

Appendix 4: Risk Assessment Guidelines

The Risk Assessment should be completed by the School's designated Health and Safety Officer or the Director of Studies or their nominee. The standard Risk Assessment form should be utilised www.kent.ac.uk/safety/hs/pages/Riskassessment/risk-assessment.html. Advice and guidance can be sought from Student Support and Wellbeing if required.

The safety of both the pregnant student and the unborn child should be taken into consideration when completing the risk assessment.

The student's GP should also be consulted where appropriate and their advice and guidance should be taken into consideration when completing the Risk Assessment.

When completing the Risk Assessment the staff member should take the following points into consideration (please note that these points are provided as guidance only and this is not a finite list of potential risks and situations).

Potential high risk academic situations:

- Field trips
- Laboratory-based work
- Equipment which poses a danger to the health of a pregnant woman or unborn child (e.g. equipment producing radiation)
- High levels of physical activity

Possible academic risks:

Physical agents

- Movements and postures
- Manual handling
- Shocks and vibrations
- Noise
- Radiation (ionising and non-ionising)
- Compressed air and diving

Biological agents

- Infectious diseases

Chemical agents

- Toxic chemicals
- Mercury
- Antimitotic (cytotoxic) drugs
- Pesticides
- Carbon monoxide
- Lead

Working conditions

- Facilities (including rest rooms)

- Mental and physical fatigue, working hours
- Stress (including post-natal depression)
- Passive smoking
- Temperature
- Working with visual display units (VDUs)
- Working alone
- Working at height
- Travelling
- Violence
- Personal protective equipment
- Nutrition

Further guidance can be found in the European Commission's guidelines:
www.osha.europa.eu/en/legislation/directives/10

If it is not practicable to alter the study conditions to respond to the risk(s) highlighted by this assessment, or if such an alteration would not avoid any identified risk(s), the student may need to take time out from their study to ensure they avoid them – although a concerted effort should be made by the School to manage the health and safety risks and find alternative ways of allowing a student to continue their course in any situation where a temporary withdrawal is not in line with their wishes.

The risk assessment should be signed and agreed, and copies held by the School (signed by the Director of Studies), the student and the student's GP.