



Maternity Risk Assessment Form

(Including Covid 19 update)

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When you find out that a colleague is pregnant, you must complete this Maternity Risk Assessment with them within two weeks. This is a legal requirement. You also need to review this Risk Assessment as the colleague's pregnancy progresses, and also when they return to work, if they are breastfeeding and make any adjustments needed. If necessary, a Personal Emergency Evacuation Plan (PEEP) should also be completed with the colleague.

Covid 19 update:

- Pregnant women of any stage are at no more risk of contracting the virus than any other non-pregnant person who is in similar health.
- For a small number of women, there is an increased risk of becoming severely ill should they contract COVID-19 (this is true of any viral illness contracted, such as flu).
- Some pregnant workers will be at higher risk of severe illness from coronavirus due to underlying health conditions. They are defined as 'higher risk' and will likely have a letter from their GP. You must complete a Covid 19 risk assessment [link here] if the colleague has told you they fall into this category. You can view the list of higher risk groups here [insert link].
- **You must still complete this Maternity Risk Assessment even if a Higher risk colleague Covid risk assessment is required..**

Please refer to the relevant section of the risk assessment below to guide you on what you need to do.

If you need advice about completing the Risk Assessment or about making adjustments if any risks are identified, you should contact [ER Services](#).

Once this document is complete, it will contain highly sensitive and confidential information about the colleague. You must ensure that this information is retained in a secure location.

Once completed, you should keep a copy, send a copy to [HR Services](#) and give a copy to the colleague.

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Colleague details			
Colleague Name		Role	
Employee Number		Store/depot/office	
Expected week of childbirth		Date of meeting	

Activity	Details	Possible Adjustments	Actions and who will do this
Manual handling	<ul style="list-style-type: none">• Increased risk of injury and posture problems	<ul style="list-style-type: none">• Adjust equipment to adapt to colleague's changing body shape• Regular breaks• Ensure the colleague knows how to ask for help	
Temperature	<ul style="list-style-type: none">• Pregnant women tolerate heat less well and may be likely to faint or experience heat stress• Breastfeeding may be impaired by heat dehydration	<ul style="list-style-type: none">• Adjust or rotate duties• Regular breaks• Ensure protective clothing provided in adjusted size	

There's space for notes at the end of the form if you need it

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Standing or sitting	<ul style="list-style-type: none"> • Standing for long periods has risk of fatigue and increased blood pressure • Sitting for long periods has risk of back strain and circulatory issues 	<ul style="list-style-type: none"> • Avoid sitting or standing for prolong periods • Adjust or rotate duties • Regular breaks • Adjust work space to adapt to colleague's changing body shape 	
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Activity	Details	Possible Adjustments	Actions and who will do this
Exposure to chemicals /dangerous substances	<ul style="list-style-type: none"> • Refer to COSHH assessment 	<ul style="list-style-type: none"> • Avoid exposure to potentially harmful chemicals during pregnancy/breastfeeding 	
Working at height	<ul style="list-style-type: none"> • Increased risk of balance issues/ falling 	<ul style="list-style-type: none"> • Reallocate duties • Ensure the colleague knows how to ask for help • Remove need to use ladders, stools etc. 	
Display screen equipment	<ul style="list-style-type: none"> • Adjustments may be needed as the body shape of the colleague changes 	<ul style="list-style-type: none"> • Complete a new DSE risk assessment 	

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Stress	<ul style="list-style-type: none"> • Excessive stress or anxiety can increase risk of high blood pressure 	<ul style="list-style-type: none"> • Consider appropriate work deadlines • Changes to duties, responsibilities and hours • Complete a Stress Risk Assessment 	
Shift work	<ul style="list-style-type: none"> • May be affected by morning sickness and fatigue 	<ul style="list-style-type: none"> • If colleague has a GP/midwife medical note stating that they must not do night work, transfer to day shift or medically suspend 	
Activity	Details	Possible Adjustments	Actions and who will do this
Slips, trips and falls	<ul style="list-style-type: none"> • Increased risk of balance issues due to changing body shape • Risk of injury to colleague and unborn child as a result of slips, trips or falls 	<ul style="list-style-type: none"> • Ensure the workplace tidy and any spillages are cleaned up promptly • Colleague to wear suitable footwear at work – including safety shoes where required 	
Working alone	<ul style="list-style-type: none"> • Risk of needing urgent medical attention 	<ul style="list-style-type: none"> • Review colleague access to help if needed • Increase regular contact with colleagues by telephone 	

