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# LSBU

## London South Bank University

### STUDENT PREGNANCY, MATERNITY, PATERNITY, AND ADOPTION POLICY

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**This Procedure is available in accessible formats on request. Please contact:**  
[studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk)

# Student pregnancy, maternity, paternity, and adoption policy

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# Student Pregnancy, Maternity, Paternity and Adoption Policy

## 1. Introduction – the principles behind the policy

- 1.1. This document sets out the University's approach to supporting students and prospective students who are pregnant or have very young children, students whose partner becomes pregnant and students who become parents for example through adoption or surrogacy and is a resource for staff who may have a role in providing information or advising students who seek guidance and support on these issues.
- 1.2. The University believes that becoming pregnant, becoming a parent or having caring responsibilities should not be a barrier in itself to any student successfully completing their studies. The University is committed to a flexible, sympathetic, non-judgemental approach that in line with the Equality Act 2010 avoids treating students less favourably on the grounds of pregnancy or maternity and enables students to make informed choices.
- 1.3. The University is committed to supporting its students to succeed in their studies and seeks to ensure those who are pregnant or caring for a very young child are not disadvantaged. It may be necessary to make particular arrangements for individual students: in making arrangements the University will need to ensure that academic standards are maintained, consideration is given to any external body requirements and that proper consideration is given to any potential health and safety issues.

## 2. Scope – who is covered by this policy?

- 2.1. This policy applies to the following:
  - a) any student enrolled and registered with the University, including apprentices<sup>1</sup> and students on programmes delivered in partnership with other providers, unless otherwise stated in the course specification, who is or becomes pregnant during study;
  - b) any student who has given birth within the last 26 weeks;
  - c) any student who loses a pregnancy;
  - d) any student who ends a pregnancy;
  - e) any student whose partner (including same-sex partners) is pregnant, where the student will assume caring responsibility for the child;
  - f) any student who becomes a parent through the process of adoption or surrogacy;
  - g) prospective students who become pregnant before the start of their course, or those who will be new parents close to the start of their course.
- 2.2. LSBU is an inclusive community and this guidance applies to everyone including lesbian, gay, bi and trans students and same-sex couples as well as heterosexual individuals and couples.

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<sup>1</sup> Apprentices need to follow the ESFA funding rules based on the year that they enrolled.

### **3. Who is responsible for this procedure?**

- 3.1. The Chief Operating Officer has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing its implementation to the staff identified in this policy.
- 3.2. This policy will be reviewed from time to time (and at least every two years) by the Health, Safety and Resilience team, Student Operations, Students Services and the University Solicitor to ensure that its provisions continue to meet our legal obligations and reflect best practice.

### **4. Support for students**

- 4.1. Support and advice regarding this policy is available from the Student Life Centre, LSBU Students' Union Advisory Service and/or Student Wellbeing team.
- 4.2. The University will make reasonable adjustments to this policy where needed to remove disability related barriers or disadvantage.
- 4.3. Further details of internal and external support services are set out at Appendix C.

### **5. Confidentiality**

- 5.1. Information regarding a student's pregnancy or parental status should be treated sensitively and should be passed on only with the student's written consent as part of the Student Support Plan (Appendix B). Information held by the School or support team must be held securely and confidentially. If you have concerns about a student's safety, please contact Student Wellbeing for a confidential discussion about concern and to identify the best course of action:  
[studentwellbeing@lsbu.ac.uk](mailto:studentwellbeing@lsbu.ac.uk).

### **6. Arrangements for pregnancy and maternity leave**

- 6.1. **Notifying the University:** You are encouraged to disclose a pregnancy in confidence and in writing to your Course Director or supervisor at an early stage so that your School/Institute can provide appropriate support (see Appendix B) and conduct a health and safety risk assessment (see Appendix A). If you do not inform your Course Director/supervisor of your pregnancy in this way, the University will be unable to provide you with appropriate support, which may expose you and your baby to hazards.
  - a) **Pre-registration students in the Institute of Health and Social Care:** If you are a pre-registration student in the Institute of Health and Social Care, you should inform your Trust/practice environment provider of your pregnancy in writing at the same time as notifying the University. Pre-registration students are expected to follow their practical skills training provider's and/or Trust/practice environment provider's maternity policy and procedures.
  - b) **Radiography students:** Radiography students must also inform the Radiation Protection Supervisor in writing who will comply with the

process detailed set out in the LSBU Local Rules for Radiation Protection. Action will be taken to restrict a dose to the baby of less than 1mSv for the remainder of your pregnancy.

- c) **Prospective students:** If you are a prospective student and become pregnant before the start of your course, please contact the LSBU Admissions Team to discuss options for study including adjustments or a deferred start.

**6.2. Risk assessment:** You have a right to study in an environment that is safe for you and your baby and your health and wellbeing while you are pregnant, within 6 months of giving birth (known as 'maternity') and while you are breastfeeding is therefore of paramount importance. To help the University assess possible hazards or risks to your health and wellbeing and that of your baby, you will need to complete a risk assessment form, together with your course director, and where relevant, the Head of Accommodation. If any risks are identified, measures will be put in place to manage those risks. The University's risk assessment process is set out in more detail under Appendix A.

