

**MANCHESTER METROPOLITAN UNIVERSITY**

**STUDENT AND ACADEMIC SERVICES**

**STUDENT SUPPORT SERVICES**

**STUDENT PREGNANCY AND MATERNITY GUIDELINES**

**Introduction**

1. These guidelines provide advice and guidance related to study, health and safety and finance to:
  - Students who become pregnant during their studies
  - Students who give birth during their studies
  - Students whose partner becomes pregnant
  - Students who have recently become parents (for example, through adoption or a parental order)
  - University staff that may have a role in advising students coming to them with these issues

**Scope of the Policy**

2. This policy covers all registered students; undergraduate, postgraduate taught and postgraduate research. The policy covers any student who becomes pregnant during their studies, gives birth during their studies and students whose partners are pregnant. It also covers any student who is the partner of someone who is pregnant and expects to be responsible for the child, and any student becoming a parent, for example through adoption or a parental order.

**Policy Statement**

3. The health and safety of a pregnant student will be of paramount importance at all times, and all students covered by this policy should be dealt with in a sensitive and non-judgmental manner. Only members of staff who need to be informed for valid reasons will be informed of the student's circumstances and this will be done only with the student's prior consent.
4. The university believes that becoming pregnant or caring for a child should not in itself prevent any student from succeeding in their studies. The university is committed to showing flexibility to facilitate a student's success, making sure no student is disadvantaged whilst at the same time ensuring academic standards are not compromised. The degree of flexibility that can be offered will vary between programmes of study, but all Faculties and Departments should follow the guidelines set out in this document.
5. The policy focuses primarily on study-related matters, but sources of help and advice on related issues can be found at the end of this document.

## **Notifying the University**

6. When a student finds out they are pregnant, they are encouraged to meet with their tutor, (e.g. personal tutor/trusted tutor) or supervisor to inform them of the pregnancy. This is so that the university is able to provide the appropriate support to the student, perform risk assessment/s regarding the student's health and safety and also consider with the student how the pregnancy is likely to impact on their study.
7. If the student is on a placement at the time the pregnancy is confirmed, or is due to start a placement during the pregnancy, the student should also inform the placement provider of the pregnancy.

### **If a staff member thinks that a student may be pregnant**

8. If a student has not informed a member of staff of their pregnancy, generally, they should not be approached regarding a potential pregnancy unless they have notified the staff member of the pregnancy.
9. If there are particular health and safety concerns, which mean that it is important to establish if the student is pregnant, the matter should be handled sensitively, on a one-to-one basis between the student and their tutor/supervisor. The tutor/supervisor should only take this step if he or she is concerned for the student's health and safety. Once the student's pregnancy is confirmed, the steps below regarding study arrangements/health and safety should be followed.

## **Study Arrangements**

10. When the student informs their tutor (e.g. personal tutor/trusted tutor) or supervisor of the pregnancy, the staff member will discuss with the student how the pregnancy is likely to impact on their study. There may need to be an interruption of studies depending on when the baby is due. The student should inform the member of academic staff of their intentions regarding any suspension of studies.
11. The student together with the member of academic staff should consider the implications for this in terms of the academic requirements of the student's programme. A student with a baby due near to the examination period might require confirmation from a doctor that they are fit to sit exams. Discussions around the procedure for extensions or pre-approved time off for medical/ante-natal appointments might also be needed. See point 51 for more guidance.
12. If a student experiences complications as a result of the pregnancy and needs additional time off from study, they should inform their department as with any other absence on health grounds. For taught students if the time off impacts on their studies then the student should submit an Exceptional Factors (EF1) form. Further details of this can be found at:  
  
<http://www.mmu.ac.uk/academic/casqe/regulations/exfac-students.php>
13. A note should be made by the member of academic staff of any reasonable adjustments required during the student's pregnancy on a Student Pregnancy and Maternity Support form (Appendix 1) including the agreed timescale for the return

to study. The student and the student's programmes office should receive a copy of this, as should other appropriate members of staff who require the information e.g. Research Degree Administrators. The student's permission should be established before passing on this information (including to any placement provider if appropriate) as required under the Data Protection Act.

14. Where a student continues to study during their pregnancy they should discuss regularly with their tutor/supervisor or other designated members of support staff, the effectiveness of any adjustments put in place and any additional arrangements, which are required. Where necessary, the adjustments will be reviewed and amended, as required.
15. A student is not obliged to commit to any particular arrangements around the expected commencement of maternity leave and the student need only give a minimum of 8 weeks' notice before commencing maternity leave.

### **Health and Safety**

16. It is important to remember that the greatest risk to an unborn child is in the first thirteen weeks of pregnancy. This is particularly important if the student is studying in a department where they may be handling and/or be exposed to, chemicals or radiation, or may be expected to lift heavy objects or undertake other strenuous activity. Therefore, once the student has let their department know of their pregnancy, it is essential that all relevant **Risk Assessments must be written or updated**. This will identify any risks that may be present which could harm the student or their unborn baby, and detail steps that need to be put in place to alleviate or minimise any risks that may arise from any placement or fieldwork due to be undertaken.
17. It is the responsibility of the department (e.g. personal tutor/trusted tutor/supervisor) to undertake all required risk assessments and forward a copy of the associated paperwork to the student's Programmes Office. See Appendix 2 for a copy of the New and Expectant Student Mother's Risk Assessment form, which must be filled for all pregnant students. Further information and guidance on performing risk assessments can be found within the Risk Assessment Guidance Notes at the end of this document.
18. Students will not be permitted to take part in fieldwork after 35 weeks of their pregnancy. Further information may be found at: <http://www.hse.gov.uk/mothers/>
19. Reasonable adjustments should be arranged for students where engagement in learning or completion of assessed work is affected through either; risk/s that are identified as part of the risk assessment process or where field work beyond 35 weeks prevents further study.
20. To secure the safety of students in the event of a building evacuation students must also arrange with their faculty Student Services Administrator to have a Personal Emergency Evacuation Plan (PEEP) made. Students can check with their department, support staff or their Student Hub's for the details of faculty staff who can arrange a PEEP assessment.

