

St George's, University of London **Student Pregnancy, Maternity, and Paternity Policy & Guidance**

Overview

St George's University of London (St George's) believes that becoming a parent or caring for a child should not, in itself, prevent any student from succeeding in their studies. St George's is committed to being as flexible as possible to ensure that no student is disadvantaged due to pregnancy, paternity, parental responsibility, or maternity, whilst ensuring academic standards are not compromised. As a result of the Equality Act 2010, the legislation on pregnancy and maternity now includes students. Therefore we will ensure that pregnancy and maternity are not in themselves a barrier to starting or continuing on programmes of study awarded by SGUL.

This policy will be aligned to Staff pregnancy and maternity and Partner's leave related to Maternity Policy and is part of SGUL's Single Equality Scheme.

This policy has been developed with the student union, the Student Parents Association, HR, the Safety, Health and Environment Office, Registry and the Equality and Diversity Committee and approved by Student Support and Welfare Committee and Senate.

This policy will be included on the Equality & Diversity web pages and be linked to from Student Parent Association and Advice sections of the Student Union website.

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Scope of the Policy

The policy covers any student who accepts an offer of a place on a St George's, University of London programme, registered students who become pregnant during their studies and registered students whose partners are pregnant. It also covers any registered student becoming a parent (e.g. through adoption, surrogacy).

Policy Statement

This policy sets out the procedure for ensuring students are supported through pregnancy and maternity. Measures introduced in The Equality Act 2010 apply to students in Higher Education meaning that the St George's has an obligation to provide appropriate support to pregnant students.

The health and safety of a pregnant student is of paramount importance at all times, and all students covered by this policy should be treated in a sensitive, non-judgemental and confidential manner. Only members of staff who need to be informed for valid reasons will be notified of a student's circumstances and this should be done only with the student's prior consent. A risk assessment of all pregnant students is required as a health and safety measure and so staff involved in the risk assessment will need to know, and consequently any academic staff required to facilitate any following adjustments will also need to be informed, with the student's consent.

Further sources of help and advice can be found on the University's Student Parents' web pages.

<http://www.sgsu.org.uk/advice/other-services/>

Responsibilities of students and staff

The details outlined below are broadly the provisions of the Equality Act 2010 legislation – these apply to any undergraduate (UG), postgraduate taught (PGT) and postgraduate research (PGR) students accepting a place on and registered on St. George’s University of London programmes.

Notifying St George’s

Students are encouraged to notify St George’s as soon as possible about their pregnancy through their Programme Year Lead, Course Director or equivalent (for example in the case of postgraduate researchers, a supervisor) and their Programme Administrator. Students entitled to Partners’ Leave should do likewise. It is intended that the Programme Year Lead/Course Director drives the process of ensuring this policy is complied with and that the Programme Administrator oversees administrative tasks entailed in managing the process through pregnancy and maternity.¹ Students who are also staff at St George’s will need to ensure they refer to the Staff Pregnancy and Maternity policy as well as this one, and should contact Human Resources for more information.

If a student is uneasy about talking to a member of staff in their department they are advised to seek support and advice from the Student Centre or from the Vice -President Education & Welfare in the Students’ Union. Following this, the ‘Risk Assessment’ (Appendix A) and ‘Pregnancy and Maternity Support Plan’ (Appendix B) should be completed jointly between the student, Programme Year Lead/Course Director and Programme Administrator (see below).

Termination of Pregnancy

If a decision is made to terminate the pregnancy there is no need for any staff and students to be made aware of this. However, if a student is absent from classes they are advised to inform their Programme Administrator that they will be away for ‘medical reasons’. Support for students who choose not to continue with their pregnancy is available from Occupational Health and the Counselling Service as well as from external specialist services. Details are listed below (page 7) and are also available via the Student Centre, SU website and the St George’s portal.

¹ Postgraduate Students and students of the Joint Faculty should consult the below table for their specific point of contact.

