

PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 January 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Procedure 767 – New and Expectant Mothers / Birthing Parents Procedure (Version 2)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety and Security Adam Springthorpe, Health & Safety Manager

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The Health and Safety Committee (HSC) is requested to approve the revised and updated procedure 767 – New and Expectant Mothers / Birthing Parents Procedure, Version 2 (previously known as the New and Expectant Mothers Procedure). This report provides the required assurance that the Written Control Document has been developed in line with all relevant legislation/regulations and available evidence and can therefore be implemented within Hywel Dda University Health Board (HDdUHB).

Cefndir / Background

Procedure 767 contains information and guidance for new and expectant mothers or birthing parents employed by HDdUHB. It aims to protect the health, safety and welfare of employees that are pregnant or may become pregnant, new mothers or birthing parents and employees who are breast-feeding.

HDdUHB recognises that certain factors arising from work may place new and expectant mothers or birthing parents at risk and is therefore committed to ensuring the continued health, safety and welfare of these employees within the workplace.

Aseiad / Assessment

There have been no changes to the relevant legislation or guidance since the 2018 Version 1 of this Procedure, therefore the only changes that have been made are to the corporate elements, i.e. the Owing Group is now the Health and Safety Advisory Group (HSAG), the lead Executive Director for the Procedure is now the Director of Nursing, Quality and Patient Experience rather than the Director of Operations and the list of other HDdUHB documents to be read in conjunction with has been updated.

Additionally, on the advice of the Senior Diversity and Inclusion Officer, the title of the Procedure has been updated to be the New and Expectant Mothers / Birthing Parents Procedure, rather than just the New and Expectant Mothers Procedure. Minor amendments have been undertaken throughout the Procedure to accommodate this change.

The reviewed and updated Procedure was circulated to the full membership of the HSAG for comment for a period of two weeks. The Group comprises representation from Health and Safety, Occupational Health, Operational Compliance and Manual Handling. No comments

were received, and the updated Procedure was approved by the HSAG on 18th November 2021.

The Procedure will be available in all areas via the HDdUHB Policy Intranet site. For the New & Expectant Mothers / Birthing Parents Procedure to be successful, all managers will be required to ensure that the Pregnancy Care Plans are conducted, as detailed in the Procedure, and that actions are implemented and monitored within their areas of responsibility.

Compliance with this Procedure will be monitored locally and re-enforced within localities by local risk management and health and safety arrangements.

This document will be reviewed every three years or earlier should audit results or changes to legislation / practice within HDdUHB indicate otherwise.

Argymhelliad / Recommendation

For the Health and Safety Committee to approve the revised and updated Procedure 767 - New and Expectant Mothers / Birthing Parents Procedure Version 2.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.16 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	1. Staying Healthy 1.1 Health Promotion, Protection and Improvement 2.1 Managing Risk and Promoting Health and Safety 7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	<ul style="list-style-type: none"> Health and Safety Executive (2013) INDG373(Rev2) New and expectant mothers who work. HSE Books Advisory Committee on Dangerous Pathogens in collaboration with the Health and Safety Executive (1997) Infection risks to new and expectant mothers in the workplace: A guide for employers. HSE Books
--	--

	<ul style="list-style-type: none"> Royal College of Physicians and the Faculty of Occupational Medicine (2013) <u>Pregnancy: Occupational aspects of management, Concise guidance to good practice series</u>. Royal College of Physicians and the Faculty of Occupational Medicine Health and Safety Executive (2015) <u>INDG334(Rev1) Working safely with ionising radiation: Guidance for expectant or breastfeeding mothers</u>. HSE Books
Rhestr Termau: Glossary of Terms:	Contained within the body of the report.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Health and Safety Advisory Group Local consultation