### **Maternity Leave**

21. Students are entitled to take up to 52 weeks maternity leave. Depending on the student's circumstances and the statutory eligibility requirements, the student may be entitled to statutory maternity allowance, maternity pay, or if employed, entitled to payment from an employer (as outlined below), or to funding via their sponsor.
22. We would normally expect maternity leave to begin from the 11<sup>th</sup> week before the expected week of childbirth up to the day childbirth occurs.
23. Students are required in line with employment law guidance to take two weeks compulsory leave of absence immediately following childbirth.
24. Any student who is the partner of someone who has given birth is entitled to two weeks parental leave. For the purpose of this policy, a partner is a person (whether of a different sex or the same sex) who lives with the mother/adopter and the child in an enduring family relationship, but is not a relative of the mother/adopter. A relative is a parent, grandparent, brother, sister, aunt or uncle.

### **Arrangements for Taking Maternity Leave**

#### Undergraduate/Postgraduate Taught Students

25. To request up to 52 weeks absence the student should complete a Request to Suspend Studies form and forward to the Student Hub or Student Life Team for Head of Department and Exceptional Factors panel approval. Suspension forms can be accessed via <http://www.mmu.ac.uk/academic/casqe/regulations/withdrawal-students.php>
26. After approval from the faculty Exceptional Factors panel and Heads of Department, the students programmes team will process the suspension request and then notify Residential Services (if the student is in University accommodation only), Finance, and the Disability Service (if the student has disclosed a disability to them). The student will receive email confirmation from their programmes office that their suspension request has been processed.
27. Students should provide with their suspension request form evidence in the form of a MATB1 certificate, proof of adoption or application of a parental order. Approved suspension requests can then be recorded on QLS as a health reason so that SFE can award the appropriate funding.

#### Postgraduate Research Students

28. Research registered students should fill an RD5 Suspension of Registration Form to request a suspension of studies. This form should be signed by the Director of Studies and then approved by the Faculty Research Degrees Committee. The Graduate School will notify the student by email that the suspension has been processed. RD5 forms can be found at:

<http://www2.mmu.ac.uk/graduate-school/online-forms/research-degrees-forms/>

#### International Students

29. In addition to speaking to their tutor or supervisor, all international students should contact the Immigration and Welfare Team before submitting a Request to Suspend Studies form or RD5 Suspension and Registration Form to determine if there are implications to their visa status. The university is required to report any tier 4-Registered Student who suspends to UKVI. Such students may be required to leave the UK during their absence.
30. There will be no distinction between live and stillbirths (past the 24<sup>th</sup> week of pregnancy) in the granting of leave.

### **Students whose partner is pregnant or adopting**

31. Any student whose partner is pregnant, or who expects to share responsibility for raising a child with the mother, will be entitled to two weeks paternity leave. This is likely to include time off for medical/ante-natal appointments prior to, and after the birth, as well as a period of leave immediately following the birth, which is likely to be two weeks.
32. Undergraduate and Postgraduate Taught students should notify their tutor (e.g. personal tutor/trusted tutor/supervisor) and their programmes office through email, of when parental leave is due and/or has commenced and attach a copy of a MATB1 certificate, proof of adoption or application of a parental order.
33. Where time off due to paternity leave impacts study assessments then the student can submit an Exceptional Factors (EF1) form to request adjustments to assessment submission dates. Further details of this can be found at:  
  
<http://www.mmu.ac.uk/academic/casqe/regulations/exfacts-students.php>
34. For students receiving research funding, it may be possible for a period of maternity support leave to be allowed. Students should contact their sponsor or provider and speak to their supervisor prior to arranging any leave.

### **Adoption/Surrogacy**

35. Students about to become parents should inform their department of their circumstances as soon as possible. Only one member of a student couple jointly adopting or are to become the intended parents through surrogacy may take leave. The other member of the couple may be entitled to take Parental/Paternity Leave.
36. Students are entitled to take up to 52 weeks adoption or surrogacy leave providing that they have either; been newly matched with a child by a UK adoption agency or have received official notification from the relevant UK authority of the eligibility to adopt a child from abroad, or have a 'parental order' provided as part of surrogacy arrangements.
37. Depending on the student's circumstances and the statutory eligibility requirements, the student may be entitled to statutory adoption pay, or if employed any payment from an employer, or funding via their sponsor.