Postgraduate Taught Students	Postgraduate Taught Programme Coordinator (Lesley Hulmes)
Postgraduate Research Students	Postgraduate Research Degrees Co-ordinator (Derilyn Frusher).
Healthcare Practice Foundation degree	Course Director Lucie Llewellyn
BSc Healthcare Practice	Student Support and Engagement Lead: Claire Chinnock, Course Director: Jo Gregory
MSc Healthcare Practice	Student Support and Engagement Lead: Emma Menzies-Gow Course Director: Gillian Pedley)
Faculty Lead for School of Paramedic Science courses	Pete Woodford
Faculty Lead for MSc Rehab/ Applied Exercise for Health	Anne-Marie Hassenkamp
Faculty Lead for M.ClinRes	Cheryl Whiting
Faculty Lead for MSc Physiotherapy	Chris Manning
Administrative staff	Karen Foster, Emily Thornton

Risk Assessment (Appendix A) – At St George’s and on placement with Trusts

Health and Safety measures may need to be put in place in order to protect the student and her unborn child. This will be particularly relevant in certain departments, for example where a student might be exposed to harmful chemicals or radiation, or be expected to lift heavy objects or undertake other strenuous activity.

Once a student has informed her department of her pregnancy, the Programme Year Lead/Course Director should ensure that the risk assessment process is followed whether by the Programme Administrator or other member of staff and **within 10 days of notification**. This will identify any risks that may be present which could harm the student or her baby, and detail any steps that need to be put in place to alleviate or minimise these risks during the student’s pregnancy.

The student must be risk assessed for her study on site at St George’s and separately for any placement she may undertake with an NHS Trust. Trusts have a responsibility to do their own risk assessments and therefore the Programme Administrator must inform the Trust of the student’s pregnancy and the duty to risk assess that student whilst on placement. Students may only be sent to placements where Trusts with adequate risk assessment procedures in place that align with our own. To this end the enclosed risk assessment may also be used by Trusts (see risk assessment below, Appendix A).

Staff in the Safety, Health and Environment (SHE) office are experienced in completing such risk assessments and are on hand to offer guidance (see page 7). The risk assessment should be signed by the student and staff completing it. The Programme Administrator will inform clinical placements of the pregnancy, with the student’s permission. The student can be referred to Occupational Health Services if additional advice is required.

Study Arrangements & Planning (Appendix B)

With the student’s permission, the Programme Year Lead/Course Director or an appropriate academic from the student’s programme should meet with the student to discuss how the pregnancy is likely to impact on her study and complete a Pregnancy & Maternity Study Plan (Appendix B). There may need to be an interruption of studies (IOS), depending on when the baby is due and consideration should be given to whether mitigating circumstances will need to be considered for exams. In such cases the Programme Year Lead/Course Director, following the prompts in the Pregnancy & Maternity Study Plan, should ensure these processes are completed by the Programme Administrator. Interruption of Study and Mitigating Circumstances forms are available from the portal.

Recording Maternity-related Absence on the Student Information System (SITS)

In accordance with the St George’s General Regulations, individual Programme Regulations require students on the majority of programmes to complete their programme of study within a maximum period of study (registration period), including any agreed Interruption(s) of Study. A maternity-related absence **will not** be counted towards the maximum period of study. However, in order for this to take effect, it must be recorded accurately on SITS as a maternity-related absence. **Therefore the Programme Year Lead or equivalent must specify the number of weeks (between 2 and 52) that have been agreed for maternity-related absence and re-calculate the students ‘completion of studies’ date using this information. Please be aware that where students have had previous interruptions, these will need to be factored into the calculation of the ‘completion of studies’ date.**

This information should be passed to the Student Records Team to ensure that SITS (studentsystems@sgul.ac.uk) are informed of the maternity-related absence:

- When conducting the Maternity and Study Plan.
- When reviewing the Maternity and Study Plan on the student’s return from any maternity-related absence.

