1. **OBJECTIVE AND SCOPE**

Risk Assessment is one of a number of documents forming East Ayrshire Leisure’s Health, Safety and Wellbeing Policy written arrangements in compliance with the general duties under the [Health and Safety at Work Act 1974](http://www.legislation.gov.uk/ukpga/1974/37)

The arrangements for the purpose of this standard relate specifically to the statutory requirements under the [Management of Health and Safety at Work](http://www.legislation.gov.uk/uksi/1999/3242/contents/made) [Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made) to have in place suitable and sufficient risk assessments covering the scope of activities carried out in the workplace.

This standard provides information to persons appointed to undertake risk assessments, including the approved risk assessment forms and guidance notes for completion.

1. **RESPONSIBILITY**

Overall responsibility for this standard belongs to the Chief Officer, Head of Corporate Services and Managers. Co-ordinators are responsible for ensuring arrangements outlined within this standard are fully implemented within their areas of control.

Development Managers should supplement this standard with written details of the local arrangements in place, including a list of the areas/ activities where risk assessments are required, copies of current and valid assessments and dates for review. These arrangements are subject to audit.

The Health & Safety Working Group in conjunction with the Council’s Corporate Health & Safety Team are available to provide further advice and guidance where required.

**AUTHORISED BY:** Chief Officer

**DATE:** December2020

**CONTENTS**

**1** [**INTRODUCTION 2**](#_Toc496001908)

**2** [**DUTIES AND RESPONSIBILITIES 2**](#_Toc496001909)

2.1 Chief Officer 2

2.2 Head of Corporate Servies and Managers 2

2.3 Employees 2

**3 RISK ASSESSMENT PROCESS 3**

3.1 Definitions 3

3.2 Risk Assessment Planning 4

3.3 Proportionate Risk Assessment 4

3.4 Identify the Hazards 5

3.5 Identify Who Might be Harmed 6

3.6 Evaluate the Risks 6

3.7 Additional Control Measures 7

3.8 Recording the Risk Assessment 8

3.9 Risk Assessment Reviews 8

**4 GENERIC V SPECIFIC RISK ASSESSMENT 9**

**5 NEW AND EXPECTANT MOTHERS RISK ASSESSMENT 9**

**6 RISK ASSESSMENT TRAINING 10**

**7 FURTHER INFORMATION 10**

Appendix 1 – Risk Assessment Template

Appendix 2 – New and Expectant Mothers Risk Assessment Template

# 

1. **INTRODUCTION**

The Management of Health and Safety at Work Regulations (MHSWR) 1999 requires that employers carry out a suitable and sufficient assessment of the risks associated with work activities/ operations, which may affect the health and safety of employees or other persons in the vicinity of the work activity.

It is also a statutory requirement under the same regulations to record the “significant findings” arising from the risk assessment when five or more people are employed.

A risk assessment is a systematic identification of hazards and the application of practical control measures to eliminate or minimise risk of injury, so far as is reasonably practical.

The requirement to carry out risk assessment applies to each service area within the Trust where there are identifiable risks. Managers therefore must examine the work activities carried out and assess whether the risks involved could affect the health or safety of employees or anyone else, i.e. service users, contractors or members of the public.

1. **DUTIES AND RESPONSBILITIES**

**2.1 Chief Officer**

The Chief Officer will ensure that adequate resources and appropriate systems are in place within their Services to adequately control risks which have been identified through the risk assessment process, as far as is reasonably practical.

**2.2 Head of Corporate Services and Development Managers**

The Head of Corporate Services and Development Managers must ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, for work activities under their control.

A manager may opt to delegate the risk assessment process to others who have been suitably trained and have responsibility for particular work areas, e.g. Co-ordinators, Supervisors etc.

On completion or review of risk assessments, line managers must ensure that the control measures which have been identified, are fully implemented and employees are provided with suitable information and instruction to protect them and others against any risks to their health and safety.

**2.3 Employees**

Employees have a duty to protect their own health and safety and that of others and must therefore comply fully with any training and instruction given, including following the control measures contained in risk assessments relevant to the work activities they carry out.

1. **RISK ASSESSMENT PROCESS**
   1. **Definitions**

First of all it is important to understand the terminology associated with the risk assessment process. The key definitions associated with risk assessment are as follows:

1. A **Hazard** is anything with the **potential** to cause harm, such as a particular item of equipment, a hazardous substance, electricity, noise, vibration, working at height, trailing cables, psychological factors such as stress etc.
2. A **Risk** is the **chance** or **likelihood** of someone being harmed by being exposed to the hazard, including the **severity** of the harm should it occur. For example, electricity is a **hazard**, but if a person is working near electricity it becomes a **risk** to that person.
3. **Suitable and sufficient.** In order for a risk assessment to be deemed suitable and sufficient, which is a legal requirement, then it must be demonstrated that:

* A proper check of the work activity was carried out
* Anyone who could be affected was identified
* The obvious significant hazards have been dealt with, taking into account the number of people who could be affected
* The controls are reasonable and the remaining risk is low
* Employees and/ or their representatives were consulted during the process.

1. **Significant risks** are those risks which have the potential to cause real harm and suffering to someone’s health and safety, which any reasonable person should recognise. There is no requirement to record risks which are trivial in nature; risk assessment is not about creating a totally risk free environment or exaggerating trivial risks which may stop important recreational or learning activities from taking place.
2. **Significant findings** must be recorded to comply with the law and includes:

* What significant risks have been identified
* Who could be harmed by those risks and how could that harm occur
* Details of any employees especially at risk e.g. young persons or new and expectant mothers
* How the risks are controlled and where additional control measures are required.

1. **Reasonably practicable:** means balancing the level of risk against the money, time and trouble it would take to control the risk.
   1. **Risk Assessment Planning**

Before engaging in the risk assessment process it is important to have a clear plan in place. This can be achieved by:

* **Considering the work activities** within the area of control, identifying the significant risks arising and prioritising the risks which have the potential to cause most harm.
* **Defining the scope of the risk assessment** by clearly outlining the task, location and purpose for which the risk assessment is being produced.
* **Setting a realistic timeframe** for completion of the assessments, bearing in mind the need to consult with those who may be affected by the risks.
* **Involving employees and/ or their representatives** in the risk assessment process; not only is it a legal requirement, but they will also be more aware of the risks involved with the work activities which in turn will better inform the risk assessment.
* **Seeking advice, where required** from the Health and Safety Team, Property Services etc. if technical and working knowledge helps support and refine the assessment content.

**3.3 Proportionate Risk Assessment**

It is important to recognise that risk assessment is not about producing paperwork for the purposes of sitting in a file and it certainly needn’t be a bureaucratic burden on managers and services.

The key to risk assessment, and to proportionate risk control, is to objectively examine the tasks and activities employees carry out and then identify where there are significant risks to which they could foreseeably be exposed.

Proportionate risk assessment is focussed on identifying significant risks which can result in real harm, not trivial or unlikely risks and thereafter, identifying and implementing simple, practical measures which will result in the risks either being avoided altogether or reduced as far as possible.

Risk assessments needn’t be complicated, and in most cases overly complicated risk assessments actually make matters worse as they can be difficult to follow and may be ignored as a result, with potentially harmful consequences.

It is therefore important to ensure that risk assessments are written (recorded) in a simple, clear format which is not only proportionate to the risks involved with the task or activity, but also written with the end user in mind, which in most cases will be employees.

**3.4 Identify the Hazards**

In most services within the Trust, the risks associated with tasks or activities are already well known as managers and employees will have knowledge and experience of the operational aspects of their workplace.

The first step to carrying out the assessment is to collate all the work tasks/activities that may be subject to the risk assessment process. The assessor should engage with the employees who carry out the task as they will have experience and technical knowledge which may not be immediately obvious to the risk assessor.

Consider job specifications for employees involved in the activity as this gives direction on the expected work direction.