Driving on business	<ul style="list-style-type: none"> • Increased potential for fatigue • Ability of the driver to comfortably use the vehicle as the pregnancy progresses 	<ul style="list-style-type: none"> • Adjust driving position to ensure maximum comfort • Avoid long journeys • Plan journeys to include regular breaks. • Avoiding driving at times when people normally feel sleepy 	
Covid 19 (Infectious disease)	<ul style="list-style-type: none"> • Covid 19 is highly prevalent in society. • Pregnant women are not more likely to contract Covid 19 than those who are not pregnant. • However, some pregnant women may be at increased risk of becoming severely unwell, particularly towards the end of pregnancy. 	<p>All pregnant women with a condition that puts them at higher risk must have a Covid Risk Assessment. Access the document here.</p> <p>Please follow the below controls for Pregnant workers who do not have a medical condition that puts them into the higher risk category.</p> <ul style="list-style-type: none"> • Pregnant workers should work from home where possible. • Where this is not possible, explore if there are any roles available that would permit home working. 	

		<ul style="list-style-type: none">• Where the option to work from home is not available, it is important for the pregnant worker to follow government advice and workplace controls to stop the spread of Covid, especially when more than 28 weeks pregnant. <p><u>Vaccination.</u></p> <p>The NHS and government strongly recommend that you should be vaccinated if you are pregnant (where it is safe to do so). However, we understand there are various reasons, e.g. health, religious or philosophical that may mean an individual may choose not to have a vaccine.</p> <p><u>**Where the colleague cannot fully work from home**</u></p> <p>Line Managers should ask the colleague if they are comfortable sharing their vaccination status. It is ok if the colleague does not</p>	
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		<p>want to share this information, do not force or coerce the colleague into doing so.</p> <p>If the colleague is comfortable to share, ask them to confirm if they are fully vaccinated for their age and health status. Record this in the opposite column.</p> <p>If the colleague is not comfortable sharing their vaccination status (Do not force or try to convince them to do so) or they openly advise they are not fully vaccinated, please contact ER services as consent for an Occupational Health Assessment may be required.</p> <p>Advice and workplace measures to stop the spread of Covid:</p> <p>Remind pregnant workers of the NHS advice here and the covid safe controls that remain in the</p>	
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		<p>workplace for your business, agree understanding and confirm they can be adhered to.</p> <p>Discuss additional reasonable adjustments to reduce risk of contracting Covid, agree what will be implemented and document in the next column. You can view a list of reasonable adjustments to consider at the end of this document.</p> <p>As the pregnancy progresses you'll need to review this risk assessment to ensure that the colleague is kept up to date with Covid updates and any adjustments required.</p> <ul style="list-style-type: none">• If the remaining covid controls for your business or any reasonable adjustments cannot be agreed, you must speak to ER Services for advice.	
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		<ul style="list-style-type: none">•Funeralcare colleagues must also consider local infection control risk assessment and follow any instruction for new or expectant mothers. <p>Symptomatic colleagues in the team where pregnant colleagues are present:</p> <p>Coop encourages colleagues who are symptomatic to follow the government guidance for their nation and to try and stay at home if they are symptomatic.</p> <p>If you suspect a colleague to have Covid symptoms and comes into the work place where pregnant colleagues are working, follow the Line Managers advice here.</p>	
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Reasonable Adjustments to consider for reducing the spread of Covid 19:

- Can you keep tasks involving contact with the public or large groups of people to a minimum as much as is reasonable?
- Consider whether they could work in a lower risk area of the workplace away from others/customers/clients.
- Can they work at different times of the day than normal i.e. when your workplace is not so busy,
- Can they start late/finish early so that they are not starting at the same time as lots of other colleagues and avoid busy public transport times.
- Increased time working with protective equipment – i.e. behind a protective screen or visor in stores and depots.
- Can the colleague wear a face mask when in public facing areas?
- Can the number of people colleagues come into contact with be reduced by using 'fixed teams or partnering' (so each person works with only a few others)

Notes

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