Maintaining Contact during Maternity-related Absence

The student is welcome to meet or have contact with her Programme Year Lead/Course Director or chosen appropriate academic during her pregnancy to ensure that any special arrangements that have been put in place are working effectively and making any adjustments where necessary. Suggested meeting times are:

- At key stages of the pregnancy e.g. 12-16 weeks pregnant, 17-24 weeks pregnant, during maternity-related absence. These are optional, and may be of particular value to research students.
- A meeting on return to study with Programme Year Lead/Course Director to discuss the student's return.
- At key points of the academic year e.g. prior to examinations, placements or study abroad.
- If there has been any specific change e.g. a new module started, a different building used or different process involved.

Maternity Leave

Finances

- Students are entitled to take up to 52 weeks Statutory Maternity Leave. The leave will be unpaid unless they are entitled to Statutory Maternity Pay or are in receipt of an NHS bursary. St George's recommends that students meet with the Student Finance Adviser in the Student Centre to discuss what support is available to them. Statutory Maternity Leave can begin at any time from the start of the 11th week before the expected week of childbirth up to the day the childbirth occurs.
- Research Students who are funded by a research council are entitled to 26 weeks paid maternity leave and up to a further 26 weeks unpaid leave.

Students should seek advice from their funding body (for example Student Finance England) or from the Student Centre, or the Students' Union. Advice is available on the Student Union website:

<http://www.sgsu.org.uk/advice/other-services/>.

International students with financial sponsors must contact their sponsors and agree a plan of action (such as deferring study/ when to resume study etc) and must contact the Student Centre for advice, as this may impact on the conditions of their visa.

A Home (ie UK or EU) student may be eligible for Statutory Maternity Pay (SMP) or Maternity Allowance (MA). The rules surrounding eligibility for these are complicated and are based on a student's employment record. Students should refer to the [Direct Gov website](#) or seek advice from the Student Centre or the Students' Union. Please be aware that entitlements to financial support differ for EU students and International students, and further advice should be sought from International Student Support in Students Services or from in the Students' Union.

Period of leave

- **Compulsory Leave:** at a minimum a student is required to take two weeks in compulsory maternity-related absence following the birth of her child. This is in line with employment law. Whilst students are not workers, this does, however, reflect the high level of daily commitments St George's students are likely to face as trainee healthcare professionals whilst at St George's and on placement.
- **Non-compulsory leave:** After the compulsory two week leave following the birth, the remainder of maternity leave, as with shared parental leave and adoption leave, may be taken by the person who has primary care responsibility for the new born infant.
- If required leave is within term time, an **interruption of studies** should be arranged so that leave can be aligned with academic requirements of the programme and progress from leaving to have a baby to returning to study is arranged to suit the student and their continued learning and success.

Resuming Studies

Students should contact the Programme Year Lead/Course Director or Programme Administrator 10 working days prior to her return date so that support arrangements can be put in place.

Students whose partner is pregnant or adopting

Any student whose partner is pregnant will be entitled to request a leave of absence. This is likely to include time off for medical appointments prior to and after the birth, as well as a period of partner's leave of up to two weeks immediately following the birth of the child and within the first 56 days of the child's birth. The student is also entitled to seek a shared parental leave arrangement, which may in effect mean an Interruption of Studies for their partner, and should contact their Programme Year Lead/Course Director to discuss this.

For students receiving research funding, it may be possible for a period of partner's leave or shared parental leave to be allowed.

Adoption

Students who have been matched for adoption should inform their Programme Administrator as soon as possible. One member of a couple jointly adopting may take adoption leave, and the other member may take partner's leave, or the couple may choose to take shared parental leave if their child was placed for adoption on or after 5 April 2015. This applies regardless of whether one or both members of the couple are students.

Students taking Adoption Leave have the same entitlements as students taking Maternity Leave – see above.

Miscarriage, Still Births and Neonatal Death

If a student miscarries before 24 weeks of pregnancy she is likely to need time off study for tests and to recover. Consideration should be given to the impact of a miscarriage on a student's ability to meet deadlines and sit exams and any leave requested should be treated compassionately.

There will be no distinction between live births, still births (past the 24th week of pregnancy) or the death of a baby shortly after birth in the granting of leave.

