**Menopause Symptoms and Adjustment Checklist**

It may be helpful to use this checklist to help reflect on symptoms you are experiencing and/or to help structure a discussion with your line manager to discuss what workplace adjustments would help you to manage your symptoms more effectively.

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| **SYMPTOMS** | **ADJUSTMENTS WHICH MAY HELP** | **WHAT WILL WORK FOR ME?** |
| 1. **Changes to frequency, duration and heaviness of periods, bladder problems**
 | * Easy access to toilet facilities with supplies of sanitary products
* Availability of shower facilities
* More frequent breaks to go to the toilet
* Working from home if bleeding very heavy
* Access to period and absorbency products and change of clothes - e.g. lockers within easy reach
* Make it easy to request extra uniforms/PPE if needed
* Introduce comfort breaks during long meetings
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| 1. **Hot flushes and/or daytime sweats**
 | * Look at ways to cool the working environment: for example, provide a fan.

move a desk close to a window* Look at ways to cool the working environment: for example, adjust the air conditioning
* Easy access to cold drinking water and washrooms
* Adapt uniforms to improve comfort eg more natural fibres
* Limit the time spent on activities requiring the wearing of personal protective equipment (PPE) such as face masks
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| 1. **Palpitations**
 | * In the first instance, check with GP to ensure these are associated with the menopause
* Changes in diet, fitness, and stress reduction may help. Work through the advice on the well-being pages
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| 1. **Headaches**
 | * A quiet area to work
* Access to a rest room or quiet area
* Check DSE set up
* Easy access to cold drinking water
* Consider a temporary adjustment to someone’s work duties
* Allow regular breaks from screen and opportunities to take medication
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| 1. **Sleep disturbance/night sweats/ fatigue**
 | * Recognise someone may take more short-term absence if they’ve had a difficult night
* Consider a change to shift patterns or the ability to swap shifts on a temporary basis
* Carrying out risk assessments of activities and introduce appropriate control measures
* Flexible working arrangement, for example a later start and finish time
* Consider if the individual is coping with their work or if they feel stressed by working through the managers guide to workplace stress
* Be understanding to requests to work from home (if this is possible)
* Consider a temporary adjustment to work duties.
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| 1. **Joint and bone pain, muscular aches, clumsiness**
 | * Make any necessary temporary adjustments through review of risk assessments (including DSE and manual handling) and work schedules
* If work requires constant sitting or standing allow breaks to change position
* Enable physical movement during the working day; time to stand and walk around between work tasks or more breaks.
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| 1. **Psychological issues (for example loss of confidence, mood swings, anxiety, becoming withdrawn, irritability etc.)**
 | * Encourage discussions at 121s and/or referral to occupational health. Discuss possible adjustments to tasks and duties that are proving a challenge
* Employee assistance programme or counselling services if available
* Identify a supportive colleague, such as a wellbeing champion such as wellbeing peer support
* Identify a supportive colleague to talk to away from the office or work area, such as a wellbeing champion such as wellbeing peer support
* Allow time when needed, to have some quiet time or undertake relaxation or mindfulness activities
* Access to a quiet space to work or the opportunity to work from home.
* Agreed protected time to catch up with work.
* Discuss whether it would be helpful for the employee to visit their GP, if they haven’t already
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| 1. **Poor concentration and brain fog**
 | * Consider changes to deadlines or extra time allowed for work
* Encourage opportunity for extra breaks, including taking walks away from work space
* Agree ways to capture actions and to do lists to keep on task
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| 1. **New or worsening allergies, skin irritation, itchiness and dryness**
 | * Encourage a conversation with the GP if not had already
* Additional breaks if undertaking computer work
* Check DSE set up
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