### **Financial Considerations**

38. Students should note that subject to funding rules, funding may stop when suspension begins therefore students should seek further advice from their funding body or the Students Union Advice Centre.
39. Students receiving funding from external bodies should follow the guidance for their particular scheme, or contact their funding body or sponsor for further advice.
40. International students with financial support must contact their sponsors and agree a plan of action (such as deferring study, when to resume study etc.)
41. A home non-international registered student who is employed may be eligible for Statutory Maternity Pay (SMP) or Contractual Maternity Pay (CMP) from their employer or Maternity Allowance (MA). The rules surrounding eligibility for these are complicated and are based on a student's employment record and students should seek further advice from the Student Union Advice Centre for further information.
42. EU registered students and international registered students should contact the Immigration and Welfare Team and or Students Union Advice Centre for advice.

### **Accommodation**

43. Students who become pregnant whilst living in university accommodation may find that this is no longer suitable for health and safety reasons. The student should seek advice from Residential Services to ensure any necessary health and safety assessments take place. Students in non-MMU halls of residence should contact their local halls of residence management office for advice.

### **Resuming Studies**

44. The student should confirm their intention to return to study either with their department (taught UG and PG students) or the Graduate School (Postgraduate Research students).
45. Undergraduate and Postgraduate Taught students only need to give 8 weeks' notice to confirm their intentions to return to study, however the return date should ideally be agreed in principal at the time the maternity leave is requested to avoid where possible adverse financial or academic implications for the student.
46. Students should plan with their tutor (e.g. personal tutor/trusted tutor) or supervisor an appropriate timetable for their re-integration into the programme of study, including the examination schedule.

### **Facilities within the University**

47. The university is required to provide suitable rest facilities for employees and students who are pregnant and require privacy for breastfeeding. A number of locations have been identified in university buildings for this purpose.
48. The following first aid rooms provide facilities for new and expectant mothers. Access to the first aid room is normally gained via Customer Services at main reception desks. Check with the Health and Safety team for further details on the exact facilities available.

<b>Campus</b>	<b>Location of nearest first aid room</b>
John Dalton East	JD E101
All Saints	First floor Mezzanine
Business School/Student Hub	Ground Floor - Catering Atrium
Crewe	DO-16 - Delaney Building.
Birley Campus	G46
Benzie	Ground Floor
Geoffrey Manton	G16

49. Attending lectures or seminars with a baby/child is not permitted due to the protection/health and safety of the baby/child. Students requiring childcare may discuss childcare funding with their funding provider.

#### **Guidance for Staff**

50. This section provides guidance on the support of students coming under the scope of this policy, for use by any member of staff with a role in advising or supporting students. At all times staff must ensure those students are not treated less favourably than any other student on the basis of their circumstances. In line with the university's legal obligations, flexibility should be shown where possible to ensure continued learning is facilitated. Information given by students should be treated confidentially (being passed on where necessary only with the student's consent in accordance with the Data Protection Act) and with sensitivity. Staff should not attempt to influence any student's decision but should provide impartial advice and bear in mind there may be limited options for the student leaving and re-joining the course.

51. When a student contacts a member of staff to discuss any circumstances covered by this policy, a response should normally be made within five working days and a meeting arranged as soon as possible thereafter. Whilst it is recognised that each request must be dealt with on an individual basis, there are a number of measures that can be used in order to enable the student's continuation of study. These include:

- Allowing time out of study for the birth and a period of time thereafter.
- Prior to and after the birth, giving permission for periods of absence for e.g. mother or baby medical/ante-natal appointments or for assessments of child development, and making arrangements for the student to catch up on missed classes.
- Showing a degree of flexibility regarding assignment deadlines if the student's circumstances make it difficult for them to be met.
- Allowing resit examinations to be counted as first attempts where the pregnancy or birth prevents the student from taking them at the usual first attempt.

- Consideration of any requests to transfer from full-time to part-time study, where this is possible (although the student should bear in mind the financial implications of this course of action). Staff should refer the student to the useful contacts section.
  - Ongoing support to help the student recommence their studies after any period of absence.
  - Ensure the student has a point of contact during maternity leave.
52. It is important to take the views and wishes of the student into account, rather than applying a standard set of arrangements. All decisions taken should be based on discussion with the student and no assumptions should be made.
53. Whilst an appropriate degree of flexibility should be exercised, care must be taken to ensure that academic standards are not compromised. It is not necessary for the university to grant every request made, although efforts should be made to meet reasonable requests.
54. Where specific arrangements are required to be put in place for a student who is already granted additional arrangements, for example, on the grounds of disability, these should be kept separate in order that it remains clear which arrangements relate to which particular circumstance. This ensures that these arrangements are in place for the required amount of time and also clarifies adherence to the different pieces of legislation.

## Further MMU Information

### Counselling, Health and Wellbeing

For assessments, one to one counselling, and the details of workshops related to emotional and mental health support students can contact or visit MMU's Counselling, Health and Wellbeing Service.

<p>Manchester Tel: 0161 247 3493 New Business School and Student Hub Room 1.13 <a href="mailto:counselling@mmu.ac.uk">counselling@mmu.ac.uk</a></p>	<p>Cheshire Telephone 0161 247 3493 Laurence Building RoomG17 <a href="mailto:counselling@mmu.ac.uk">counselling@mmu.ac.uk</a></p>
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### Exchange, Erasmus and Study Abroad Students

Students should contact their departmental Erasmus/Exchange Coordinator for advice and support, particularly for how to arrange pregnancy/maternity Health and Safety/Risk Assessments at their place of study. For the contact details of the students coordinator visit <http://www2.mmu.ac.uk/international/>

### Graduate School

Research Postgraduate students can contact their supervisor in the relevant faculty or make enquiries through emailing [research.student@mmu.ac.uk](mailto:research.student@mmu.ac.uk) or contacting one of the Graduate School Administrators. Administrator contact details are listed at: <http://www2.mmu.ac.uk/graduate-school/who-is-who/>

### **Immigration and Welfare Team**

International students with visa, immigration, childcare or returning home queries can contact or visit MMU's Immigration and Welfare Team. For their drop in hours contact the Business School Student Hub.

Visit: <https://www2.mmu.ac.uk/internationalvisaextension@mmu.ac.uk> or telephone 0161 247 1022. Business and Law Students may also contact their International Student Support Officer for advice <http://www.business.mmu.ac.uk/current-students/int-officer.php> Telephone 0161 247 3821.

### **Placements Team**

Students who become pregnant before, or during work placements will need to inform both their employer and their faculty Placements Team for support and advice on arranging health and safety risk assessments in their place of work. Visit [www.mmu.ac.uk](http://www.mmu.ac.uk) or telephone 0161 247 2000 for the contact details of the students faculty Placement Team.

### **Residential Services**

MMU students in MMU Halls of Residence should inform the Student Living Accommodation office of their pregnancy and ask about; contracts, facilities, risk assessments and health and safety checks (see contact details below). It is important for students to also speak with their Residential Advisor at their halls of residence via their daily 6pm-7pm drop-in or email [reslife@mmu.ac.uk](mailto:reslife@mmu.ac.uk).

Manchester (0)161 247 2958 <a href="mailto:accommodation@mmu.ac.uk">accommodation@mmu.ac.uk</a> <a href="http://www.mmu.ac.uk/accommodation/">http://www.mmu.ac.uk/accommodation/</a>	Cheshire +44 (0)161 247 5579 <a href="mailto:accommodationincheshire@mmu.ac.uk">accommodationincheshire@mmu.ac.uk</a> <a href="http://www.mmu.ac.uk/accommodation/">http://www.mmu.ac.uk/accommodation/</a>
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### **Student Financial Support**

For information and advice on Access to Learning Funds, Childcare Funding, implications of suspension/withdrawal on fees/funding etc. students can contact the Student Financial Support Team:

- Web: <http://www.mmu.ac.uk/studentfinance/>
- Tel: 0161 247 1045
- Email: [studentfinance@mmu.ac.uk](mailto:studentfinance@mmu.ac.uk).
- Drop In: contact 0161 247 2747 for drop in hours (located in Business School Hub)

### **Student Support Officers**

For information and advice on; MMU pregnancy and maternity guidelines, plus options regarding study i.e. exceptional factors, suspension, rest facilities, withdrawal etc students can contact their faculty based Student Support Officer directly. Contact details are available at:

<http://www.mmu.ac.uk/sas/studentservices/student-support-officers.php>.

Alternatively local Student Hubs can refer students to a drop in or make an appointment with a Student Support Officer on the student's behalf. Manchester 0161 247 2747, Cheshire 0161 247 5783.

### **Student Union**

For personalised forecasting of benefits, finance, funding, childcare and accommodation related advice, students can contact or visit a Student Union Advice Centre: 01612476533 [s.u.advice@mmu.ac.uk](mailto:s.u.advice@mmu.ac.uk)

Manchester The Union 21 Higher Cambridge Street Manchester M15 6AD	Cheshire The Union Crewe Green Road Crewe Cheshire, CW1 5DU
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## **Further External Information**

### **Pregnancy/Contraception**

BPAS is a charity providing advice on contraception and abortion and offer an advocacy service [www.bpas.org](http://www.bpas.org). Refer to leaflets; 'Considering Abortion' 'Fertility Questions Answered' 'Contraception Choices', 'So you think you might be Pregnant' and 'Unplanned Pregnancy' for further support information.

Charity Family Planning Association (FPA) offer support and advice on local clinics, conception, and abortion [http://www.fpa.org.uk/](http://www.fpa.org.uk) 08451228690. For advice specifically around decision-making during pregnancy refer to online leaflet 'Pregnant and don't know what to do'.

### **Miscarriage**

The Miscarriage Association offer support and information related to the loss of a baby in pregnancy and publish leaflets containing support options after miscarriage. [www.miscarriageassociation.org.uk](http://www.miscarriageassociation.org.uk)

### **Stillbirth and Neonatal death**

Charity SANDS website contains information and advice on stillbirth and neonatal deaths and publish various free booklets offering further advice and support options. [www.uk-sands.org](http://www.uk-sands.org)

### **Adoption**

Charity Adoption UK specialise in advice and training for adoptive parents [www.adoptionuk.org.uk](http://www.adoptionuk.org.uk)

### **Parenting**

The Family and Childcare Trust <http://www.familyandchildcaretrust.org/> offer help, advice and list resources for parent's supporting and rearing children.

For information and advice on childbirth and breastfeeding, visit the Childbirth and Breastfeeding National Childbirth Trust [www.nct.org.uk](http://www.nct.org.uk) 08704448707.

### **Financial Advice**

For welfare benefits, grants and childcare provider details contact your local benefits office, antenatal clinics or the Government's website [www.direct.gov.uk](http://www.direct.gov.uk) For the details of Child Benefit rates, eligibility and application processes visit <https://www.gov.uk/child-benefit>

NHS pre-registration course students visit [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk) for bursary information.