Breastfeeding and Rest Facilities

The Equality Act 2010 explicitly protects students from less favourable treatment because of breastfeeding. Students should not be declined access to St George's facilities because they are breastfeeding or have a baby under 26 weeks old with them. Women who are breastfeeding may bring babies to St George's seminars, lectures or library so long as the child is accompanied at all times, and presence of children or activity associated with childcare does not breach the rules of the relevant learning environment e.g. noise, distraction from individual or group tasks for other students, and there is no risk to the health or safety of the child, or learners. In such cases permission should be gained in advance, for example, from lecturers or library staff.

Rest facilities for pregnant and breast-feeding students are currently provided on the 2nd floor of Hunter Wing in a quiet room within the counselling suite. The key can be obtained from the Student Union offices on the same floor.

Children on Campus

Consideration will be given to students who wish to bring a child to St George's seminars, lectures or library as long as the child is accompanied at all times, the child or activity associated with childcare does not breach the rules of the learning environment e.g. noise, distraction from individual or group tasks for other students, and there is no risk to the health or safety of the child. In such cases, children would be treated as visitors on campus and would need to comply with Health and Safety standards. Students should apply in advance for further information from the Safety Health and Environment office.

Regarding the Students Union:

Prior to the hours of 5pm Monday to Friday children are allowed on the second floor Hunter Wing and the Bar and the area covered by the premises license, as alcohol is not served. After 5pm Monday to Friday children are not allowed on second floor Hunter Wing and the area covered by the premises license, as the bar is open and selling alcohol. On the rare occasion that the bar will be serving alcohol outside of these working hours the SU will inform all students, especially Student Parent Association so that children will not be within the premises license area when alcohol is being served. The premises license area includes: The bar, the games room, the Alistair Hunter Room, and the Henry Gray Room.

Managing Requests & Arrangements

While 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 facilitate a pregnant student's continuation of study. These include:

- Allowing time out of study.
- Absence for medical appointments prior to and after the birth.
- Flexibility regarding assignment deadlines if the student's pregnancy make it difficult for them to be met.
- Additional support when sitting exams e.g. extra time for breaks, allowed to bring food and drink, being seated close to an exit.
- Allowing re-sit examinations to be counted as first attempts where the pregnancy or birth prevents the student from taking them at the usual time.
- Offering support to help the student continue their studies after any period of prolonged absence.
- Extended period of registration for students who have taken IOS for maternity reasons.

Students may seek support from any appropriate member of staff who is equipped to make arrangements with them: including but not exclusively their personal tutor, lead administrator for their programme. These staff will liaise with other staff who need to know about the pregnancy in order to facilitate adjustments and provide support.

Students

Confirms Pregnancy.

Informs Programme Year Lead/Course Director and confirms via email consent to share information where needed.

Completes risk assessment and maternity study plan with Programme Year Lead/Course Director or chosen academic, identifying the need for IOS and MC processes as necessary.

Maintains contact with Programme Year Lead/Course Director or chosen academic and, if desired, agrees 'Keeping in Touch' days during maternity-related absence

Contacts Programme Year Lead/Course Director 10 working days before returning to study

Updates risk assessment and study plan with Programme Year Lead/Course Director and resumes study

Staff

Once informed, Programme Year Lead/Course Director drives the process.

Programme Year Lead/Course Director ensures sufficient and suitable risk assessment and maternity study plan are completed.
Working with student, ensures maternity study plan is reviewed at key stages, taking into account the implications of risk assessment, identifying the need for IOS and MC processes as necessary and communicating this to Programme Administrator.

Programme Year Lead/Course Director ensures SITS are informed that student's absence must be recorded as a maternity related absence and not counted towards the maximum period of study.

Programme Administrator completes IOS and MC processes as necessary. If student will be on placement, Programme Administrator ensures that any placement provider is informed and has sufficient risk assessment procedure in place for that placement.

Programme Year Lead/Course Director maintains contact with student including 'Keeping in Touch' days during maternity-related absence, if requested by student.