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No additional financial impact from approving this updated Procedure.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff safety, health and wellbeing through compliance with this Procedure.
Gweithlu: Workforce:	Not applicable.
Risg: Risk:	Not applicable.
Cyfreithiol: Legal:	A breach of health and safety regulations can result in the issue of prohibition or improvement notices or criminal proceedings.
Enw Da: Reputational:	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
Gyfrinachedd: Privacy:	Not applicable.
Cydraddoldeb: Equality:	<p>The Equality Impact Assessment (EqIA) document from 2018 has been reviewed and updated.</p> <p>This Procedure will protect the health, safety and welfare of those groups of staff who are of childbearing age, expecting a baby, new mothers or birthing parents or breast-feeding by ensuring that all reasonably practicable steps are taken to provide safe working environments and eliminating/reducing risks to the lowest practicable level.</p> <p>No evidence gathered to indicate a negative impact on any protected group(s). It will be the responsibility of managers to ensure that the procedure is applied fairly and equitably on an individual basis and that staff with any single or multiple protected characteristics will be afforded the same opportunities and protections as those who do not share any protected characteristics.</p>

Review - December 2021:

Procedure title and some wording amended to include “birthing parent” in order to include any member of staff that does not identify as a mother or as a woman.

SUMMARY EQUALITY IMPACT ASSESSMENT – 767 – New and Expectant Mothers / Birthing Parents Procedure

Organisation:	Hywel Dda University Health Board
----------------------	-----------------------------------

Proposal Sponsored by:	Name:	Adam Springthorpe
	Title:	Health & Safety Manager
	Department:	Health, Safety & Security Department

Policy Title:	Procedure 767 – New and Expectant Mothers / Birthing Parents Procedure
----------------------	--

Brief Aims and Objectives of Policy:	<p>The Hywel Dda University Health Board (HDdUHB) recognises that certain factors arising from work may place new and expectant members of staff at risk and is committed to ensuring the continued health, safety, and welfare of these employees within the workplace.</p> <p>These potential risks include those arising from tasks, the working environment and physical, chemical, or biological agents.</p> <p>It is important to recognise that pregnancy is not an illness and, provided that there are adequate arrangements in place, it should be possible for employees within the scope of this Procedure to continue to work safely.</p> <p>HDdUHB will take reasonably practicable steps to ensure that safe working environments are provided and that risks are eliminated or reduced to the lowest practicable level, and that employees, their unborn child or their babies/toddlers are not harmed.</p> <p>HDdUHB considers that the welfare of all employees is important and will endeavour to ensure</p>
---	---

	that each person's needs are assessed on an individual basis, following the Pregnancy Care Plan.
--	--

Was the decision reached to proceed to full Equality Impact Assessment?	Yes	No ✓
	<p>This Procedure will protect the health, safety and welfare of those groups of staff who are of childbearing age, expecting a baby, new mothers or birthing parents or breast-feeding by ensuring that all reasonably practicable steps are taken to provide safe working environments and eliminating/reducing risks to the lowest practicable level.</p> <p>No evidence gathered to indicate a negative impact on any protected group(s). It will be the responsibility of managers to ensure that the Procedure is applied fairly and equitably on an individual basis and that staff with any single or multiple protected characteristics will be afforded the same opportunities and protections as those who do not share any protected characteristics.</p> <p>A search of similar procedures elsewhere indicated similar results:-</p> <p>https://www.google.co.uk/search?source=hp&ei=N327W6OpNsmPgAaw-abYCQ&q=nhs+new+and+expectant+mothers+procedure+equality+impact+assessment&oq=nhs+new+and+expectant+mothers+procedure+equality+impact+assessment&gs_l=psy-ab.3...1785.39784.0.41488.66.51.0.0.0.0.524.7501.0j5j12j5j3j1.26.0...0...1.1.64.psy-ab..40.22.5962...0j0i131k1j0i22i30k1j33i160k1j33i21k1j33i10k1.0.uAM1H4Js4ks</p>	
If no, are there any issues to be addressed?	Yes ✓	No
	<p>October 2018</p> <p>Where this is the case, all reasonable adjustments should be made to mitigate any adverse impact on the individual's current work activity in order so as to not adversely impact future career path.</p>	

	<p>Suggesting changing all references to “she” or “her” or similar female pronouns are changed to “they” or “their”.</p> <p>Suggest adding an explanatory note to state that the terms “new and expectant mother” are used generically to describe a biological situation, while recognising that not all staff expecting a baby or having a new baby identify as female. Also, sometimes the procedure refers to “women” - this is because the majority of people who are expectant and new mothers are women, however staff should bear in mind that staff who do not identify as women may be affected too.</p> <p>Review - December 2021</p> <p>Procedure title and some wording amended to include “birthing parent” in order to include any member of staff that does not identify as a mother or as a woman.</p>
--	--

Is the Policy Lawful?	Yes	This Procedure complies with relevant health and safety legislation.
------------------------------	------------	--

Will the Policy be adopted?	Yes	
If no, please record the reason and any further action required:		

Are monitoring arrangements in place?	Yes	
Any complaints received regarding the implementation of the Procedure relating to issues of equality and diversity will be addressed appropriately on an individual basis and appropriate action taken.		