To discuss student loan/funding eligibility and entitlement options contact your education authority, e.g. Student Finance England [www.gov.uk/student-finance](http://www.gov.uk/student-finance) 0300 100 0607.

For information on maternity allowance visit <https://www.gov.uk/maternity-allowance/overview>

For information on statutory maternity pay visit <https://www.gov.uk/maternity-pay-leave/overview>

### **Sexual Health**

For support, advice, counselling and medical services for young people up to 25 regarding matters of sexual health and sexual relationships visit [www.brook.org.uk](http://www.brook.org.uk) For drop in hours at Commonwealth House 81 Lever Street, Manchester M1 1FL telephone: 0161 237 3001.

Manchester Centre for Sexual Health offer sexual health check-ups, treatment, information and a walk in service. For appointments call 0161 276 5200 or 0161 701 5081.

<http://www.manchestersexualhealth.org/>

Palatine Contraception and Sexual Health Services provide emergency contraception, pregnancy testing through walk-in clinics. Telephone 0161 701 1555 or 0161 217 3553. <http://www.sexualhealthnetwork.co.uk/clinic/2-palatine-services-at-the-hathersage-centre/>

Leighton Centre for Sexual Health and Contraception screening, sexual health advice, contraception, pregnancy advice, emergency contraception Leighton Hospital, Middlewich Road, Crewe, Cheshire, CW1 4QJ Tel: 01270 612255. <http://mcht.nhs.uk/information-for-patients/departmentsandservices/sexual-health/>

### **General Information**

For information related to pregnancy abortion, health in pregnancy and maternity services visit the [www.nhs.uk](http://www.nhs.uk)

Information for student parents, finance, rights and welfare visit NUS [www.nus.org.uk](http://www.nus.org.uk)

For information on welfare benefits and legal advice, i.e. parental status contact your local Citizens Advice Bureau. For your nearest office visit <https://www.citizensadvice.org.uk/>

*This document was drawn up, with permission, from an existing document produced by the University of Birmingham. MMU is grateful for permission to base its own guidance closely on this document.*

*Last date of review: May 2016*

## **STUDENT PREGNANCY AND MATERNITY RISK ASSESSMENT GUIDANCE NOTES**

### **Introduction**

In line with MMU's Student Pregnancy and Maternity Guidelines, all pregnant students or new student mothers participating in course activity must be risk assessed. As such potential hazards and their measures for reducing risks to 'as low as is reasonably practicable' should be recorded.

These guidance notes provide practical information on how to carry out and record risk assessment activity, and should be used with the corresponding Student Pregnancy and Maternity Risk Assessment Form found within appendix 2 of the Student Pregnancy and Maternity Guidelines <http://www.mmu.ac.uk/equality-and-diversity/pregnancy/>

The information contained in this guide have been written using MMU's Standard Risk Assessment Procedures and Guidelines <http://www.mmu.ac.uk/health-and-safety/manual/n-to-s.php>. Further general guidance on conducting risk assessment can be found at <http://www.hse.gov.uk/risk/>

### **Responsibilities**

Departments are responsible for ensuring risk assessment procedures are followed. Students are therefore to be directed to a trusted and experienced tutor e.g. personal tutor, who holds knowledge of all programme activity and the principles of risk prevention to carry out the assessment. Risk assessments should take place before course activity commences, as soon as possible beyond the point of pregnancy or new mother status disclosure.

Courses on risk assessment processes and practice are available for staff centrally. Contact Health and Safety Services for the details of the training opportunities available. Health and Safety Coordinators and Health advisors are also available for professional advice for the more complex and technical areas of risk assessment. Contact information can be found at the end of this guide.

Further information on MMU's duty of care responsibility to analyse, prevent and reduce risk for students can be found in MMU's Health and Safety Responsibility Manual <http://www.mmu.ac.uk/health-and-safety/manual/hs-responsibilities.php>

### **Analysing the Risk**

Staff are advised to consider all the activities the student will engage with during the 9 months of their pregnancy, and their time as a new mother. This includes all field work and any placement work taking place as a part of their course programme. Staff can use the accident/incident reporting system to identify significant risks.

Not all sections of the New and Expectant Mother Risk Assessment form will apply and only some elements of the exposure list will be relevant to the programme of study. Staff can refer to their Heads of Departments and their Health and Safety Coordinator in their Faculty if they are unsure of which elements of the form apply or whether there are further hazards to consider during the risk assessment.

It is worth noting the definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property.

Risk can be analysed through the consideration of two main measures;

**Likelihood** – how likely will the student experience this hazard

- Based on the worst-case scenario, ranging from a remote possibility to the inevitable: Rare, Unlikely, Possible, Likely, Almost Certain
- Number of times the situation occurs
- Location of the hazard
- Duration of the exposure
- Environmental conditions
- Competence of the people involved and

**Impact** – what would the impact be should the student experience this hazard

- Insignificant
- Minor
- Moderate
- Major
- Catastrophic

Further guidance on the NZ/AUS 4360 grading matrix process for analysing risk, can be found at <http://www.mmu.ac.uk/health-and-safety/manual/n-to-s.php> within MMU's Risk Assessment Procedure and Guidelines Manual.

### **Preventative or Protective Control measures**

Risk assessments can produce a number of possible control measures, but the final decision is a trade-off between the level of risk, cost and the time and effort of applying the control. It is crucial to choose and implement the most appropriate method of risk control.