Programme Year Lead/Course Director arranges to meet student on return from maternity-related absence and ensures that risk assessment and study plan are updated and makes arrangements to update regularly or as changes take place.

Provides data and feedback to Equality and Diversity Adviser to support policy review and enhancement.

Sources of Support and Information

A wide range of student support information is available on the [student portal](#) and in person via the Student Centre:

Department	Contact
Accommodation	accommodation@sgul.ac.uk / x
Student Parents Association	spa.sgul@gmail.com
St George's Student Union	vpeducation@su.sgul.ac.uk / x 0451
Student Finance Advice	studentfinance@sgul.ac.uk /
Counselling	counselling@sgul.ac.uk / x 3628
Occupational Health	x 1663
Mitigation	studentaffairs@sgul.ac.uk / x 5225
Exam Arrangements	exams@sgul.ac.uk / x 2912
Student Complaints	studentaffairs@sgul.ac.uk / x 5225
Programme Team	studentcentre@sgul.ac.uk / x 6334
International Student Support	visaadvice@sgul.ac.uk / 1981
Safety, Health and Environment (SHE) office	a.harris@sgul.ac.uk 5166
Equality & Diversity	rrowe@sgul.ac.uk /x 0605

External sources of information and support	
Brook	Free and confidential information for under 25's on all issues relating to pregnancy. Telephone 0808 802 1234. http://www.brook.org.uk/pregnancy
Crossways	The Crossway Pregnancy Crisis Centre is a free and confidential service, formed to help women facing an unplanned pregnancy, or dealing with an abortion or miscarriage. They have a team of trained listeners, available to provide you with confidential, unbiased support. Telephone 0208 892 8483 http://www.crosswaypregnancy.org.uk/
Sexual Health and Pregnancy Advice in South London	The Camberwell Sexual Health Centre provides a free, comprehensive and confidential sexual health service including pregnancy advice from Kings College Hospital. https://www.kch.nhs.uk/service/a-z/sexual-health (0)20 3299 5000 Other clinics are also available at Guys and St Thomas' NHS Foundation Trust. http://www.guysandstthomas.nhs.uk/our-services/sexual-health/clinics/clinics.aspx
GP Services	Your GP can provide pregnancy advice. http://www.nhs.uk/Service-Search/GP/LocationSearch/4
NHS Pregnancy Care Planner	This care planner contains all you need to know to have a healthy and happy pregnancy and to make sure you get the care that is right for you. It has over 125 pages of NHS-accredited information, including videos and interactive planning tools. You will also find all the facts you need to choose the best maternity services in your area. http://www.nhs.uk/Planners/pregnancyareplanner/Pages/PregnancyHome.aspx

Tommy's Pregnancy helpline	Speak to a Tommy's midwife for free expert advice on healthy pregnancies on 0800 0147 800, or email them at info@tommys.org . http://www.tommys.org/pregnancyline?gclid=CK2kvLPTqasCFSIhtAodmG0n2w
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Agreed 2013
Revised November 2015



New and Expectant Mothers Hazard Checklist (SHEP 19)

This checklist is designed to be used with the general, COSHH, fieldwork and Manual handling risk assessment forms. It covers specific issues which are known to affect new and expectant mothers. If any issue is identified steps should be taken to either remove the person from the hazard or minimise their exposure as far as is reasonably practicable.

Being pregnant or a new mother (someone who has given birth in the last six months) does not prevent a person from working and developing her career. Many women work or study while they are pregnant and return to work or studies while they are breastfeeding. Pregnancy is covered both by the Equality Act 2010 and by certain health and safety legislation such as the Management of Health and Safety at Work regulations and the Manual Handling regulations.

It is important to note that pregnancy may cause individuals (both students and staff) to feel tired, suffer from morning sickness and / or nausea, backache, heartburn and a variety of other [symptoms](#) which can potentially interfere either with their work or studies.

Managers and / or tutors should handle any requests for time off or to rest during the day in a sensitive manner and if necessary make study materials available for students so that they can continue with their studies at their own pace. It may be necessary for students to interrupt their studies should their pregnancy occur during specific periods of the course.

Information on pregnancy is available from several sources such as [NHS Choices](#), and G.P's. Information on working while pregnant is available from the [Health and Safety Executive](#).

In some workplaces, there are risks that may affect the health and safety of new and expectant mothers and that of their child and employers are required to protect the health and safety of new and expectant mothers (HSE publication [INDG373](#)). Some courses may put new and expectant mothers at added risk due to the materials the students may be exposed too such as chemicals, human tissues, biological agents and equipment that could emit electromagnetic fields or high-frequency sound. These hazards will also apply to staff members working in laboratories.

Due to the diverse nature of the environment that staff and student's may be exposed to the form covers the following.

Working environment and conditions

Physical agents

Biological agents

Chemical agents

If the individual is not exposed to the hazard the section will not need to be completed. This form is not an exhaustive listing of the hazards that could affect a new or expectant mother, her foetus or her baby.

Pregnancy Risk Assessment

Name of the person to whom this assessment applies

Category of individual

Staff Under-graduate Student Post-graduate Student

Office or Laboratory where the assessed individual works / studies

Work or course that the pregnant individual is engaged in

Work or course that the new mother is engaged in

Has the student informed their line manager that they are pregnant?

Yes No

For the assessment to be effective it is recommended that the staff member does so.

Has the student informed their course director and registry that they are pregnant?

Yes No

For the assessment to be effective it is recommended that the staff member does so.

Working environments and conditions at the St George's

1 Is your working environment adequate? Yes No

2. Do you have to adopt awkward postures to get to your desk / bench?

Yes No

3. Is the temperature of your work area comfortable? Yes No

4. Do you have access to a rest room (not toilet)? Yes No

5a. Do your current hours leave you feeling fatigued? Yes No

5b. Are you able to change you working hours to reduce your fatigue levels?

Yes No

6a. Do you feel unable to cope with the normal demands of your role?

Yes No

6b. Have you communicated this to your line manager so changes can be discussed and made?

Yes No

6c. Have you communicated this to your Programme Year Lead/Course Director so changes can be discussed and made?

Yes No

7a. Are you able to use the keyboard / monitor without adopting an awkward posture?

Yes No

7b. Can changes be made to ease your use of the keyboard and / or monitor

Yes No

8a. Are you able to work in a more comfortable area? Yes No

8b. Are you able to study in a more comfortable area? Yes No

9. Will you need to work alone? Yes No

10a. Do any of your activities involve manual handling? Yes No

10b. Can you limit the manual handling undertaken? Yes No

11a. Do any of your activities involve field studies? Yes No

11b. Can these activities be delayed / changed? Yes No

12. Do you have adequate rest breaks? Yes No

13. Does your Lab Coat (PPE) fit? Yes No

Physical agents

Individuals can be exposed to the following and other agents during their work. It is important to note that the embryo or foetus may be susceptible to damage by these agents than an adult.

Exposure to these agents should be considered in the project or activity risk assessment.

- | | | | | | |
|-----|--|-----|----|--------------------------|--------------------------|
| P1. | Are you exposed to non-ionising radiation (UV, IR)? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P2. | Are you exposed to ionising radiation? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P3. | Are you exposed to electro-magnetic fields? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P4. | Are you subject shocks and vibrations? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P5. | Are you exposed to cryogenic liquids / Solid CO ₂ ? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P6. | Will you be working with sonicators ? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P7. | Will you be working in cold rooms +4c or lower? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P8. | Will you be working in hot rooms +37c? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| P9. | Will you need to access -70c freezers? | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |

Further information can be obtained from the Safety Health and Environment office X0637 or e-mail health@sgul.ac.uk

Biological agents

Individuals could become exposed to these agents via handling human blood or contaminated human tissues. Vaccination is available with some agents. Before being vaccinated pregnant women should consult a doctor to ensure that the vaccination will not compromise the health or development of the foetus.

Exposure to biological agents should already be considered in the project COSHH assessment.