Who is the Lead Officer?	Name:	Adam Springthorpe
	Title:	Health & Safety Manager
	Department:	Health, Safety & Security Department
Review Date of Policy:	The Procedure will be reviewed on a three-yearly basis.	

Signature of all parties	Name	Title	Signature
	Adam Springthorpe	Health & Safety Manager	08 th October 2018
	Jackie Hooper	Senior Equality and Diversity Officer	09 th October 2018
	Adam Springthorpe	Health & Safety Manager	25 th November 2021
	Alan Winter	Senior Diversity & Inclusion Officer	16 th December 2021

Please Note: An Action Plan should be attached to this Outcome Report prior to signature



New and Expectant Mothers / Birthing Parents Procedure

For Approval

Procedure Number:	767	Supersedes:	1	Classification	Corporate	
Version No:	Date of EqIA:	Approved by:		Date Approved:	Date made active:	Review Date:
1	09/10/2018	HSEPSC		15/11/2018	15/11/2018	15/11/2021
2	25/11/2021	HSC				

Brief Summary of Document:	This procedure contains information and guidance for new and expectant mothers employed by Hywel Dda University Health Board (HDdUHB).
----------------------------	--

Scope	This procedure aims to protect the health, safety and welfare of employees that are pregnant or may become pregnant, new mothers or birthing parents and employees that are breast-feeding.
-------	---

To be read in conjunction with:	010 Health and Safety Policy 128 Maternity, Adoption and Paternity Leave Policy and Procedure 156 Risk Management Strategy & Policy 608 Risk Management Framework 674 Risk Assessment Procedure
---------------------------------	---

Owning group / committee	Health & Safety Advisory Group/Health & Safety Committee
--------------------------	--

Executive Director:	Mandy Rayani	Job Title	Director of Nursing, Quality and Patient Experience
---------------------	--------------	-----------	---

HYWEL DDA UNIVERSITY HEALTH BOARD

Reviews and updates		
Version no:	Summary of Amendments:	Date Approved:
1	New Procedure	15/11/2018
2	Full Review	

Glossary of terms

Term	Definition

Keywords	new mothers, expectant mothers, birthing parent, expecting a baby, breast-feeding, pregnant, pregnancy, pregnancy care plan
----------	---

HYWEL DDA UNIVERSITY HEALTH BOARD

CONTENTS

1. Aim of procedure.....	4
2. Objectives	4
3. Scope.....	4
4. Arrangements	4
5. Responsibilities	5
6. Procedure	6
7. Equality	7
8. References.....	7
Appendix 1: Pregnancy Care Plan (Form 1).....	8
Appendix 2: Pregnancy Care Plan (Form 2).....	10

HYWEL DDA UNIVERSITY HEALTH BOARD

1. Aim of procedure

The Hywel Dda University Health Board (HDdUHB) recognises that certain factors arising from work may place new and expectant members of staff at risk and is committed to ensuring the continued health, safety, and welfare of these employees within the workplace.

These potential risks include those arising from tasks, the working environment and physical, chemical, or biological agents. Typical risks can include:

- Radiation (e.g. x-rays);
- Escort duties to other Organisations (i.e. radiotherapy treatment of patients);
- Chemicals which affect genetic materials;
- Manual handling;
- Violence and aggression;
- Noise;
- Undue stress and work-related pressure;
- Inability to take suitable rest breaks, particularly when pregnant.

It is important to recognise that pregnancy is not an illness and, provided that there are adequate arrangements in place, it should be possible for employees within the scope of this procedure to continue to work safely.