The choice of control should be guided by the hierarchy of risk control principles:

1. Elimination
2. Substitution
3. Isolation
4. Reduction
5. Information, instruction, training and supervision
6. Personal protective equipment.

Where more than one option is available for a similar degree of risk control, consider which is the most cost effective option. If you are unsure, contact Health and Safety services who have access to all legislation, various best practices guides and British Standards. These documents can be emailed or sent by hard copy.

Measures to control risks should be fully integrated into procedures, equipment and design of work. This will ensure health and safety requirements are satisfied as well as benefiting the quality of service and output. For many areas of health and safety, best practice guidance documents are available which identify the relevant controls necessary.

An essential part of the assessment is to look at what controls are already in place and judge whether or not they are adequate.

### Reasonable Adjustments

A good risk assessment will have input from all teams involved. It is a good idea to utilise your Health and Safety Coordinator and in some cases professional help from your Health and Safety Officers when deciding on appropriate action/adjustments.

Where any exposure to risk or health symptoms to pregnancy are identified, where necessary staff can ask what the impact of these might be. In some instances, you will need to change control measures or study arrangements to protect the student and unborn child.

The assessment should also take into account any medical advice received regarding the health of the student. Issues that should be considered include:

- Physical risks including movement, posture, confined spaces, manual handling, shocks
- Vibration, noise, ionising radiation and non-ionising radiation
- Biological and chemical agents
- Classroom conditions, facilities, timetabled hours, mental and physical fatigue, stress, smoking
- Temperature, display screen equipment, working at height, travel, personal protective equipment

Examples of additional controls, which may be appropriate, include:

- Ensuring assistance for manual handling, to remove the responsibility from the student
- Changes to classroom activity, e.g. factoring into lesson plans activities which may require minimal standing
- Advising on locations for privacy and rest where fatigue, nausea, varicose veins are identified (see information below on 'On Campus Facilities' for further guidance)
- Advocating on the student's behalf to arrange and instruct on any flexible arrangements, e.g. timetable adjustments, late arrivals etc.
- Classroom measures, e.g. alternative seating arrangements, at front of class, near windows etc.
- Allowing for frequent classroom breaks
- Allocation of suitable resources, e.g. IT display screen equipment, suitable desk chair, access to drinks, refreshments etc
- Substitution of activity, e.g. changes from physical activity with high exertion to lower exertion.

Assessors may need to seek further information or guidance from Health and Safety Services if they are unable to decide whether the risk is adequately controlled or not. **If you think the control measures are insufficient to reduce the risk to an acceptable level, further controls will be required.**

### On Campus Facilities

MMU's main campus buildings have access to a first aid room where students can go to rest, breastfeed or express milk. Where there is a fridge on site and the student chooses to store expressed or formula milk, the university cannot take responsibility for any cross contamination of substances.

The details of available rest facilities on each campus location, are detailed within point 48 of the Student Pregnancy and Maternity policy document. Further on site advice regarding the

facilities, including access to the first aid room key, is available through MMU's main campus receptions.

Nominated First Aiders also have access to the first aid rooms. In the event of the room being used, please refer to point 48 of the guidance document to find an alternative location.

Any concerns raised regarding the condition of the first aid room and its facilities, should be raised via campus receptions, who will raise the issue with our estates department responsible for the safety of MMU buildings.

### **Implementing and prioritising action**

Once any control measures have been identified, staff must decide what action, if any, to take based on the recommendations. For high risk activities this would include a decision about whether the activity should actually take place.

- Where extra measures are needed, establish clear timescales, responsibilities and resources for carrying out the controls. For large events or where a range of measures is required an action plan may be needed, giving further details on the programme for putting the controls into action.
- Where no further measures are needed, documented reasons are required.
- Where it is impossible to put all control measures into action at the time of assessment, adequate steps must be taken in the meantime to minimise risks.

In some cases, staff and students may not agree on the proposed control measures. If the relevant staff member is confident the control measures in place are acceptable, they should sign off the risk assessment. In this case the activity should be closely monitored and records of any correspondence should be kept.

If an incident related to the risk assessment occurs, it is necessary to reassess the risks and put further precautions in place if necessary. If the tutor is concerned about the level of risk but does not have adequate resources to resolve the recommended action, the matter should be referred to their Head of Department.

### **Communication**

Information on risks and their control measures should be communicated within the department/faculty as appropriate. It is therefore advisable to make copies of risk assessments and forward to colleagues in the department as well as provide copies to the student and students Programmes Office.

### **Monitoring and reviewing**

It is the departments responsibility to monitor the effectiveness of the measures on an ongoing basis. As part of the assessment process a target date for reviewing the assessment should be set. It is not always necessary to perform a new assessment, but rather to review the existing one.

In line with MMU guidelines it is recommended good practice to review the risk assessment paperwork once a year or where there is an adverse incident, appreciation of hazards and risks, changes to conditions or changes to the student's circumstances.

It is the responsibility of the student to update their personal tutor or trusted tutor of any changes to their health as a result of the pregnancy and/or to notify their new department where any course transfer has taken place so that further risk assessments can be carried out.