**6.3. Support for study:** Your course director/supervisor will complete a support plan with you. This plan helps guide discussions, identify support and adjustments, and capture decisions that might be required. Support and adjustments may include:

- flexibility with assessments and exams (through extra support during exams or supported Extenuating Circumstances)
- flexibility to attend medical appointments
- support to catch up or return to study after a period of absence
- time out of study including interruption of study

We will be as flexible as possible and will prioritise your individual circumstances, but the level of flexibility may be restricted by, for example, the structure and content of your course or the requirements of professional bodies.

The Support Plan template is under Appendix B.

**6.4. Assessments and exams:** Consideration will need to be given by the course director/supervisor as to whether the student's pregnancy will affect their ability to meet coursework deadlines or sit examinations. If so, what measures can be taken to ensure the student meets the requirements of their Programme, for example, would alternative methods of assessment be appropriate? If a student is due to give birth near to or during assessment deadlines or the examination period, and wishes to complete their assessed work or sit their examinations, students should not normally be prevented from doing so unless there are concerns about the student's health. Depending on the type of arrangements being considered it may also be that the student needs to complete an application for Extenuating Circumstances.

In examinations, pregnant students may require rest breaks and may need to visit the toilet more frequently than those who are not pregnant. They may also require a more comfortable and supportive chair. Temporary arrangements for examinations can be identified by the course team, notifying the Exams and

Conferments team as soon as possible. If a student is concerned about sitting examinations, meeting assessed work deadlines, or if they have a pregnancy-related health condition that is exacerbated by stress, they should be advised to seek advice from their midwife or doctor. If the student's midwife or doctor advises against the student sitting an examination or trying to meet an assessed work deadline, an alternative method of assessment should be explored. Students can also access support from the Wellbeing team ([studentwellbeing@lsbu.ac.uk](mailto:studentwellbeing@lsbu.ac.uk)).

If a student is unable to undertake an alternative method of assessment, or if they experience significant pregnancy-related problems in the course of an examination or when undertaking assessed work, they should submit an extenuating circumstances claim.

- 6.5. Attending appointments:** It's important that you attend medical appointments during pregnancy or fertility treatment. Wherever possible you should try to schedule appointments outside of scheduled teaching or at the start or the end of a placement working day. If you enrol in antenatal classes, need to attend fostering/adoption appointments, or need to support a partner/the baby's other parent during medical appointments, you can expect reasonable time to attend and we will make every effort to be as flexible as possible to allow you to attend these appointments. When arranging antenatal and post-natal appointments you should consult your personal tutor or Course Director (for University time) and Practice supervisor/Placement Co-ordinator (for placement time) to agree arrangements for taking leave and catching up on work missed.
- 6.6. Pregnancy related absence:** You may need to take time off your study for reasons related to being pregnant. If this is the case, you should let your Course Director/supervisor know. You should be aware that if you are unable to meet the normal requirements of your programme of study for an extended period of time, it may be necessary for you to consider interruption. It is particularly important that you seek advice if you are a research student or an international student as interrupting may affect things such as the terms and conditions of your funding arrangements or your immigration status.
- 6.7. Maternity leave:** There is no requirement for you take time away from your studies due to maternity or pregnancy. You can start your maternity leave at any point during your pregnancy but as a minimum, you are strongly encouraged to take two weeks' leave immediately after giving birth. If you wish to take a short period of time away from your course, the School/Institute may be able to arrange for you to catch up on work missed before re-joining your course in the same academic year. Where this is not possible, the School/Institute may recommend an interruption of studies on your behalf in line with the Interruption and Withdrawal Procedure<sup>2</sup>. We may ask you to provide a fit note from your doctor if you are due to return to a practical element of your course or start a placement. While you may not have decided the timing and duration of your maternity leave when you complete your support plan, you are encouraged to consider this at an early stage and let your Course Director/supervisor know as

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<sup>2</sup> <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

soon as possible in order for any necessary arrangements to be put in place. If your intended return to study date changes whilst you are on leave, you should also notify your Course Director/supervisor

- a) **Pre-registration/pre-qualification students in the Institute of Health and Social Care:** If you are a pre-registration or a pre-qualification student, due to professional requirements, you must request maternity leave following consultation with your Course Director and Placement Co-ordinator either:
- at least 15 weeks before the beginning of the week when your baby is due; or
  - within seven days of being told by the adoption agency that you have been matched with a child.

6.8. **Interruption of studies:** If you are an enrolled student and wish to interrupt your studies to take a significant period of absence for maternity/adoption leave, you should consult and follow the Interruption and Withdrawal Procedure<sup>3</sup>, which allows all students to take a break from their studies for personal reasons.

6.9. **Changing study mode:** Depending on your programme of study, it may be possible to request a transfer from full-time to part-time study. You can discuss this with your Course Director/Supervisor initially. If the option is available on your programme of study, you should be aware that a transfer may affect your funding. The Student Advice team can offer further guidance (see Appendix C). If you are a visa sponsored student, it is not possible to transfer to part-time study. Please see below 'Visa sponsored students' section for more information.

6.10. **Finance, fees, and funding:** If you are an undergraduate student, you should note that funding will usually stop when an interruption of studies starts. If you receive funding from a sponsor, you should contact your sponsor for further advice. NHS Bursary students should contact the NHS Business Services Authority Student Grants Unit for information regarding any maternity award or childcare allowance element of the NHS Bursary. Advice on general financial matters and any entitlements can also be obtained from the Student Advice team (see Appendix C).

6.11. **Visa sponsored students:** If you are a visa sponsored student, it is very important that you seek advice from the Student Advice Team at the earliest opportunity. An adviser will provide a supportive service to set out possible options for you and your Course Director/supervisor.

UK Immigration Rules do not permit a student to extend their visa for reasons relating to pregnancy or maternity. The maximum period of approved authorised absence will be considered on an individual basis in line with Home Office regulations. If you find you need to interrupt your studies, the University will need to record this and to report it to the Home Office, which will result in your visa being curtailed (shortened). This does not mean you have breached your visa or are in trouble, but it will mean that you (and any dependants) will need to leave the UK before the date of your visa curtailment. It is important that you plan

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<sup>3</sup> <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

ahead when preparing to leave the UK, as some airlines will not allow you to fly towards the end of your pregnancy.

When you are ready to resume your studies, you will need to apply for a new student sponsorship visa to return to the UK. Please note, the Home Office has very strict rules about who is eligible to bring dependants to the UK. If you do have your baby in the UK, it will not automatically be deemed to be a British Citizen. The baby needs to have a parent with British citizenship or settled status in the UK in order to be born British. You should check with your embassy what you need to do to register the baby's birth and inform yourself if the baby requires a visa to remain in the UK.

Please contact the Student Advice team via <https://myaccount.lsbu.ac.uk> for guidance and support.

- 6.12. **Accommodation:** LSBU only offers single occupancy rooms and does not have accommodation that is suitable for families. Therefore, students are advised to consider their accommodation requirements in the early stages of pregnancy.

If you live in University accommodation during your pregnancy, you should seek advice from Accommodation Services as soon as possible to discuss the implications in terms of accommodation, and to conduct a risk assessment which might include a PEEP (Personal Emergency Evacuation Plan).

In the later stages of your pregnancy and once your baby has arrived, LSBU is unlikely to be able to provide you with the accommodation you need but can give you initial guidance on finding alternative private or local authority housing. Please note that if you are living in University accommodation and you decide to interrupt your studies, your Accommodation Agreement will automatically come to an end without penalty and you will be required to move out.

- 6.13. **Study abroad, work placements, practical training and field trips:** If you become pregnant before or during a period of study abroad or a work placement there may be circumstances where the University is limited in the support it can provide. Advice can be sought from your School/Institute. Where there is judged to be a risk to you or your unborn child, you may be strongly advised to interrupt your studies or, in certain cases, it may be possible for you to transfer to a variant of your course which does not require a period of study abroad. Consideration of field trips/study abroad/work placements should be informed by the advice of your midwife or doctor and any travel/visa requirements.

If you are pregnant whilst on placement, you will be required to follow the placement provider's regulations/policies (including pregnancy/maternity policy) in addition to the University's requirements.

- a) **Pre-registration students in the Institute of Health and Social Care:** If you are a pre-registration student in the Institute of Health and Social Care, risk assessments within your placement may mean that you do not remain in a practice environment and your Course Director, in

collaboration with your Placement Co-ordinator, will discuss an individual training plan with you where appropriate.

- b) **Radiography students:** Radiography students who declare themselves pregnant will not be expected to be on clinical placement in a designated contaminated area, or work with unsealed radioactive materials. Radiography students who are breastfeeding will not be expected to be on clinical placement in a designated contaminated area, or work with unsealed radioactive materials

Providers of practical training (on or off campus) may decide on a student's physical suitability for attending the training. If you are pregnant or have recently given birth and are due to attend a practical training, you will have to follow the training provider's policy in relation to attending the training. The provider may ask you to provide a fit note from your doctor before you can attend such training. If you are unable to attend the practical element of your course, please discuss your options with your Course Director/supervisor.

- 6.14. **Return to study:** The date when you intend to return to study should be discussed and agreed with your Course Director/supervisor prior to commencing the period of absence. However, this date may change during the course of the absence, and you should notify your Course Director/supervisor as soon as possible of any change so that the student support plan can be reviewed and a new return date agreed.

In all instances it is essential that the relevant considerations are given to personal circumstances, the structure and content of the programme, professional body requirements, Academic Regulations and Tier 4 Visa requirements (if applicable).

If you have interrupted your studies, you will be expected to re-enrol at the start of the next academic year following the interruption and come back to your studies at the beginning of the equivalent semester in which your interruption began. If you are not ready to come back to your studies by re-enrolling in the academic year following the interruption, you should contact Student Administration at [reenrol@lsbu.ac.uk](mailto:reenrol@lsbu.ac.uk). It is your responsibility to keep the University informed.

- a) **Pre-registration students in the Institute of Health and Social Care:** If you are a pre-registration student in the Institute of Health and Social Care, you must inform your Course Director of your intention to return to your programme at least 6 weeks prior to your expected return. Course Directors must then complete a Maternity Resumption of Studies Application Form.

- 6.15. **Breastfeeding facilities:** If you require breastfeeding / expressing facilities while on the University campus, please contact the Student Life Centre who can arrange access to private space ([studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk)).

If you require breastfeeding / expressing facilities while on placement, you should discuss this your Placement Co-ordinator.

**6.16. Extenuating circumstances:** If you face significant and unforeseen events in your personal life related to your pregnancy or maternity, which have a negative impact on an assessment, e.g. a sudden or unpredictable illness related to your pregnancy/maternity, or the loss or termination of a pregnancy, you should refer to LSBU Extenuating Circumstances Procedure. The LSBU Extenuating Circumstances Procedure<sup>4</sup> is intended to support students facing unexpected, significantly disruptive circumstances arising from matters beyond their control which affect their ability to study or take assessments.

Where you believe your assessed work has been, or may be, negatively affected by extenuating circumstances linked to your pregnancy or maternity, you can bring these to the attention of the relevant Award and Progression Examination Board by submitting a claim under the Extenuating Circumstances Procedure.

Where you believe your performance in practice on placement is being affected by your pregnancy or maternity, you should discuss this with your Course Director before the placement concludes.

If your circumstances are likely to persist for more than a few weeks and make it difficult for you to study effectively, it may be better for you to take a formal break from your studies under the Interruption and Withdrawal Procedure<sup>5</sup>.

## **7. Arrangements for adoption**

7.1. If you are planning to or if you have become a parent as a result of adoption, you are entitled to the same support and advice as other students who become parents during their studies, and the principles and processes outlined in this policy will apply.

7.2. It is acknowledged that the timeframe for adoption arrangements may not allow as much time for planning in comparison with a pregnant student, and where this is the case, both you and University staff should follow the principles and processes in this policy as far as you are able.

## **8. Arrangements for students whose partner is pregnant or adoption**

When arranging to attend your partner's antenatal and/or post-natal appointments, you should consult your personal tutor or supervisor in advance in order to agree arrangements for taking leave and catching up on work missed.

If your partner is pregnant or adopting a child, you may apply to take two weeks' parental leave, in consultation with your School/Institute and in accordance with the University's Visa Sponsored Students Academic Engagement Policy and Procedure where relevant. If you are a Student in the Institute of Health and Social Care, please refer to the Practice Learning Guidelines for your healthcare discipline.

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<sup>4</sup> <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

<sup>5</sup> <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

If you are considering taking a longer period of absence, for example shared parental leave, you should consult and follow the Interruption and Withdrawal Procedure<sup>6</sup>.

## 9. Use of data

9.1. The University may collect data on student maternity, parental leave and adoption, and use the data:

- a) internally for reporting, evaluation, learning and training; and
- b) externally for discussion with regulators in the higher education sector.

9.2. The data used by the University for the purposes set out in paragraphs 8.1a) and b) will be anonymised. Your personal data and sensitive personal/special categories of data (“**Personal Data**”) as defined by the Data Protection Act 2018 (the “**DPA**”) may be disclosed to the University’s members of staff and regulators only for those purposes. Personal Data will not be shared with any other third parties unless the University has your express consent, has a statutory obligation to do so, or is otherwise permitted to do so under the DPA.

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<sup>6</sup> <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

## Appendix A: Risk Assessment procedure and template

1. Once a pregnancy, or a student's status as a new parent, is disclosed to a Course Director, the Course Director shall arrange a risk assessment meeting.
2. Pregnancy risk assessment meetings may take place in person, over the phone or via other virtual means and the following attendees shall be present: the student (unless agreed in writing otherwise), the student's Course Director (or their nominee), and where the student is resident in halls, the Head of Student Accommodation or their nominee.
3. Where possible, pregnancy risk assessment meetings should be conducted at the following milestones:
  - a. an initial pregnancy risk assessment should be completed once the student informs the staff member that she is pregnant (3-6 months) or earlier if required;
  - b. a review should be completed during the third trimester (6-9 months) or earlier if required;
  - c. a further review should be undertaken prior to return to study;
  - d. a follow up review should be conducted 4 - 6 weeks following return to study;
  - e. if there is a significant change in the student's health, then a further review may be required.
4. The Course Director/Supervisor shall complete the Pregnancy and New Parent Risk Assessment (see next page) during the meeting, taking into account specific risks posed by the student's course of study. For many courses these risks will be low but courses that involve the following are more likely to present a greater risk:
  - a. physical activity, including lifting and carrying;
  - b. the use of chemicals or biological agents;
  - c. exposure to radiation;
  - d. working in hot/cold or pressurised environments;
  - e. working at height or in ways which require balance;
  - f. where exposure to infectious disease is a possibility, including laboratory work and healthcare provision;
  - g. working in a hospital theatre or other clinical locations where there is exposure to anaesthetic gases;
  - h. working in a hospital ward or other clinical locations where there is exposure to pathogens e.g. an infectious diseases ward.
5. Reasonable adjustments to mitigate risk should be decided upon by the Course Director/Head of Accommodation and implemented by the School/Institute/Accommodation to allow the student to continue their course safely. Consideration should also be given to whether any special arrangements need to be put in place with respect to placements, fieldwork or practical course elements.
6. The student may be recommended to consult their GP or other health advisor of their choice for advice on whether specific risks can be mitigated.
7. A copy of the completed Pregnancy and New Parent Risk Assessment should be sent to the Health, Safety and Resilience (HSR) team for review. Once the risk assessment form is returned by HSR to the Course Director, it should be saved securely (e.g. uploaded to Student Advisor Link in Salesforce) and a copy provided to the student by the Course Director/Supervisor to inform the student of the outcome of the risk assessment. For advice, information and guidance, contact [safety@lsbu.ac.uk](mailto:safety@lsbu.ac.uk).