2. Objectives

HDdUHB will take reasonably practicable steps to ensure that safe working environments are provided and that risks are eliminated or reduced to the lowest practicable level, and that employees, their unborn child or their babies/toddlers are not harmed.

HDdUHB considers that the welfare of all employees is important and will endeavour to ensure that each person's needs are assessed on an individual basis, following the Pregnancy Care Plan.

3. Scope

This procedure aims to protect the health, safety and welfare of those employees who are:

- Pregnant or may become pregnant (general risk assessment only – see Pregnancy Care Plan Form 1);
- New mothers and birthing parents (defined as having given birth within the previous 6 months);
- Breast-feeding.

4. Arrangements

HDdUHB will assess and record any general risk(s) that may be present in the workplace to employees covered by this procedure. Where significant risk(s) are identified, HDdUHB will take all reasonable steps to eliminate the risk(s) or reduce them to the lowest practicable level, then inform staff (and others if appropriate) who may be affected by the risk assessment.

Where an employee has formally told HDdUHB that they are a new or expectant mother or birthing parent, HDdUHB will, in conjunction with the employee, review their risk assessments and determine if any personal factors need to be assessed.

Where significant risk cannot be removed or adequately controlled, HDdUHB will, in conjunction with the Workforce Department, make suitable changes in the working conditions, tasks, hours of employment or redeploy the employee to avoid the risk. See Section 6 for further information.

HYWEL DDA UNIVERSITY HEALTH BOARD

5. Responsibilities

Managers must comply with this procedure. In particular they must:

- Identify and assess risks and take action to control any general risks present in their areas of responsibility to employees who are pregnant or may become pregnant, are new mothers or birthing parents or who are breast-feeding (See Appendix 1).
- Conduct a detailed risk assessment specific to the individual following an employee informing them that they believe that this procedure applies to them (See Appendix 2).
- Refer the newly pregnant employee to the Occupational Health Service, providing the service with a copy of the current Pregnancy Care Plan.
- When informed that an employee plans to continue breast-feeding when they return to work:
 - Re-assess the detailed risk assessment specific to the individual (See Appendix 2).
 - Provide suitable breast-feeding facilities. It is recommended that nursing mothers or birthing parents are provided with a private, healthy, and safe environment in which to express and store milk. Toilets are not suitable for this. Refer also to 128 – Maternity, Adoption and Paternity Leave Policy and Procedure.

Employees must:

- Assist HDdUHB to ensure their wellbeing and inform their manager if they believe that this procedure applies to them.
- Co-operate and adhere to advice given by the Occupational Health Service.
- Obtain information or guidance from their Midwife, General Practitioner and Occupational Health Service etc.
- Inform their manager, in writing, as early as possible, if they plan to continue breast-feeding when they return to work and will require suitable facilities in which to express and store milk.

The Occupational Health Service will respond to a manager's referral in a timely manner and, in accordance with the Pregnancy Care Plan, offer the employee an appointment to attend for a confidential assessment. The assessment would include:

- A specific assessment for the employee.
- Health and wellbeing in pregnancy advice.

The Occupational Health Service will also respond to and provide advice to managers accordingly.

Additional consultation with the Occupational Health Service may be required in certain circumstances, particularly if the employee is at a real or perceived risk of:

- Pre-term birth;
- Miscarriage;
- Low birth weight;
- High blood pressure during pregnancy.

Guidance from the Royal College of Physicians and the Faculty of Occupational Medicine suggests that pregnancy can be affected by the following five common workplace exposures:

- Prolonged working hours;
- Shift work / fixed nightshifts;
- Heavy physical workload;
- Heavy lifting;
- Prolonged standing.

HYWEL DDA UNIVERSITY HEALTH BOARD

The Occupational Health Service will be able to provide advice and guidance to the individual at these appointments, tailored to their individual needs, based upon the findings of the risk assessment undertaken by the individual's line manager.

Women with comorbidities or other pre-existing medical conditions, a previous adverse obstetric history or complications in the present pregnancy, including multiple pregnancies, should seek specialist advice from their obstetrician or midwife.

6. Procedure

The Workforce Department should be utilised to support discussions throughout the steps outlined below, particularly from Step 3 onwards.

