**DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING**

**New and Expectant Mothers Checklist**

Guidance for Managers: In line with [UCL's Maternity Policy](https://www.ucl.ac.uk/human-resources/maternity-leave-and-pay-policy#Risk%20Assessments), once an employee notifies their line manager that they are pregnant, an assessment must be conducted. The risk assessment should identify any potential risks in the workplace to the employee and their unborn child. The risk assessment must also take into account any medical advice from the pregnant worker's GP or midwife, about the health of the pregnant worker.

Please use the checklist below to begin [assessing any risks that may be affecting your new/expectant mothers](https://www.ucl.ac.uk/safety-services/policies/2022/may/pregnancy-new-and-expectant-mothers#:~:text=The%20risk%20assessment%20should%20identify,health%20of%20the%20pregnant%20worker.). Add rows below to discuss specific risks for the individual, this could be due to their workplace i.e. laboratory work and exposure to chemicals or personal medical conditions that need to be taken into consideration regarding the risks while working.

This checklist needs to be reviewed and updated at least once a trimester while pregnant and can be used post pregnancy due to any risks while breastfeeding. It can also be updated at any time to ensure it is up-to-date with any changing circumstances during and after birth.

Please note UCL has many [quiet spaces with some appropriate breast feeding](https://www.ucl.ac.uk/human-resources/quiet-rooms-staff-use#:~:text=Accessible%20gender%2Dneutral%20WC%20and,is%20the%20designated%20expressing%20room.).

Please consider the current [EEE General Office Risk Assessment](https://intranet.ee.ucl.ac.uk/safety/eee-general-office-risk-assessment-ra0674471.pdf) and any Risk Assessments for their current working location(s).

|  |  |
| --- | --- |
| Name of new/expectant mother |  |
| Place/places of work include all places i.e. labs as well |  |
| Line Manager |  |

|  |  |  |
| --- | --- | --- |
| Risks to Consider |  | Control Measures in Place |
| Provision of welfare facilities (including rest rooms)  |[ ]   |
| Mental and physical fatigue due to working hours |[ ]   |
| Stress (including post-natal depression)  |[ ]   |
| Workstations and posture |[ ]   |
| Thermal comfort |[ ]   |
| Threat of violence in the workplace |[ ]   |
| Emergency evacuation (refer to [UCL Fire TN008](https://www.ucl.ac.uk/safety-services/sites/safety-services/files/tn-008.pdf)) |[ ]   |
| Working alone |[ ]   |
| Working at height |[ ]   |
| Standing or sitting still for long periods of time |[ ]   |
| Lifting/carrying heavy or awkward loads |[ ]   |
| Excessively noisy workplaces |[ ]   |
| Exposure to radioactive material |[ ]   |
| Electric shock |[ ]   |
| Exposure to vibration |[ ]   |
| Exposure to toxic chemicals |[ ]   |
| Travelling to and from work |  |  |
| … Add any other risks here |[ ]   |

|  |  |  |
| --- | --- | --- |
|  | Signature | Date |
| New/Expectant Mother |  |  |
| Manager |  |  |