## Pregnancy and New Parent Risk Assessment

Reference No:	Student Name:	Assessor Name:	Assessment Date:
001			

<b>Course:</b>	
<b>Year:</b>	
<b>Placement (if applicable):</b>	
<b>Expected date of delivery (or birth date):</b>	
<b>Expected date of return (if known):</b>	

For completion by Health, Safety and Resilience team:

<b>Date Received:</b>	
<b>Comments:</b>	
Further action required? (Yes/No)	
<b>Authorised by:</b>	

**Completion of this risk assessment is a two part process:**

### Part 1:

In order to conduct a suitable and sufficient assessment of the risk to pregnant student or new mother, the assessor should first work through the hazard identification checklist with the student to identify the risks to which they may be exposed.

### Part 2:

The relevant hazards should then be transferred to the risk assessment template, where risk ratings and control measures should be added using the examples as a guide. The matrix at the end of the template will assist in determining the Likelihood (L), Severity (S) and Overall Risk (R) for each hazard.

**Please note:** The hazards and control measures provided are an example. The assessor must determine which are relevant, adding further hazards and controls as necessary. Any specific concerns expressed by the student should also be included.

Further information and guidance can be obtained from the Health, Safety and Resilience team at [safety@lsbu.ac.uk](mailto:safety@lsbu.ac.uk) if required.

## Part 1 - Hazard Identification Checklist

<b>1. Manual Handling</b>			
Pregnant students should not be required to undertake heavy lifting, and manual handling should be limited.			
Does the student's work involve:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Reaching?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Can a mechanical aid be used?</li> <li>• Can the task be adapted or automated?</li> <li>• Can the length of time of time doing the task be reduced/or avoided altogether?</li> <li>• Can assistance with lifting loads be provided?</li> </ul>
Stretching?	<input type="checkbox"/>	<input type="checkbox"/>	
Repetitive twisting?	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/carrying?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Posture</b>			
Pregnant students should not be required to stand for long periods of time. There should be provision of suitable seating.			
Does the student's work involve:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Standing for long periods?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Can the student alternate between standing and sitting to perform the task?</li> <li>• Can the frequency of breaks be increased?</li> <li>• Can the length of time of time doing the task be reduced?</li> <li>• Can the student be rotated into other tasks and roles?</li> </ul>
Static postures?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Working Hours</b>			
Pregnant students should not be expected to work long or unreasonable hours.			
Does the student's work involve:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Long working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Can working hours be temporarily adjusted?</li> <li>• Can working patterns be temporarily adjusted?</li> <li>• Can the frequency of breaks be increased?</li> </ul>
Working at night?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Extremes in Temperature</b>			
Pregnant students should not be expected to work for prolonged periods in extreme temperatures.			
Does the student's work involve:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Extremely hot environments?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Can prolonged exposure to extremes of temperature be avoided?</li> <li>• Can additional warm clothing for cold temperatures be provided?</li> <li>• Can rest facilities, access to refreshments and (warm) meals be provided?</li> </ul>
Extremely cold environments?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>5. High Levels of Noise</b>			
Pregnant students should not be expected to work with an environment with a high level of noise.			
Is the student exposed to:	Yes	No	Possible Control Measures
Prolonged high levels of noise?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Can PPE be used?</li> <li>• Can quiet rest facilities be provided?</li> </ul> <u>Avoid and/or withdraw the student away from any process involving high levels of noise where possible.</u>
Noise exceeding 85dB (A)?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Shocks and Vibration</b>			
Pregnant students should not be expected to work with processes involving shocks or vibration.			
Is the student exposed to:	Yes	No	Possible Control Measures
Low frequency vibration?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A separate risk assessment <u>must</u> be undertaken for students at risk from assault.</li> <li>• <b>Unless</b> a local procedure document specifies guidance:</li> </ul> <u>Avoid and/or withdraw the student away from any process involving shocks or vibration.</u>
Whole body vibration?	<input type="checkbox"/>	<input type="checkbox"/>	
Single shocks or blows?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Chemical and Biological Agents</b>			
Pregnant students and breastfeeding parents should not be exposed to chemical or biological agents that have not been COSHH assessed.			
Does the student's work involve exposure to agents such as:	Yes	No	Possible Control Measures
Carbon Monoxide?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Refer to local guidance, COSHH Assessments and Safety Data Sheets.</li> <li>• Where possible, eliminate the hazard all together for the benefit of all.</li> <li>• Where this is not possible each substance is subject to risk assessment. The control measures will depend on the risk assessment recommendations.</li> <li>• Please note all agents (and possible routes of entry to the body) that the student may be exposed to in the course of their work.</li> <li>• Can the length of exposure be reduced?</li> <li>• Can mechanical processes and/or PPE be used to reduce exposure?</li> </ul> <u>If in doubt, avoid and/or withdraw the student away from exposure to chemical or biological agents.</u>
Lead (and it's derivatives)?	<input type="checkbox"/>	<input type="checkbox"/>	
Mercury (and it's derivatives)?	<input type="checkbox"/>	<input type="checkbox"/>	
Pesticides?	<input type="checkbox"/>	<input type="checkbox"/>	
Solvents?	<input type="checkbox"/>	<input type="checkbox"/>	
Micro-organisms?	<input type="checkbox"/>	<input type="checkbox"/>	
Bacteria and viruses?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>8. Radiation</b>			
Pregnant students and breastfeeding parents should not be expected to work with radioactive materials or processes involving radiation.			
Is the student exposed to:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Ionising Radiation?	<input type="checkbox"/>	<input type="checkbox"/>	<b>Unless</b> a local procedure document specifies guidance: <u>Avoid and/or withdraw the student away from any process involving radiation.</u>
Non-ionising Radiation?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Electromagnetism</b>			
Pregnant students should not be expected to work near any electromagnetic fields.			
Is the student exposed to:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Electromagnetic fields (EMF)?	<input type="checkbox"/>	<input type="checkbox"/>	<b>Unless</b> a local procedure document specifies guidance: <u>Avoid and/or withdraw the student away from any process involving electromagnetism.</u>
<b>10. Working at Height/Confined Spaces</b>			
Pregnant students should not be expected to work at height and/or in confined spaces in later stages of pregnancy.			
Does the student's work involve:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Working at height?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Avoid and/or withdraw the student away from any process involving working at heights and/or confined spaces in later stages of pregnancy i.e. 5 months onwards (or before if the employee feels unable).</u>
Working in confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. Lone Working</b>			
Pregnant students should not be expected to work for prolonged periods alone.			
Does the student's work involve:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Working alone?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Can working patterns be temporarily adjusted?</li> </ul>
Prolonged periods of isolation?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12. Travelling</b>			
Pregnant students should not be expected to spend a significant portion of their day travelling.			
Does the student's work involve:	<b>Yes</b>	<b>No</b>	<b>Possible Control Measures</b>
Significant travel?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Can working hours be temporarily adjusted?</li> <li>• Can working patterns be temporarily adjusted?</li> <li>• Can the frequency of breaks be increased?</li> </ul>
Driving for large portions of the day?	<input type="checkbox"/>	<input type="checkbox"/>	