Step 1: Risk Assessment (The Pregnancy Care Plan)

There will be two parts to the risk assessment:

- Pregnancy Care Plan - Form 1 - General Assessment (Appendix 1)
Identification of the risks present in the work area must be carried out. The assessment will be used to determine appropriate action for staff covered by this guidance. Action must be taken to reduce significant risks. The risk assessment must be recorded and brought to the attention of staff.
- Pregnancy Care Plan - Form 2 - Specific to a New or Expectant Member of Staff (Appendix 2)
This will involve the manager in conjunction with the employee reviewing the general assessment (Form 1) and determining if any additional personal factors need to be considered. The manager will inform Occupational Health Services who will invite the employee to attend for advice and health checks. Assessments and other information must be treated as confidential.

The risk assessment(s) must include any physical, biological or chemical agents which may pose a threat to the new or expectant mother or birthing parent. A risk from any infectious or contagious disease needs to be assessed only if the level of risk is higher than the level of risk which a new or expectant mother or birthing parent may be expected to experience outside the workplace.

Step 2 – Initial Protective / Preventative Action

If the manager's risk assessment shows that there is a risk, their initial obligation is to take whatever protective or preventive action is required. The Occupational Health Service referral can enable the manager to receive advice if further action is needed.

Step 3: Alteration of Working Conditions

If preventative or protective action would not avoid the risk to a particular employee who is a new or expectant mother or birthing parent then, if it is reasonable and would avoid the risk, their employer must alter the employee's working conditions or hours of work. The employee's other terms or conditions of employment are unaffected.

Step 4: Suitable Alternative Work

If it is not reasonable to alter the employee's working conditions or hours of work, or to do so would not avoid the risk to them, then the manager must consider whether it would be possible to offer the employee suitable alternative work.

The law makes specific provision for night work. If a new or expectant mother or birthing parent works at night and a certificate from their doctor or midwife shows that it is necessary for their health and

HYWEL DDA UNIVERSITY HEALTH BOARD

safety that they should not do so for a period specified in the certificate, then their employer must consider whether it would be possible to offer the employee a suitable alternative job during the day.

Alternative work is “suitable” only if it is both suitable in relation to the employee and appropriate for them to do in the circumstances. Factors that are likely to be relevant as to whether the work is suitable include the status of the post being offered, as well as the nature of the work, the place of work, travelling time, pay, hours and working conditions generally. The law stipulates that the alternative work must be on the same, or not substantially less favourable, terms to those which apply to the employee for performing the work they normally do. In order for the work to meet the additional requirement of being appropriate for the employee to do in the circumstances, it should consider their physical condition.

Step 5: Suspension

If introducing control measures and/or workplace adjustments does not reduce the risk(s) to the individual to an acceptable level then, as a last resort, consideration should be given to a temporary medical suspension for as long as is necessary to avoid the risk.

This must only be done in conjunction with the Workforce Department and in line with Regulation 16 of the Management of Health and Safety at Work Regulations 1999 and Sections 66-68 of the Employment Rights Act 1996.

7. Equality

The terms “new and expectant mother” are used generically to describe a biological situation, while recognising that not all staff expecting a baby or having a new baby identify as female. Also, this procedure refers to “women” - this is because the majority of people who are expectant and new mothers are women, however staff should bear in mind that staff that do not identify as women may be affected too. The term birthing parent has been included throughout to include members of staff who may not identify as women.

8. References

The following reference sources have been used in the compilation of this Procedure:

- Health and Safety Executive (2013) INDG373(Rev2) New and expectant mothers who work. HSE Books
- Advisory Committee on Dangerous Pathogens in collaboration with the Health and Safety Executive (1997) Infection risks to new and expectant mothers in the workplace: A guide for employers. HSE Books
- Royal College of Physicians and the Faculty of Occupational Medicine (2013) Pregnancy: Occupational aspects of management, Concise guidance to good practice series. Royal College of Physicians and the Faculty of Occupational Medicine
- Health and Safety Executive (2015) INDG334(Rev1) Working safely with ionising radiation: Guidance for expectant or breastfeeding mothers. HSE Books

