



HEALTH AND SAFETY POLICY AND RISK ASSESSMENT FOR EXPECTANT/NEW MOTHERS.

Hopscotch Kids Club has a responsibility to protect new or expectant mother under the Management of Health and Safety at Work Regulations.

The expectant mother must inform Hopscotch Kids Club in writing that she is pregnant so that a specific risk assessment can be undertaken for the employee concerned.

The Manager may ask for written medical evidence and the employee is required to then provide it.

Upon receipt of written confirmation of pregnancy from the employee and regardless of medical confirmation, the Manager, with support from the Deputy will undertake an immediate risk assessment and discuss the issue with the employee concerned.

- * Particular regard will be given to the Safe lifting procedures. The pregnant or nursing employee will be advised not to lift children, heavy loads, and loads above chest height or furniture.
- * Trip hazards which are part of the daily risk assessment will be removed by any staff member upon seeing them as it is a particular risk of working with small children that they may leave toys lying around at any time or any spills must be cleared up immediately and the area marked.
- * Particular regard will be given to using furniture appropriately and safely. E.g no standing on chairs for creating displays etc.
- * Adequate opportunity will be provided for the pregnant/nursing employee to be seated while working with children and be aware of the seat size for comfort. The employee concerned will not be required to sit or stand for lengthy periods of time and will be encouraged to adopt the most comfortable and safe posture while carrying out her duties.
- * Notice will be given to parents reminding them of the requirement to notify the Manager or Deputy of the presence of infectious disease within the family e.g. German measles and the Manager/Deputy has a duty of care to inform the pregnant /nursing employee if such information is received.
- * Particular regard will be given to the safe practice of dealing with children with behavioural issues, it is a requirement that the pregnant employee does not approach children displaying negative physical behaviour.
- * The risk assessments will be conducted at regular intervals by the manager with assistance from the Deputy and the employee concerned and updated as required.

Risk Assessment carried out 5th September 2017.

Manager - Signed:

Employee - Signed:

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: