SITE survey. APP

SITE SURVEY REPORT

Pregnancy Workplace Risk Assessment

Prepared for	Ridgeway Print and Pack Ltd
Date	23 Sep 2026
Site	Ridgeway Print Works, Banbury
Prepared by	H. Mallory

FORM

Pregnancy Workplace Risk Assessment

1. Record details and scope

Project	Ridgeway Print Works, Banbury: new and expectant mother risk assessment (completed example)
Site or premises address	Ridgeway Print Works, Southam Road, Banbury
Client or organisation	Ridgeway Print and Pack Ltd
Record date	23 Sep 2026
Person completing the record	H. Mallory

> This records workplace controls, not a medical assessment. Record only necessary work restrictions and references, avoid clinical histories, and restrict access to personal information.

2. Work and consultation

Worker reference	Ref NEM-2026-04
Role, location and working pattern	Finishing operator, bindery hall. Days, 07:00 to 15:30, Monday to Friday
Date of written notification	18 Sep 2026
Consultation date	23 Sep 2026
Work-related concerns raised without unnecessary medical detail	Standing for long periods at the guillotine feed, lifting boxed stock to the pallet, and the solvent smell near the lamination line.
Relevant professional advice reference, held securely	Occupational health letter OH-0918, held on the personnel file

3. Workplace factors

Work factor 1: Physical demands

Factor	Physical demands
Task, exposure and potential harm	Lifting boxes of finished stock up to 15 kg from the conveyor onto pallets, around 40 lifts a shift.
Existing controls and further adjustments	Existing: manual handling training. Added: boxes stacked by the second operator, worker moves to light packing and quality checks.
Responsible person	Bindery supervisor

Work factor 2: Hours and fatigue

Factor	Hours and fatigue
Task, exposure and potential harm	Long periods standing at the guillotine feed with short breaks.
Existing controls and further adjustments	Sit-stand stool provided at the quality check bench. Extra 10 minute break mid morning and mid afternoon agreed.
Responsible person	Bindery supervisor

Work factor 3: Substances or infection

Factor	Substances or infection
Task, exposure and potential harm	Solvent-based adhesive used on the lamination line, about 6 m from the usual workstation.
Existing controls and further adjustments	COSHH assessment COSHH-RPP-021 reviewed. Workstation moved to the far end of the bindery away from the lamination line.
Responsible person	SHE adviser

4. Decision and review

Agreed changes to conditions or hours	Moved to light packing and quality checks at the far end of the bindery from 2026-09-24. No lifting over 5 kg. Extra rest breaks. Hours unchanged at the worker's request.
Uncontrolled risks and escalation to the employer	None identified at this review.
Next agreed review date	4 Nov 2026
Changes that bring the review forward	Any change in the worker's circumstances or advice, a new product run using different adhesive, or the worker raising a concern.
How findings were shared with the worker	Talked through in a private meeting on 2026-09-23 and a copy given to the worker. Supervisor told the changes only, not the reasons.

5. Actions and review

Are further actions required?	Yes

Further action 1: Set up the quality check bench with the sit-stand stool.

Action and evidence reference	Set up the quality check bench with the sit-stand stool.
Person responsible	Bindery supervisor
Target date	24 Sep 2026

Action status	Completed
Completion evidence	Bench set up and checked with the worker on 2026-09-24.

Further action 2: Confirm the adhesive supplier's latest safety data sheet is on file for COSHH-RPP-021.

Action and evidence reference	Confirm the adhesive supplier's latest safety data sheet is on file for COSHH-RPP-021.
Person responsible	SHE adviser
Target date	7 Oct 2026
Action status	In progress
Outstanding limitations and information to pass on	Review again on 2026-11-04 or sooner if anything changes.
Record status	Ready for review
Reviewed by	P. Kaur, HR manager
Date reviewed	25 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.