- B1. Are you exposed to human blood? Yes No
- B2. Could you be exposed to **Rubella (German Measles)**? Yes No
- B3. Could you be exposed to **Cytomegalovirus (CMV)**? Yes No
- B4. Could you be exposed to **EBV**? Yes No
- B5. Could you be exposed to **Chickenpox**? Yes No
- B6. Could you be exposed to **Mumps**? Yes No
- B7. Could you be exposed to **Measles**? Yes No
- B8. Could you be exposed to **Meningitis**? Yes No
- B9. Could you be exposed to **Parvovirus**? Yes No
- B10. Could you be exposed to **HIV**? Yes No
- B11. Could you be exposed to Cadaveric tissues? Yes No
- B12. Could you be exposed to fresh human tissues? Yes No

The above is not an exhaustive list of agents that could cause harm to an embryo or foetus. In addition to the agents listed above the exposure of the pregnant woman to zoonotic agents should be minimised or stopped.

Further information can be obtained from the Safety Health and Environment office X0637 or e-mail health@sgul.ac.uk

Chemical agents

Individuals could become exposed to these agents during the preparation of gels, staining tissues or other laboratory procedures.

Exposure to chemicals should be considered in the project COSHH assessment.

- C1. Are you exposed to Carbon Monoxide? Yes No
- C2. Could you be exposed to Biocides? Yes No
- C3. Could you be exposed to cytotoxic / cytostatic drugs? Yes No
- C4. Could you be exposed to Lead or Lead compounds? Yes No
- C5. Could you be exposed to Mercury? Yes No
- C6. Could you be exposed to Organic Mercury compounds? Yes No
- C7. Could you be exposed to toxic chemicals? Yes No
- C8. Could you be exposed to Chemicals that carry code H360, H361, H362?
(suspected of harming the unborn child or breast-fed children) Yes No
- C9. Could you be exposed to Chemicals that carry code H340, H341, H350, H351
(suspected cancer agents) Yes No

Information on [hazard](#) statements associated with chemicals can be accessed from the Sigma-Aldrich website.

Information on the [precautionary](#) statements associated with chemicals can be accessed from the Sigma-Aldrich website.

Information on [risk and safety](#) statements associated with chemicals can be from the Sigma-Aldrich.

The above is not an exhaustive list of agents that could cause harm to an embryo or foetus

Further information can be obtained from the Safety Health and Environment office X0637 or e-mail health@sgul.ac.uk

Other Hazards

If hazards have been identified following this assessment they should be listed below.

Risk Control

Following this assessment, what measures have been put place to minimise the level of exposure to the hazards they have been identified. Please describe them below.

Will the risks to the new or expectant mother be adequately controlled Yes No

Please state your reason

If the risks are not adequately controlled you may need to consider excluding the individual from the work or field of study. The Safety Health and Environment office will be able to give advice on potential risks.

Communication and Implementation of the Risk Assessment

Communication of the Pregnancy Risk Assessment

Date of completion of the Risk Assessment

Name of Assessor

Signature of the Assessor

Name of Line Manager or Tutor if different from the assessor

Date the risk assessment was discussed with the new or expectant mother

Signature of new or expectant mother

I have discussed this pregnancy risk assessment with my tutor and agree to follow the procedures and study plan that has been proposed. I will bring to the attention of my tutor any problems that I am having while at work or studying.

Student Maternity Study Plan – Appendix B

Contact details	
1	Student's details
	Name
	Address
	Telephone
	Email address
	Student number
2	Emergency contact's details
	Relationship to student
	Telephone
3	Course details
	Course title
	Personal Tutor
	Programme Administrator
	Year of course
4	Details of the student's first point of contact within the University
	Name
	Title
	Location
	Telephone
	Email
Key dates (to be reviewed and added to over the course of pregnancy and maternity)	
5	What is the student's due date?
6	How many weeks pregnant was the student when she notified St George's of pregnancy? (record date of receipt of information, method, e.g. email or telephone)

