**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 |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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. |  |
| 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. |  |
| 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 |  |
| 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 |  |
| 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 |  |