Check equipment instructions or data sheets for chemicals as this can also be helpful when identifying potential hazards.

Typical hazards which are commonly found in the workplace are likely to be associated with the following:

* People
* Tools, plant, equipment and machinery – including inspection and maintenance
* Work tasks
* Systems of work
* Processes
* Poor housekeeping

Remember to also consider incident and ill health trends and records as these can help identify less obvious hazards such as long term (chronic) health hazards. These can be divided into five broad categories:

**Physical:** Air pressure, heat, dampness, noise, radiant energy, electric shock, occupational diseases

**Chemical:** Exposure to toxic materials such as dust, fumes and gases

**Biological:** Infections - such as Hepatitis and Legionnaires disease

**Ergonomic:** Work conditions, man-machine interaction, data input (Computers)

**Psychological:** Stress, intimidation, segregation etc.

Risk assessors are advised that the examples given above are not exhaustive. Where in doubt, contact the Health and Safety Working Group for clarification of work- related health hazards.

There may be occasions where the risk assessment identifies circumstances in which occupational health surveillance for an employee or group of employees is required due to exposure to health hazards; for example: noise, vibration or dusts.

Where health risks have been identified during the risk assessment process, the responsible Manager should contact their Development Manager who can arrange health surveillance through Occupational Health Service.

**3.5 Identify Who Might Be Harmed**

When carrying out risk assessments it must be clearly identified who might be harmed and how that harm could occur. For example, an employee clearing a blockage from a piece of machinery may be at risk from being crushed or entangled by moving parts.

The assessor must identify all those people, including employees and non- employees who may be at risk, paying particular attention to those individuals or groups who may be more vulnerable e.g. young people, people with pre-existing health conditions etc.

Persons who may be harmed can include any, or all of the following:

* Skilled workers
* Trainees and new workers
* Young workers
* New or expectant mothers
* Workers with disabilities or health issues
* Lone workers
* Shift workers
* Contractors
* Service users including pupils, day care and full-time residents
* Members of the public, passers-by and visitors

**N.B:** Always ensure that persons/groups identified are potentially exposed to the task or activity. **Don’t overcomplicate the assessment** by including very remote chance exposure of other persons/groups.

**3.6 Evaluate the Risks**

The law requires that employers do everything ‘*reasonably practicable*’ to control the risks in the workplace. The risk assessor should therefore look at the task or activity being assessed and think about all the controls that are **already in place**; their effectiveness and where further controls are needed to reduce and/or eliminate the risk.

Once the risks and existing controls have been recorded on the risk assessment form, the assessor can **rate the risk**, bearing in mind that risk rating is completed only after taking account of controls **already in place**.

When selecting the **severity**, consider how the risk would impact in terms of loss, injury or health and always apply what is **probable** rather than what is **possible.** Severity should be rated on a scale of 1 – 5 with a rating of 1 being negligible and a rating of 5 being critical/ fatal.

When selecting the **likelihood**, consider the exposure frequency i.e. what is the chance that the risk occurring. Is it very unlikely to occur or highly probable? Likelihood should be rated on a scale of 1 – 5 with a rating of 1 being very unlikely and a rating of 5 being highly probable.

**NB:** when risk rating likelihood and severity it is important to be as objective as possible. For example, do not give risks which, if realised, result in no more than a minor injury a high severity risk rating. Correspondingly, don’t give risks which have never been realised or are unlikely to be realised a high likelihood risk rating.

In order to produce a **risk rating** multiply the likelihood x severity, which within the Council risk assessment template are categorised as follows:

* **Low** (1-6)
* **Medium** (8-15)
* **High** (16–25)

Where the risk rating is identified as **high** due to **insufficient, inadequate** or **no control measure(s),** the assessor must recognise this is unacceptable and take **immediate action,** which may include suspending works until adequate risk controls are introduced.

Where the risk rating is identified as **medium,** the assessor should always consider where additional control measures could be applied and implemented.