Relevant Law

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health Safety and Welfare) Regulations 1992
- Employment Rights Act 1996
- Equality Act 2010
- European Council Directive 92/85/EEC
- Health and Safety at Work etc. Act 1974 (Civil Liability) (Exceptions) Regulations 2013

HYWEL DDA UNIVERSITY HEALTH BOARD

- COSHH Regulations 2002 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)

Further information is available on the HSE website: <http://www.hse.gov.uk/mothers/>



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

Pregnancy Care Plan (Form 1)

Note

- 1) This form is to be used to assess the risks in the work area to the health, safety and welfare of new or expectant mothers or birthing parents, those who are breast-feeding or where there may be risks to the unborn or breast-fed child.
- 2) The form should also be used to identify any risks to employees who may become pregnant who may be affected by work activities, hazardous substances in use etc.
- 3) Where an employee informs HDdUHB that they are pregnant a Pregnancy Care Plan (Form 2) should be completed. Where appropriate this risk assessment should be supplemented to take account of the individual needs of the employee.

Area(s) Covered by This Assessment	
Staff/Persons Covered by This Assessment	

SECTION A: RISK ASSESSMENT

- 1) Identify and record risks present, groups of staff at risk, systems and adequacy of risk control.
- 2) Where systems of control are inadequate or absent please also complete section B.

Risk Number	Risk				
	Existing control measures				
	Control measures adequate	Yes		No	

Risk Number	Risk				
	Existing control measures				
	Control measures adequate	Yes		No	

Risk Number	Risk				
	Existing control measures				

HYWEL DDA UNIVERSITY HEALTH BOARD

	Control measures adequate	Yes		No	
Risk Number	Risk				
	Existing control measures				
	Control measures adequate	Yes		No	

Risk Number	Risk				
	Existing control measures				
	Control measures adequate	Yes		No	

SECTION B: ADDITIONAL CONTROL MEASURES

Risk Number	Action required	By whom	Date completed

SECTION C: DETAILS OF ASSESSORS

	Signature	Job Title	Date
Assessor 1			
Assessor 2			

Review dates and signature of person making review					
--	--	--	--	--	--

Bring this risk assessment to the attention of staff

When an employee informs HDdUHB of Pregnancy, complete Pregnancy Care Plan (Form 2)



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

Pregnancy Care Plan (Form 2)

Note

- 1) This form is CONFIDENTIAL and is personal to the individual employee. It should be used in conjunction with (and where necessary further develop) the risk assessment for the work activities or worker (Form 1).
- 2) Before completing this form, ensure that any existing risk assessments (Form 1) are still valid. If not, revise the risk assessment before proceeding.
- 3) When completed, copies of Form 1 and Form 2 should be attached to the personal file.

SECTION A: DETAILS OF EMPLOYEE

A1	Name of Employee:	
A2	Job Title:	
A3	Date Employee Informed HDdUHB of Pregnancy:	
A4	Area(s) Worked:	

SECTION B: RISK ASSESSMENT

		Signature Manager	Signature Employee
B1	Employee informed of current risk assessment (Pregnancy Care Plan Form 1):		
B2	Employee and manager to agree that risk assessment is still valid for areas/duties to be undertaken:		
B3	Employee informed of steps necessary to control risk (give employee copy of Form 1):		
B4	Are additional, individual arrangements needed? If Yes add arrangements to Section B5:		
		Yes	No
B5	a)		
	b)		
	c)		

HYWEL DDA UNIVERSITY HEALTH BOARD

SECTION C: TO BE COMPLETED BY OCCUPATIONAL HEALTH

C1	Advice from Occupational Health		
C2	This assessment should be reviewed by:		
C3	Signed:		Date:

Occupational Health – Copy Form 2 & return original to manager - Retain Form 1

SECTION D: SIGNATURE OF MANAGER AND EMPLOYEE

Signature of Manager:		Date:	
Signature of Employee:		Date:	
	This assessment is to be reviewed on:	Date:	

Manager – Retain Form 2 in personnel file

SECTION E: FURTHER COMMENTS, UPDATES ON PREGNANCY CARE PLAN ETC (IF REQUIRED)

	Comments etc.	Date	Signature Manager	Signature Employee
E1				
E2				
E3				
E4				