**Part 2 – Risk Assessment**

Risk No	Hazard	Person(s) at Risk	Initial Risk Rating			Control Measures	Risk Rating		
			L	S	R		L	S	R
1									
2									
3									
4									
5									
6									
7									
8									

**Completion of Assessment and Confirmation of Actions**

**I confirm that the control measures (including risk ratings) are suitable, sufficient and have been implemented.**

Risk Assessor's Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Student's Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Likelihood of the risk being realised			Severity of risk if realised		
	Within the scope of the risk			To any persons who may be affected	
Very Unlikely	There is no real likelihood of harm occurring	1	Trivial	Hazard unlikely to result in any harm/damage to property	1
Unlikely	Possible chance of harm occurring.	2	Minor	Hazard may result in minor injury (less than 8 days off work) or damage to property	2
Fairly Likely	A good possibility of harm occurring	3	Moderate	Hazard may result in injury (more than 8 days off work) for one or more individuals or damage to property	3
Likely	A very realistic chance of harm occurring	4	Serious	Possible fatality and/or serious injury or damage to property	4
Very likely	Almost certainty of harm occurring	5	Catastrophic	Multiple fatalities and serious injuries or long term/permanent business loss	5

Scoring Matrix							Risk Ratings		Action priority
Likelihood	5	5	10	15	20	25	25	<b>Critical risk – prohibition/immediate action required</b> risk unacceptable and immediate action must be taken	1
	4	4	8	12	16	20	15-20	<b>High risk</b> – action to commence to reduce risk levels (for workplace assessment within <b>1 week-1 month</b> )	2
	3	3	6	9	12	15	10-12	<b>Medium risk</b> – consider additional control measures to reduce risk levels. Action within <b>1- 3 months</b>	3
	2	2	4	6	8	10	5-9	<b>Low risk</b> – minor actions may be required only when all <b>high and medium</b> completed. Action within <b>3-6 months</b>	4
	1	1	2	3	4	5	1-4	<b>Acceptable risk</b> – no further action required, statistical interest only but will require monitoring	5
		1	2	3	4	5			
Severity									

### Action Priorities

- (20-25) **Priority 1** ■ (Critical: Immediate): **STOP IMMEDIATELY** – Do not continue/undertake this activity as risk critical/unacceptable.
- (15-19) **Priority 2** ■ (High: 1 wk-1 month): Requires immediate attention to reduce risk rating down to an acceptable level.
- (10-14) **Priority 3** ■ (Medium: 1-3 months): Remedial action required to be actioned within specified time limit.
- (5-9) **Priority 4** ■ (Low: 3-6 months): Review existing and consider additional controls. Regular monitoring required
- (1-4) **Priority 5** ■ (Acceptable): Continue with the existing controls, operation requires continued monitoring.

