

Checklist for New and Expectant Mothers

This checklist is intended to gather preliminary information about a new and expectant mothers academic activities. This can then be used to assist health and safety coordinators or those staff with designated responsibilities for students in reviewing existing risk assessments, tasks and academic demands in order to establish whether risks to the new and expectant mother are adequately controlled.

This will also aid preparation of the maternity support plan formulated with the School/ Department and associated support within the College.

Pre support plan measures	Yes /done Date	No / to do Date
Update emergency contact details with administration on Banner.		
Has interruption been considered necessary?		
Scholarships or funding support – check arrangements for notification, deferral, and impact on subsequent benefits.		
Attendance Hours / Timetabling		
Can the academic year be completed to final assessment before the birth/adoption date?		
Does the teaching timetable allow for attendance around antenatal appointments?		
Disability and Dyslexia Services/ AQPO advice required.		
Professional registration – do qualifying bodies need to be made aware?		
Placements / Study abroad		
Have placements / study abroad providers been notified.		
Have associated documents been requested in order to make adjustments where necessary? <i>I.e. risk assessments, CoSHH, procedure documents, training logs.</i>		
Placements in clinical, medical or industrial settings may require health surveillance program – check with provider or RHUL student support services.		
Fieldwork – doctor’s note requirement for fitness to travel/participate?		
Fieldwork – Has pregnancy been discussed with field trip leader?		
Travel insurance – ensure insurers are notified prior to departure		
Employment		
Is an employment contract held with the College. This includes, for example, demonstrating, marking, invigilating etc.		
If yes you must notify the line manager. The School/Departmental information is not shared with other areas and is only applicable to your academic commitments. Working environment will need to be separately risk assessed.		
Is there a contract of employment elsewhere if so consider informing your manager to ensure measures are in place to protect you.		

Welfare Facilities		
Quiet spaces for rest.		
Private room for expectant or nursing mothers' purposes.		
Safe and secure storage including fridge for expressed milk.		
Support when working on site alone or in an isolated area? Ensure the risk assessments reviewed include this element.		
Support for maternity related stress, anxiety, bullying or victimisation. Support arranged through Student Wellbeing.		
Environmental considerations – <i>prompts for review</i>		
Are there extremes of temperature in working areas?		
Is there access to drinking water?		
Is there exposure to shocks, jolts or vibrations?		
Is there exposure to excessive noise (stipulate the exposure limits in EH40)?		
Chemicals and CoSHH <i>obtain the relevant assessments for your work</i>		
Do practical sessions or project work involve exposure to chemical substances hazardous to health?		
Are there any substances in use that could have adverse effects on the unborn child or breast-fed children? <i>(Check CoSHH and Material Safety Data Sheets. Specific maternity hazard codes: H340 / H341 / H350 / H351 / H360 / H361 / H361d / H361f. Post-natal hazard: H362.</i>		
Is there any exposure to lead or lead derivatives?		
Radiation – does any practical or project work involve contact with ionising or non-ionising radiation?		
Biological Infections - does the working environment present any risks from contact with bacteria and viruses <i>(e.g. work in a laboratory handling biological agents or contact with raw meat, fish or other such as un-pasteurised milk and dairy products.)</i>		
Does the working environment present risk of exposure to Hepatitis B, HIV, Herpes, TB, Syphilis, Chicken Pox, Rubella, Toxoplasmosis or any other animal viruses?		
Health Surveillance requirements – check with placements for arrangements to continue or share existing monitoring records.		
Accommodation: See <u>Where I Live</u>; <u>Students' Union housing advice</u>		
Are you resident in College accommodation? NB: The College has very limited family accommodation.		
Are you aware that you may not be able to accommodate your child with you in College residences?		
Contact your accommodation provider or landlord to check this and see advice from Students' Union if you need assistance with existing tenancy agreements.		
Arrange meetings with relevant contacts – see policy/plan for support services.		

Links to other relevant College policies can be found in the main guidance accompanying this form – in section “Where can I find further information”