## **Further Sources of Support and Information**

Any concerns regarding the completion of the risk assessment form can be raised with the Health and Safety team. For current contact details visit <http://www.mmu.ac.uk/health-and-safety/manual/contacts.php>

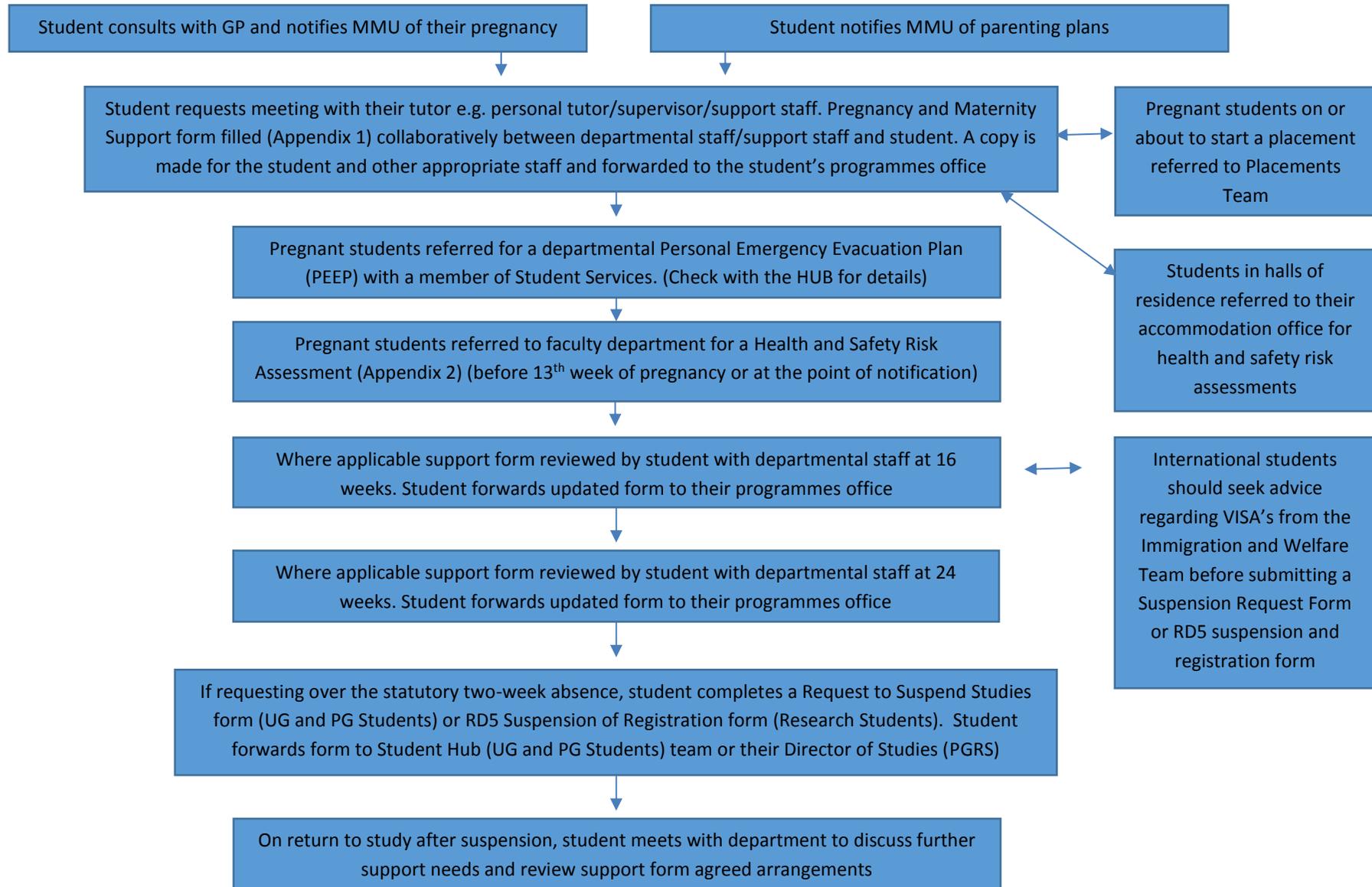
High-risk departments can contact their Health and Safety Coordinators with queries and questions regarding the New and Expectant Mothers Risk Assessment form. For the details of your local coordinator contact your Head of Department.

Further Guidance on Risk Management can be found at <http://www.hse.gov.uk/risk/> or by visiting <http://www.hse.gov.uk/legislation/hswa.htm> where the particulars of the Health and Safety at work act can be found.

*Last date of review: January 2017*

## Student Pregnancy and Maternity Support Process

This flowchart details the steps from the point a student discloses pregnancy or plans for parenting to a member of MMU staff



## Appendix 1

# Student Pregnancy and Maternity Support Form

Please forward a copy of this form to the student's programmes office when complete.

This form is used to guide students during pregnancy and maternity and is for completion between a member of staff, e.g. personal tutor/trusted tutor and the student. It is not expected that all sections will be fully complete during initial meetings. Review dates are recommended at 16 and 24 weeks, prior to returning to study and/or key points in the academic calendar.