## Appendix B: Student Support Plan: pregnancy, maternity, paternity and adoption

This form aims to guide discussions with students during pregnancy, maternity, paternity, and adoption. It should be completed and agreed in partnership with the student. It is not intended that the form should necessarily be completed at a first meeting as initially a student may not be able – and should not be expected – to respond to all of the issues raised. Not all of the questions will be relevant to a student’s particular circumstances – please complete the support plan as it applies to the student and their situation.

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant and prior to return to study). If the student’s circumstances change, the plan will need to be reviewed. It should not be shared without prior consent from the student. For advice and discussion on support for a student, please refer to your School senior management (for example Director of Operations or Associate Dean Education and Student Experience) or the Head of Wellbeing.

Contact details		
1	<b>Student’s details</b>	
	Name	
	Student ID Number	
	Telephone	
	Email address	
2	<b>Course details</b>	
	Course title	
	School	
	Course Director	
	Mode of study and year of study e.g. <i>part time, year 3</i>	
Risk assessment		
4	<b>Has a Risk Assessment been completed?</b> (see Appendix A of Student Pregnancy... Policy)	
Support: date student made aware of the following advice and support		
5	<a href="#">Student Advice</a> (student finance and fees, parental finance and benefits, general advice, international advice)	Date made aware of support
	<a href="#">Student Wellbeing</a> (wellbeing advice, emotional support, counselling, specialist referrals)	Date made aware of support
	<a href="#">South Bank Students’ Union</a> (impartial advice and support)	Date made aware of support
Accommodation		
6	Is the student in LSBU Accommodation?	
	<b>If yes</b> , has the student been advised to contact the Head of Accommodation for advice and support? ( <a href="mailto:accommodation@lsbu.ac.uk">accommodation@lsbu.ac.uk</a> )	

## Course/study support

The purpose of this section is to note what arrangements will be made to support the student on the course and to manage the student's maternity leave.

This section can be updated over time, depending on the needs of the student.

Managing Attendance	
6	Please outline the agreed arrangements to enable the student to 'catch up' on any missed lectures or seminars (because of medical, ante/postnatal, adoption appointments, short term health). You may want to consider re-scheduling tutorials or offering additional tutorials, providing lecture or seminar notes / video files. It may be that a student's attendance means that learning outcomes or requirements cannot be met – in this instance, options such as changing mode of study (if available) or interrupting study can be discussed.
Assessments and examinations	
7	Does the student foresee any challenges to completing assessed work as a result of their pregnancy?  If yes, are there adjustments that might support completion of assessed work (e.g. using late submission, alternative assessment, extenuating circumstances, change of mode of study if available) – outline them here  Will there be a need for any adjustments to examinations (e.g. toilet/rest breaks, extra time, alternative assessment, extenuating circumstances) – outline them here and ensure that the Exams and Conferments team are up to date with any requirements ahead of the exam period
Students on placement / study abroad / practice training	
8	Does the student have a placement/practice training/study abroad element as part of their course? - If yes, make a note here of arrangements to ensure the student is supported and the person responsible for liaising with the placement provider/training provider/host institution. - If the student is not able to complete the element, what alternative arrangements will be made (including interruption of an alternative is not possible)? Please ensure that the risk assessment relating to placement/practice training/study abroad has been completed (Appendix A of the Student Pregnancy... Policy)

Maternity/paternity/adoption leave		
9	Expected date of maternity leave commencing (students are advised to take a minimum of 2 weeks maternity leave)	
	Expected date of return	
	Has the student requested an interruption of studies?	
	Any arrangements for taking time out and staying in touch (what arrangements can be made to ensure the student is able to keep in touch with the course while on leave/during an interruption in order to prepare them for return)	
Return to study		
10	Date of return to study	
	What support will be provided to the student on their return to study (e.g. meetings with key staff, tutorial, providing details of support services (see Appendix C of the Student Pregnancy... Policy)	
Informing others		
11	Who will need to be informed about the student's pregnancy/maternity/paternity/adoption (with the student's consent) and when would the student like them to be informed? (Note section 4 and paragraph 9.3 of the Student Pregnancy... Policy for key guidance on confidentiality and information sharing).	
	Name/role	Date/stage to inform
		Who will inform?
Student agreement		
By signing this support plan, you consent to information being shared as outlined in the plan for the purpose of ensuring the right support is in place for you.		
For more information about how the University processes your data, including your rights as a data subject and how to contact our Data Protection Team please see our <a href="#">Student Privacy Notice</a>		
12	Student name and ID	Student signature
		Date

## Appendix C: Support information for students

### Internal support teams:

**Mental Health and Wellbeing team:** Contact our Wellbeing team through [MyAccount](#), or email [studentwellbeing@lsbu.ac.uk](mailto:studentwellbeing@lsbu.ac.uk)

**SilverCloud – online support anywhere, any time:** SilverCloud is an online self-help resource. It's free to use, just sign up with your lsbu.ac.uk email address: <https://lsbu.silvercloudhealth.com/signup/>

**Disability and Dyslexia Support (DDS):** Contact the DDS team through [MyAccount](#), or email [disability@lsbu.ac.uk](mailto:disability@lsbu.ac.uk).

**Student Advice:** Contact the Student Advice team through [MyAccount](#), or email [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk).

**South Bank SU:** The Union Advice service provides free, [confidential and impartial advice](#) and a place to talk during difficult times you may face as a student. You can contact the team via the website: <https://www.southbanksu.com/support/> or by visiting the SU reception in the Student Centre

### External services:

**Direct Gov-** The UK government's website provides information on health, care and benefits during pregnancy, benefits for parents, and information on childcare providers in your local area (at <https://www.gov.uk/browse/childcare-parenting/childcare>).

**Family Planning Association** - Aims to establish a society in which everyone can make informed choices about sex, relationships and reproduction. Its website contains impartial advice on pregnancy, abortion and adoption, and also contains a list of useful organisations. [www.fpa.org.uk](http://www.fpa.org.uk)  
Helpline: 0845 122 8690

**National Health Service** - Provides information relating to pregnancy, abortion, health in pregnancy and maternity, and services provided by the NHS. [www.nhs.uk](http://www.nhs.uk)

**National Union of Students** - Provides information and advice to students and students' unions about student finance, rights and welfare. Information for student parents is available on its website, along with research and publications about students with dependant children. [www.nus.org.uk](http://www.nus.org.uk)

**Adoption UK** - A national charity run by and for adopters, providing self-help information, advice, support and training on all aspects of adoption and adoptive parenting. [www.adoptionuk.org.uk](http://www.adoptionuk.org.uk)

**Antenatal Results and Choices** - The only national charity that provides non-directive support and information to expectant and bereaved parents throughout and after the antenatal screening and testing process. [www.arc-uk.org](http://www.arc-uk.org)

**British Pregnancy Advisory Service** - Supports reproductive choice and health by advocating and providing high-quality, affordable services to prevent or end unwanted pregnancies with contraception or by abortion. Also offers a range of other reproductive health services. [www.bpas.org](http://www.bpas.org)

**Family and Parenting Institute** - Provides support to parents in bringing up their children, and has a range of resources for parents. [www.familyandparenting.org](http://www.familyandparenting.org)

**The Miscarriage Association** - Offers support and information to anyone affected by the loss of a baby in pregnancy. [www.miscarriageassociation.org.uk](http://www.miscarriageassociation.org.uk)

**SANDS** - The still birth and neonatal death charity – provides support to anyone affected by the loss of a baby and conducts research into the causes of still and neonatal death. [www.uk-sands.org](http://www.uk-sands.org)

**Rape Crisis** - Rape Crisis England & Wales is a feminist organisation that exists to promote the needs and rights of women and girls who have experienced sexual violence, to improve services to them and to work towards the elimination of sexual violence. <https://rapecrisis.org>.

## **Appendix D: Making decisions – guidance for staff**

When a student decides to inform the University of pregnancy, they may not at that stage have made a decision on whether they are going to continue with the pregnancy. Therefore no assumptions should be made as to what the student's plans may be.

If the student seeks advice from their School or course team about their pregnancy, or on whether they should continue with the pregnancy, members of staff should refer the student to a qualified professional and must not attempt to advise the student themselves. Students should be referred to the University Wellbeing team, their GP or the Family Planning Association for advice and guidance around pregnancy and decisions the student may need to make.

When a student discloses their pregnancy the University does not need to ask for proof as it is unlikely that the student will have been provided with this sort of documentation from their healthcare professional. If the student has not been to see their GP at this stage they should be encouraged to do so. When taking into consideration the impact of the student's pregnancy on their programme attendance or attainment, the student can be asked to provide evidence of appointments and letters from their GP, midwife or health worker.

Not all students will want to or be able to continue with their pregnancy and some may lose a pregnancy or have to terminate a pregnancy. Consequently information concerning a student's pregnancy should be treated sensitively and should only be passed on with the student's consent and this will be agreed as part of the Student Support Plan.

The law does not prevent the University from directly approaching a student who they believe to be pregnant. However, this is not advised, unless the member of staff is confident that the student is pregnant and that there are genuine concerns about the student's studies or health and safety. Approaching a student without good reason could cause offence and the student may perceive that they are receiving unfair treatment. If you have concerns about a student's safety, please contact Student Wellbeing for a confidential discussion about concern and to identify the best course of action: [studentwellbeing@lsbu.ac.uk](mailto:studentwellbeing@lsbu.ac.uk).

If a student decides not to proceed with their pregnancy or loses their pregnancy, there is no need for staff or students to be made aware of this. However, if the student is going to be absent from class they are advised to inform their Course Director or supervisor that they will be away for medical reasons that need to be kept confidential. Support is available for students who decide not to continue with a pregnancy or miscarry from the Wellbeing team as well as from external specialist services, details of which are available in Appendix C. It may also be that the student needs to submit extenuating circumstances; the member of staff (for example course director, or wellbeing advisor) can provide a letter that supports ECs in this instance without the student needing to share details.