Where the risk rating is identified as **low,** this can be an indication that the control measures are effective and no additional control measures are required. However, the assessor should never be complacent and must always ensure that the activity is monitored and reviewed as changes occur.

**NB:** Always review your risk assessment if there are changes to work practices, personnel, legislation, machinery, or if an incident occurs.

**3.7 Additional Control Measures**

When existing control measures are identified as insufficient, the following hierarchy can be used as a guide for the assessor to consider methods of eliminating or minimising risk to its lowest possible level:

* **Eliminate** the hazard i.e. remove, isolate, automate the process etc.
* **Substitute** the hazard i.e. try a less risky option e.g. lower vibration equipment, less toxic/flammable substance etc.
* **Reorganise** the activity to prevent exposure to the hazard e.g. use of barriers/ guards, limiting exposure times etc.
* **Control by the use of procedures** e.g. systems of work, staff training, supervision etc.
* **Warn** of the hazard e.g. instructions, signage, site induction, alarm etc.
* **Use of Personal Protective Equipment (PPE)** - PPE is the last resort and should not be used as the sole measure of controlling the hazard.
* **Provision of welfare facilities** e.g. first aid, washing and sanitary facilities, rest and eating areas.

Where additional controls measures are identified, they must be recorded on the risk assessment form with actions allocated to the individual/ section responsible for their implementation. The implementation date must also be recorded.

**3.8 Recording the Risk Assessment**

Risk assessments must be recorded using the approved Trust risk assessment forms, which have been developed to assist managers/risk assessors by providing step by step guidance for completion.

## **RA1 for General Workplace Assessments** (Appendix 1)

* **RA2 for New and Expectant Mothers’ Assessments** (Appendix 2)

All risk assessments must be signed and dated by the assessor and the person responsible for the section, usually the Line Manager.

The hazards and control measures identified within the risk assessment **must be communicated to all employees who are affected by the task or activity covered by the assessment.** The most effective way of communicating risk assessments to employees is by routine toolbox talks and/ or the use of Risk Assessments Protocol (RAP) cards.

All current risk assessments should be retained and filed in a manner which is easily accessible, although it should be noted that all files which include sensitive data e.g. details which could be linked to an individual or group of individuals, should be filed in compliance with the requirements of the Data Protection Act and the Council’s Information Governance Procedures.

All risk assessments are subject to periodic inspection and audit by the Council’s Health and Safety Team and can, if required, be inspected by external bodies such as the Health and Safety Executive, Care Inspectorate, HMIE etc.

**3.9 Risk Assessment Reviews**

Risk assessments must be reviewed on a regular basis and each section is responsible for ensuring that there are suitable arrangements in place to manage this requirement.

Appropriate review periods should be set and agreed and must be proportionate to the risk ratings identified in the risk assessment.

East Ayrshire Leisure’s review periods for risk assessments **should not exceed two years.**

There are certain conditions when a review will be required sooner and where this is the case, the responsible Manager must ensure this is carried out as necessary. Typical conditions that may require an immediate risk assessment review includes, although not exhaustive:

* Following an incident or a near miss
* Changes in personnel or working conditions
* A change to the system, plant, substance or material for the particular activity
* Change of legislation, work practice, or publication of new guidance
* New information from a manufacturer or supplier

1. **Generic v Specific Risk Assessment**

Managers may often find that the hazards to which people are exposed are common to others within their own section. A generic assessment can therefore be acceptable, **provided all relevant factors are the same.**

Managers are advised to be cautious when using generic risk assessments and remember that risk assessments must always be “suitable and sufficient” to comply with the law.

There are other circumstances where a task or activity may seem to be generic in nature but in reality have site specific differences which alter the risk e.g. different buildings, the people involved etc.

The following list is not exhaustive but gives examples of circumstances where **specific risk assessments** will be required.