Communication with the student

7	What is the student's preferred method of communication:	
	Email	
	Telephone	

Informing other staff and students

8	Who else should be informed about the student's pregnancy and when would the student like them to be informed?	
	Name and title	Date
	Course Director (must be informed)	
	Personal Tutor (recommended)	

Health and safety assessment (attach copy to this form)

9	Has an assessment been conducted that covers:	
	the student's course?	
	where relevant, study abroad?	
	examinations or other assessments?	
	field trips?	
	return from maternity-related absence?	
	breastfeeding?	
10	When was the Programme Year Lead/Course Director notified so they can ensure actions/changes are taken to alleviate or minimise risks?	

Pregnancy-related absence

11	Will the dates or times of antenatal appointments affect the student's study?	
12	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	
13	If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	

Assessments		
14	Is the student unable to complete any assessments due to her pregnancy or maternity?	
15	If so, provide details:	
16	What alternative arrangements have been made for any outstanding or incomplete assessments?	
Maternity-related absence (see also Interruption of Study box below)		
17	How much maternity-related absence does the student intend to take?	
18	When does the student intend to start maternity-related absence?	
19	When does the student intend to return from maternity-related absence? <i>The student may wish to revisit this plan and confirm her plans immediately before taking leave.</i>	
20	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
21	If so, what arrangements have been made to enable the student to complete the module?	
22	What information will the student require during maternity-related absence to keep up to date on course developments?	
23	Who will be responsible for providing the information about the course to the student?	
24	Is the student aware that she needs to contact the St George's no less than 10 working days before the agreed date of return to confirm, where feasible?	
25	Does the student know who to contact before returning to study?	
Financial support		
26	Has the student spoken to the Student Centre, or any other provider of funding, about possible financial implications? (e.g. student loan, bursary)	

27	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
28	Specify any follow-up required:	
Breastfeeding		
29	Does the student intend to breastfeed? If so, see health and safety risk assessment enclosed.	
Childcare		
30	Has the student been referred discussed childcare considerations with the Student Parent Association (SPA)? SPA are happy to answer questions parents may have about their options. Your local authority will also provide a list of registered childcare providers.	
31	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
International students/those on placement abroad		
32	Have international students or students on placement abroad been informed about:	
	possible airline restrictions?	
	the need to check visa implications of returning home or extending their stay due to pregnancy and maternity? (for visa advice via the Student Centre, see contact details table, pg 7)	
Students on placement		
33	Has the Programme Administrator notified the placement provider of the student's pregnancy?	
34	Has the Programme Administrator informed the placement provider of the University's policy on supporting students during pregnancy and maternity?	
35	Will the student be able to complete her placement?	
36	If not, what alternative arrangements will be made?	
37	Is the Programme Administrator or equivalent liaising with the placement provider?	
Mitigating circumstances		

38	Have students been informed about University's mitigating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments?	
Interruption of Study		
39	<p>In the case of student requiring maternity-related absence within term-time, exceeding one month, has an interruption of study form been completed?</p> <p>If so the student's absence must be recorded as a maternity-related absence in order to offset it against the maximum period of registration allowed within the General Regulations. Have you emailed sits@sgul.ac.uk to inform them of the maternity-related absence?</p>	
Accommodation		
40	If the student is in St George's Halls of Residence have they received advice on alternative accommodation and or terminating existing accommodation contracts via the Student Centre?	
Return to study		
41	<p>What support will be provided to the student on their return to study? (eg meetings with key staff, put in contact with other student parents, etc)</p> <p>Has the study plan and the risk assessment been updated?</p>	
Further information		
42	Any other information or comments	
Signatures (this confirms that the student has given permission for information to be shared with other St George's contacts as per section 8)		
Plan to be reviewed on		
Agreed by Programme Administrator		
Name		
Title		
Signature		
Date		
Review dates and signatures		

Agreed by student	
Name	
Signature	
Date	
Review dates and signatures	
Agreed by Programme Year Lead/Course Director or equivalent	
Name	
Title	
Signature	
Date	
Review dates and signatures	

RR/January 2016