on the level of risk. Score 3 for High Risk where the hazard is significant; Score 2 for Medium Risk where the hazard only has some risk ; Score 1 For Low Risk or Nil Risk potential.	Trimester 1 Assessment (Months 0 -3)	Trimester 2 Assessment (Months 4 -6)	Trimester 3 Assessment (Months 7 -9)	Return to Work Assessment	Max Potential Risk	Action to be taken to Reduce level Of Risk. IF a 3 is scored enter actions to be taken to reduce risk here
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Physical Agents & The Environment

1	Manual Handling of loads where there is a risk of injury. E.G. Lifting heavy boxes, furniture etc					0	
2	Exposure to excessive noise or vibration					0	
3	Exposure to tobacco smoke or dusty environment					0	
4	Non-Ionising and ionising radiation					0	
5	Extremes of cold or humidity					0	
6	Long periods of standing or remaining stationary					0	
7	Long periods of repetitive tasks					0	
8	Excessive mental or physical fatigue					0	
9	Working at heights or in tightly fitting spaces					0	
10	Working on slippery , wet surfaces	3				3	
11	Excessive reaching for objects. E.G. shelves					0	
12	Access problems e.g. gates , stairs or doors					0	
Max Potential Section Score						3	

Biological Agents

13	Contact with members of the public and therefore with high risk groups e.g. children with rubella or chickenpox.					0	
14	Food preparation infections e.g. listeria					0	
15	Water borne infections e.g. typhoid					0	
16	Animal contact and associated infections e.g. brucellosis, tetanus					0	
Max Potential Section Score						0	

Chemical Agents

17	Chemicals labeled "risk"	3				3	
18	▪ R40 possible risk of irreversible effects					0	
19	▪ R45 may cause cancer					0	
20	▪ R46 may cause heritable genetic damage					0	
21	▪ R60 may impair fertility					0	
22	▪ R61 may cause harm to the unborn child					0	
23	▪ R63 possible risk of harm to unborn child					0	
24	▪ R64 may cause harm to breast fed babies					0	
25	Solvents					0	
26	Pesticides					0	
27	Mercury					0	
28	Fomaldehyde					0	
29	Carbon monoxide fumes					0	
30	Lead & lead derivatives					0	
31	LPG gases					0	
32	Asbestos					0	
33	Acids & alkalis					0	

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34	Other chemicals – check manufacturers data sheets where chemicals are used re: exposure to pregnant / breast feeding mothers					0	
Max Potential Section Score						3	

Working Conditions

35	Confrontation, violence from clients or members of the public					0	
36	Overtime or evening working					0	
37	Night shifts					0	
38	Working alone					0	
39	Driving position					0	
40	Display screen equipment					0	
41	Work station layout					0	
Max Potential Section Score						0	

Other Factors

42	History of miscarriages or previous caesarian births	3				3	
43	Shift patterns or morning sickness					0	
44	Back ache due to posture change					0	
45	Increasing tiredness and inability to concentrate					0	
46	Girth increases and difficulty with dexterity					0	
47	Mental well being and psychological pressures					0	
Max Potential Section Score						3	