For further information and guidance please refer online to MMU's Student Pregnancy and Maternity Guidelines at [www.mmu.ac.uk](http://www.mmu.ac.uk)

1. Student contact details	
Full Name :	Student Number :
Address :	
	Post Code:
Email :	
Telephone numbers	
Mobile :	Other contact number :
2. Course details	
Course :	Year :
Department:	
3. Details of student's point of contact within the department	
Name :	
Title :	
Telephone :	
Email :	
4. Key dates	
Student's due date/adoption date :	
Current amount of weeks pregnant :	

<b>5. Preferred communication</b>		
During pregnancy :		
During maternity-related absence :		
<b>6. Health and safety</b>		
Has a risk assessment taken place with the department?	Y/N	NA
Name and contact details of staff :		
Has a Personal Emergency Evacuation Plan (PEEP) taken place?	Y/N	NA
Name and contact details of staff :		
<b>7. Pregnancy/Adoption related absence</b>		
Will the dates or times of antenatal/adoption appointments affect the student's attendance or completion of assessments/examinations?	Y/N	
If yes, when and what arrangements/options have been suggested and what are the next steps to arrange them?		
Have any pregnancy related illnesses been discussed which may affect the students ability to undertake their course?	Y/N	NA
If yes, has the exceptional factors procedure been discussed with the student?	Y/N	NA
Will the due date affect any completion of examinations/assessments?	Y/N	
If yes, when and what arrangements/options have been suggested and what are the next steps to arrange them?		
<b>8. Maternity related absence</b>		
If the student is intending to take over the statutory 2 weeks leave, are they aware of how to request suspension of studies?	Y/N	
What is the agreed maternity related start date?		
What is the intended return from maternity related absence?		
During maternity-related absence, what communication will take place to ensure the students is informed of any course changes/developments?		

Name and contact details of staff :

### 9. Financial support

Has information been provided to the student on their financial support options or have they been signposted to services who can advise on this?	Y/N
--	-----

Has the student been informed of how any benefits they claim/have claimed, may affect their financial support entitlements or been signposted to services who can advise on this?	Y/N
---	-----

### 10. International students/those on placements abroad

Has the student been informed of any possible airline restrictions?	Y/N	NA
---	-----	----

Are Tier 4 students aware of where to receive information regarding immigration compliance /returning home etc?	Y/N	NA
---	-----	----

### 11. Students on placement

Will the student's placement be fully attended?	Y/N	NA
---	-----	----

Has the student notified the placements team of the pregnancy so MMU risk assessments can be arranged?	Y/N	NA
--	-----	----

Name and contact details:

Has the placement provider been notified of the student's pregnancy so workplace health and safety risk assessments can be arranged?	Y/N	NA
--	-----	----

Name and contact details:

### 12. Accommodation

Is the student intending to move out of their MMU accommodation?	Y/N	NA
--	-----	----

When does the student intend to move?	NA
---------------------------------------	----

Is the student aware of where to receive advice on accommodation options, contracts etc?	Y/N	NA
--	-----	----

Has the student notified their halls of residence accommodations office so that the necessary health and safety/risk assessments can take place?	Y/N	NA
--	-----	----

Name and contact details:

### 13. Return to Study

What support arrangement are taking place during the students return to study?

**14. Further Information****15. Signatures****Departmental staff member**

<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

**Student**

<b>Name</b>	
<b>Signature</b> (I give permission for the content of this form to be shared with other MMU staff/departments where applicable, i.e. Programmes Teams, Departmental Staff, Support Service staff)	
<b>Date</b>	

**Plan to be reviewed on :**

## Appendix 2

# New and Expectant Student Mothers Risk Assessment Form

This form is for completion between the student and a tutor, e.g. personal tutor/trusted tutor/supervisor. Please provide copies of this form to the student and the student's Programmes Office.

For further guidance, please refer to the risk assessment guidance notes within the Student Pregnancy and Maternity Guidelines.

Date of assessment: \_\_\_\_\_

<b>Name of staff completing risk assessment</b>	<b>Name of student</b>
	<b>Student ID</b>
<b>Faculty/Department</b>	<b>Building</b>
<b>Is the student an expectant mother?</b>	<b>Y/N</b>
<b>Is the student a new mother?</b>	<b>Y/N</b>

<b>Expectant mothers</b>
Number of weeks pregnant:
Estimated due date:
Is there an expected maternity start date?

<b>New mothers</b>	
Delivery date:	Return to course date:

<b>Is there exposure to any of the following?</b>	<b>Delete as appropriate</b>	<b>Actions required/by whom/when</b>
Shocks vibrations or sudden movement	Y / N	
Manual handling activities	Y / N	
Noise	Y / N	
Ionising radiation	Y / N	
Extreme temperature	Y / N	
Shift work	Y / N	
Biological hazards	Y / N	
Chemical hazards	Y / N	
Working at height	Y / N	
Excessive travel	Y / N	
Threat of violence	Y / N	
Work with display screen equipment	Y / N	
Difficulties during emergency evacuation	Y / N	

Has the GP or midwife raised any specific concern/s, which may affect the student attending university?	Give details:
Is the student having difficulty carrying out activity as part of their course?	Give details:

<b>Are there any health symptoms related to pregnancy affecting completion of course activity?</b>	<b>Tick below</b>	<b>Actions required/by whom/when'</b>
Nausea		
Backache		
Varicose veins		
Haemorrhoids		

Frequent visits to the toilet		
Increasing size		
Fatigue		
Balance		
Comfort		
Further potential hazards (List all)		
Further risk control methods (List all)		

**Actions**

- No further action required
- Change of campus require
- Change of course activities required
- Completion of a Personal Emergency Evacuation Plan (Mandatory)

	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>	<b>Review Date</b>
Assessor				
Student				
Head of Department				