* Fire Risk Assessment and Personal Emergency Evacuation Plan (PEEP)
* Person Specific Risk Assessment: as required under the auspices of care, within Education and Health and Social Care.
* First Aid Assessment of needs
* Control of Substances Hazardous to Health (COSHH) assessment
* Display Screen Equipment (DSE) assessment
* Personal Protective Equipment (PPE) assessment
* Noise assessments
* Vibration assessments

There are benefits in completing generic risk assessments as this may reduce the amount of assessments required. If controls and risk rating are consistent

for most if not all the hazards, this may be an indication that generic risk assessment(s) can be applied.

Risk assessments should be carried out for young people at work as they may be more at risk of injury due to their lack of experience or immaturity. Young people are classified as anyone under the age of eighteen. This should be completed using the general risk assessment form (See **Appendix 1**).

1. **New and Expectant Mother Risk Assessment**

Specific risk assessments must also be carried out for every female member of staff who is pregnant, has given birth in the last six months and/ or is breastfeeding.

The New and Expectant Mothers Risk Assessment (RA2) has been developed for this purpose (See Appendix 2).

1. **Risk Assessment Training**

All managers and employees nominated to carry out risk assessments must attend risk assessment training, organised and delivered by Organisational Development. For further information go to the Learning Academy at: [Learning Academy](http://eacintranet/Services/Organisational-Development/Organisational-Development-Home-Page.aspx)

1. **Further Information**

Health & Safety Working Group, East Ayrshire Leisure

Telephone: 01563 554057

E Mail: [EALHealthandSafety@eastayrshireleisure.com](mailto:EALHealthandSafety@eastayrshireleisure.com)

Intranet: [Health & Safety](https://leisurenet/admin-docs/health-safety/)

Health and Safety Section, East Ayrshire Council

Tel: 01563 554825

E Mail: healthandsafety@east-ayrshire.gov.uk

EAC Intranet[Health and Safety](http://eacintranet/Services/HealthandSafety/HealthandSafety.aspx)

Further useful information can be found on the [HSE website](http://www.hse.gov.uk/risk/index.htm),

INDG163: Five Steps to Risk Assessment [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

**Appendix 1 Risk Assessment Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK /ACTIVITY / PROCESS**  **DESCRIPTION:** |  | **SERVICE:** |  |
| **LOCATION:** |  | **REFERENCE:** |  |

|  |  |
| --- | --- |
| **TYPES OF INJURY / LOSS / ILL HEALTH**  This should include injuries, acute and chronic ill health, psychological harm etc. For example, burns, fractures, bruising, lacerations, punctures, vibration white finger, occupational dermatitis, stress. |  |
| **FOR EACH HAZARD, PLEASE IDENTIFY THE PERSON AT RISK (direct and indirect)**  Consider those especially vulnerable (young/inexperienced workers, members of the public, school pupils, the elderly, residents and contractors). | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **HAZARD / SOURCE OF HAZARD** | **PERSONS AT RISK** | **CURRENT CONTROL MEASURES IN PLACE** | **Severity Rating (1 – 5)** | **Likelihood Rating (1 – 5)** | **Risk Rating L/M/H**  **(1 – 25)** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ADDITIONAL CONTROL MEASURES** | **Severity Rating (1 – 5)** | **Likelihood Rating (1 – 5)** | **Final Risk Rating L/M/H**  **(1 – 25)** | **Actioned By (Print Name) &**  **Target Date** | **Date Control(s) implemented** |  |
|  |  | **Sign to Confirm** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ASSESSOR(s) PRINT NAME/JOB TITLE:** |  | **ASSESSOR(S) SIGNATURE:** |  | **ASSESSMENT**  **DATE:** |  |
| **MANAGER PRINT NAME/JOB TITLE:** |  | **MANAGERS SIGNATURE:** |  | **REVIEW DATE:** |  |

# RISK ASSESSMENT EXPLANATIONARY NOTES

A risk assessment is a careful examination of tasks and activities in the workplace which have the potential to cause harm. Managers are responsible for ensuring suitable and sufficient risk assessments are carried out for all areas under their control to assess where risks could affect the health and safety of employees, service users, volunteers, contractors or members of the public. Risks to property or the environment should also be assessed.

**Training**

All employees who are carrying out risk assessments should be appropriately trained on the risk assessment process. To arrange any training needs, contact the Council’s **Organisational Development:**

* **Tel:** 01563 01563 57(6360)/01563 57(6350)
* **Email:** [organisationadevelopment@east-ayrshire.gov.uk](mailto:organisationadevelopment@east-ayrshire.gov.uk)

**Definitions which must be understood in order to complete the risk assessment are as follows:**

* **Hazard**: something with the potential to cause harm to someone or something e.g. an object, activity, situation or substance in the workplace.
* **Harm:** injury, ill health, psychological harm, industrial disease, death, loss or damage.
* **Risk**: the chance or likelihood that the harm will occur from a particular hazard.

**Completing the risk assessment**

The person carrying out the risk assessment should first identify the hazards arising from the task, activity or process recording the control measures **already in place** to manage the risk. Once the controls have been assessed the risk rating can be calculated by using the risk matrix in the following page e.g. multiplying the likelihood by the severity to reach an overall risk rating.

**Where it is identified that the risk is high, immediate action is required and additional controls must be put in place as a priority.** Where the risk is identified as medium, additional controls will normally be required unless all reasonably practicable control measures have already been implemented. Remedial actions should be assigned to a responsible person and the date of implementation for the additional control measures recorded.

The **second table** lists any additional control measures required to reduce the risk rating further. For example, if you have a high risk rating against a hazard identified in table 1 then you must consider what additional measures can be introduced to reduce the risks, **these should be listed on table 2 against the corresponding risk on table 1** e.g. 1 against 1, 2 against 2 and so on.

# RISK MATRIX

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **HOW TO CALCULATE THE RISK RATING: MULTIPLY the LIKELIHOOD by the SEVERITY e.g.**  ***Possible (3) X Significant (3) = Risk Rating of (9)***  **MEDIUM RISK** | | | | **Critical / Fatal (5)** | | **Severe (4)** | **Significant (3)** | **Marginal (2)** | **Negligible (1)** | **Severity Index** | |
|  | **Likelihood Index** | | | **Highly Probable (5)** | **25** | | **20** | **15** | **10** | **5** |
| **Probable (4)** | **20** | | **16** | **12** | **8** | **4** |
| **Possible (3)** | **15** | | **12** | **9** | **6** | **3** |
| **Unlikely (2)** | **10** | | **8** | **6** | **4** | **2** |
| **Very Unlikely (1)** | **5** | | **4** | **3** | **2** | **1** |
| **LOW RISK (1 – 6)**  **Continue to monitor as part of review process or where changes occur.** | |  | **MEDIUM RISK (8 – 15)**  **Additional control measures may be required.** | | |  | **HIGH RISK (16 – 25)**  **Risks are not acceptable under any circumstances. Immediate action required.** | | | | |  |
|  |  |  | | |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Severity Index** | **Likelihood Index** | |
| **Negligible** | Very minor injury e.g. paper cut or no injury/ damage | **Very unlikely** | Not expected |
| **Marginal** | Minor injury, off work less than 7 days | **Unlikely** | Unusual/ Rare |
| **Significant** | Reportable injury, off work more than 7 days | **Possible** | Even chance  50/50 |
| **Severe** | Major reportable injury (hospitalisation) off work more than 7  days | **Probable** | Not a surprise |
| **Critical/ Fatal** | Over 6 months lost time, death, multiple death | **Highly Probable** | To be expected |

