**Risk assessment NEW AND EXPECTANT MOTHERS AT WORK**

To be read in conjunction with [Risk assessment guidance for new and expectant mothers at work](https://www.essex.ac.uk/-/media/documents/directories/occupational-health/raguidance-pregnancy-employees.doc)

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| **TO BE COMPLETED JOINTLY BY MANAGER AND EMPLOYEE** |
| **Employee Name:** |  | **Job role:** |  |
| **Managers Name:** |  | **Job role:** |  |
| **Department / Section/Team:** |  |
| **Due date / birth date of baby:**  |  |
| **Date of risk assessment:** |  |
| **The manager and employee should both sign and date the assessment to confirm they agree to the below actions:** |
| Signed (Manager): |  | Date: |
| Signed (Employee): |  | Date: |

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| **FURTHER GUIDANCE** |
| Refer to Staff Directory for guidance on: Pregnancy: <https://www.essex.ac.uk/staff/health-and-wellbeing/pregnancy-advice-and-support> * Risk assessments for office work: <https://www.essex.ac.uk/staff/work-and-study-environments/offices>
* DSE assessment and computer safety: <https://www.essex.ac.uk/staff/equipment-safety/display-screen-equipment>

For general information on pregnancy and work go to HSE website: [www.hse.gov.uk/mothers](http://www.hse.gov.uk/mothers) You will find information on maternity/paternity leave and benefits under the University’s Human Resources Policies and procedures: <https://www.essex.ac.uk/staff/taking-leave/maternity-leave-and-pay>  |
| **Who could be harmed?** |
| Employee who is pregnant or recently given birth and their unborn or breastfeeding child |
| **Hazard (H)** **[[1]](#footnote-1)****Hazardous event (HE)****Consequence (C)** | **Current controls1** | **Current risk****LxC=R** | **Additional controls** | **Residual** **risk****LxC=R** | **Date** **achieved** |
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Add more rows

**Periodic Review:** Review regularly throughout pregnancy and if employee returns to work within 6 months of birth or whilst still breastfeeding

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| **Review date:** |  |  |  |  |  |
| **Review by:** |  |  |  |  |  |
| **Signed: Manager** |  |  |  |  |  |
| **Signed: Employee** |  |  |  |  |  |

If there are changes, please save assessment as a new version and archive previous version.

1. Hazards/risks to new and expectant mother and action to control risks: Refer to [Risk assessment guidance for new and expectant mothers at work](https://www.essex.ac.uk/-/media/documents/directories/occupational-health/raguidance-pregnancy-employees.doc) and to existing risk assessments for hazardous activities relating to the employee’s normal work. [↑](#footnote-ref-1)