

Template Menopause Support Checklist for SMEs



Funded through the VCSE Health and Wellbeing Fund, part of a partnership programme between Department of Health & Social Care, NHS England and UK Health Security Agency.

We may refer to 'women' but we recognise this project and its outputs apply to transgender and non-binary people and we are inclusive of all people that might experience the (peri)menopause, with this project. This information is not intended to replace or supersede that of a clinical professional. It is always recommended you seek advice from a GP or medical professional for medical matters.



If you have colleagues experiencing (peri)menopausal symptoms, you may want to make sure that you are supporting their health and wellbeing in your workplace.

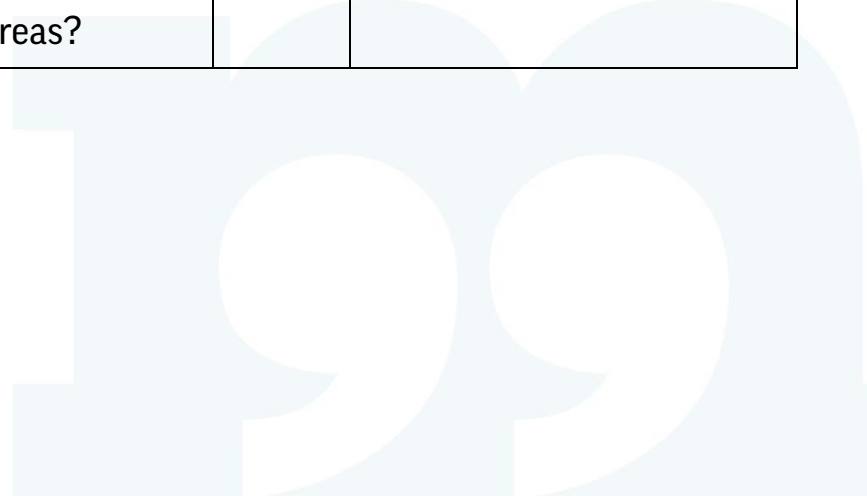
You can do so by working through this checklist. In completing this checklist with your colleagues, you are showing them that you are taking their health and wellbeing seriously and considering how you can best support them.

Your biggest risk is that colleagues do not feel supported in the workplace, and you risk losing experienced and qualified staff. Below is a template that you might find helpful.

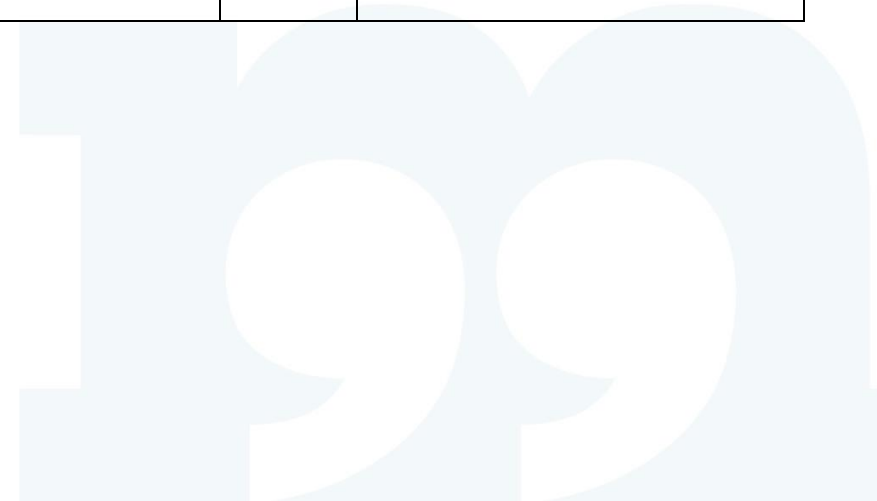


Risks	Hazards	Considerations	Yes/No	Comments/Actions
Unsupported staff leading to resignation or sickness leave	Ill-informed Managers	Do managers and colleagues have access to information on (peri)menopausal symptoms and how they can affect people experiencing them?		
	Medical appointments	Is there flexibility to support colleagues in attending medical appointments?		
	Stress	Are there appropriate mechanisms in place to deal with other related issues such as stress management? For example, counselling services		

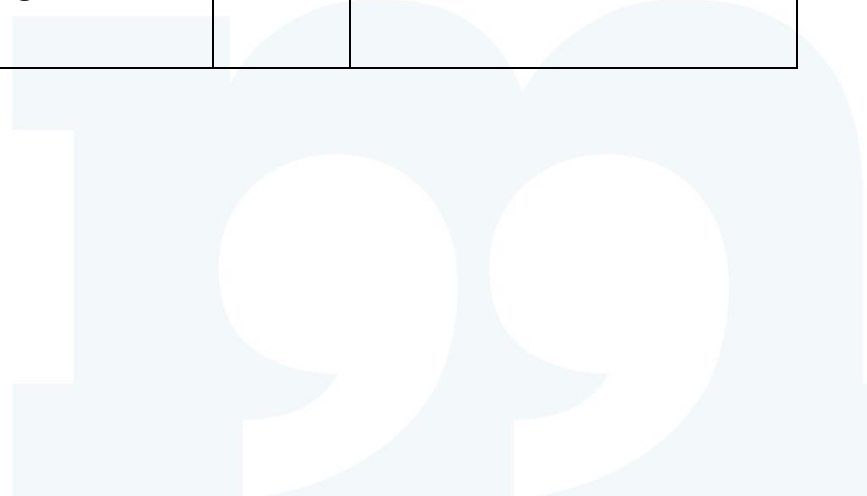
Risks	Hazards	Considerations	Yes/No	Comments/Actions
	Occupational Health Arrangements (where applicable and available)	Has a referral to Occupational Health been considered?		
	Reporting sickness	Have alternative reporting lines been put in place for those people who would prefer to discuss menopause issues with a female manager/menopause informed colleague?		
	Access to facilities	Are workstations easily accessible to toilets and breakout/rest areas?		



Risks	Hazards	Considerations	Yes/No	Comments/Actions
	Environmental factors	Are washing and changing facilities available?		
		Is there easy access to menstruation products?		
		Do rotas/shifts accommodate staff time for toilet breaks? And to access toilet and washing facilities?		
		Are temperature and ventilation adequate?		



Risks	Hazards	Considerations	Yes/No	Comments/Actions
	Environmental factors	Is additional ventilation equipment available? For example, a fan		
		Is the employee aware of what additional uniform can be provided and how to get this? (Where applicable)		
		Can uniform be changed, relaxed or adapted? Or can there be flexibility to change rules on the dressing for work policy to something more comfortable?		



Risks	Hazards	Considerations	Yes/No	Comments/Actions
	Environmental factors	Is the environment too noisy?		
		Have workstation risk assessments been reviewed to take menopause symptoms into account?		
		Do manual handling assessments need to be carried out/ reviewed?		
		Are there opportunities to switch to different duties, in consultation with relevant workers?		



Risks	Hazards	Considerations	Yes/No	Comments/Actions
		Is additional flexibility required in relation to working hours and breaks?		
		Can a flexible working pattern be discussed?		
		Where driving is required, what consideration has been given to changes due to fatigue and other symptoms?		
		Could remote working be considered?		
		Is additional time off for medical treatment, appointments or advice about the menopause required?		