**Appendix 2: New and Expectant Mothers Risk Assessment Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name** |  | **Section** |  | **Line Manager** |  |
| **Expected Delivery Date** |  | **Work Location** |  | **Date of Assessment** |  |
| **Job Title and description of duties** |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS: Is there a risk to the new or expectant mother or baby through:** | | **ASSOCIATED RISKS** | **Yes** | **No** | **Advice Given/ Action Required** |
| **Working Environment** | | |
| 1 | Early shift work, evening work, overtime or lone working | Morning sickness and general fatigue |  |  |  |
| 2 | Floor surfaces (wet or uneven surfaces) | Balance can be affected during pregnancy |  |  |  |
| 3 | Work station | Comfort and ease of movement due to  increased abdominal size |  |  |  |
| 4 | Standing work | Backache, varicose veins |  |  |  |
| 5 | Sitting for prolonged periods | Backache, general discomfort |  |  |  |
| 6 | Strenuous work (e.g. PE/ aerobics teacher) | May raise blood pressure |  |  |  |
| 7 | Abdominal impact | Possible miscarriage |  |  |  |
| 7 | Lack of quiet rest area | General fatigue |  |  |  |
| 8 | Proximity to toilets | Need to visit toilet more often |  |  |  |
| 9 | Hot or cold environments | Regulation of body temperature |  |  |  |
| 10 | Exposure to violence | Stress/ physical injury |  |  |  |
| 11 | Exposure to odours | Morning sickness |  |  |  |
| 12 | Mental / physical stress | May raise blood pressure |  |  |  |
| 13 | Breastfeeding mother on return to work | Stress, physical discomfort |  |  |  |
| 14 | Other |  |  |  |  |
|  |  |  |  |  |  |
| **Physical, Biological and Chemical Agents** | | | **Yes** | **No** | **Advice Given/ Action Required** |
| 1 | Manual handing (lifting, handling, bending, stooping) | Possible miscarriage, balance may be  affected |  |  |  |
| 2 | Use of machines/ equipment | Increased risk of injury to mother and baby |  |  |  |
| 3 | Driving | Difficulty getting in and out of vehicle,  proximity to toilet |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS: Is there a risk to the new or expectant mother or baby through:** | | **ASSOCIATED RISKS** | **Yes** | **No** | **Advice Given/ Action Required** |
| **Physical, Biological and Chemical Agents** | | |
| 4 | Exposure to low level vibration (e.g. driving on rough  surfaces) | Increased risk of miscarriage |  |  |  |
| 5 | Work at height, use of ladders/ platforms | Increased risk of injury to mother and baby |  |  |  |
| 6 | Exposure to noise | Increased levels of stress |  |  |  |
| 7 | Exposure to infection (human or animal) or biological  agent | Risk of infection or disease to mother and  baby, consider for breastfeeding mother |  |  |  |
| 8 | Exposure to harmful chemicals | Serious health risks to mother and baby |  |  |  |
| 9 | Ionising radiation | Foetal abnormality, breastfeeding mother |  |  |  |
| 10 | Other |  |  |  |  |

|  |  |
| --- | --- |
| **Action Required** | **Date Implemented** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF ASSESSOR/JOB TITLE** |  | **ASSESSMENT DATE** |  |
| **PROVISIONAL DATES FOR REVIEW**  **Assessments should be carried out in the first, second and third trimesters of pregnancy as a**  **minimum** |  | **DATES REVIEWS CARRIED OUT** |  |

**RISK ASSESSMENT**

1. Employee notifies Manager of pregnancy or has given birth within the last six months or is breastfeeding
   * Written confirmation from GP is required for pregnant employees with expected date of delivery

**NEM Guide for**

**Completion**



**RISKS**

**IDENTIFIED**

2. Carry out a risk assessment using the format above. It must be

specific to the individual and based on any medical advice given by the GP or midwife.

**YES**

**YES**



**NO**

Can the risk be removed?

NB. The risk assessment should be carried out in the first trimester of pregnancy where possible. Reviews should be carried out by the assessor in the second and third trimester as a minimum.

Remove the Risk

**NO**

Monitor and Review as appropriate



Can working conditions/ hours be adjusted?

Adjust conditions/ hours

**YES**



Give suitable alternative work on the same terms and conditions

**YES**

Suspend from work on paid leave for as long as required to protect the health and safety of the mother and/or child

**NO**

Can suitable alternative work be given?

**NO**