



Special Consideration for Employees

March 2024

At Elsworth Pre-School we recognise that certain employees such as young persons, new and expectant mothers and those with a disability may require special consideration.

The pre-school follows the legal requirements set out in The Management of Health and Safety at Work Regulations 1992 and the Equality Act 2010. Our Health and Safety Policy has regard to any employees requiring special consideration at the commencement of employment and throughout. The following procedure is followed.

The Pre-School Manager or the Chair of Trustees (where the employee is the manager):

- Assesses any employee requiring special consideration in conjunction with the individual on induction to the pre-school or when their condition or disablement comes to light.
- Carries out any risk's assessments relating to the occupation of such workers.
- Agrees with the worker any necessary special measures such as training and supervision, arrangements, modifications, and medical surveillance.
- Carries out further assessments and reviews at least annually, or if and when any changes to the special circumstances or environment occur.

If an employee is disabled or becomes disabled, they are encouraged to inform pre-school about their condition so that the manager can consider what reasonable adjustments or support may be appropriate.

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and have no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

Adopted on:	7 th March 2024
Adopted by:	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	7 th March 2025