

Menopause Policy

Version No: 1

Document Summary:

This policy applies to all employees who experience the menopause including Women, Trans Men, Non-Binary and Gender Non-Conforming individuals.

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Document type	Policy	Trust wide
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Approving body	People Performance Council	
Date approved	14/03/2024	
Date implemented	25/03/2024	
Review date	*3 years from approval date 31/03/2027	
Accountable Director	Director of Human Resources	
Policy Author	Wellbeing Lead	
Target audience	All staff	

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Document Control

[Author to complete all sections apart from Section 4 & 5]

Section 1 – Document Information	
Title	Menopause Policy
Directorate	Corporate
Brief Description of amendments	
<p>This document to supersede STHK1756. Amendments are Amended to People performance council page 1 Page 5 workplace support changed to workplace support or adjustment. Page 10 – NHS Employers reference added Please state if a document has been superseded.</p>	
Does the document follow the Trust agreed format?	Yes
Are all mandatory headings complete?	Yes
Does the document outline clearly the monitoring compliance and performance management?	Yes
Equality Analysis completed?	Yes
Data Protection Impact Analysis completed?	Yes

Section 2 – Consultation Information*	
*Please remember to consult with all services provided by the Trust, including Community & Primary Care	
Consultation Completed	<input checked="" type="checkbox"/> Trust wide <input type="checkbox"/> Local <input type="checkbox"/> Specific staff group
Consultation start date	11/11/2021
Consultation end date	25/11/2022

Section 3 – Version Control		
Version	Date Approved	Brief Summary of Changes
	21/11/2022	New Policy
	18/07/2023	Appendix 4 added following consultation with Southport & Ormskirk Occupational Health
	13/02/2024	Amended document summary page 1 Changed pronouns of policy throughout document Amended definition of menopause – page 5 Linked to reasonable adjustments policy – page 6 and 8 Added references NHS England page 8
1 PD	14/03/2024	Changed to People Performance Council page 1 Page 5 workplace support changed to workplace support or adjustment. Page 10 – NHS Employers reference added

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Section 4 – Approval – <i>To be completed by Document Control</i>			
Document approved		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with minor amendments	
Assurance provided by author & Chair		<input type="checkbox"/> Minutes of meeting <input checked="" type="checkbox"/> E-mail with Chair's approval	
Date approved	14/03/2024	Review date	31/03/2027

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Reason for withdrawal		<input type="checkbox"/> No longer required <input type="checkbox"/> Superseded	
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1. Scope

The content of this document applies to all employees including Women, Trans Men, Non-Binary and Gender Non-Conforming, that require additional support due to the symptoms of the menopause or who support staff with symptoms.

2. Introduction

The Trust is committed to providing an inclusive and supportive working environment for everyone who works within the organisation. With the right support, the symptoms of menopause can be more manageable and whilst not everyone will suffer with symptoms, supporting those who do will improve their experience at work.

Menopause should not be taboo or 'hidden'. The Trust wants everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment.

This policy is for members of staff and managers on providing the right support to manage menopausal symptoms at work.

3. Statement of Intent

The aim of this policy is to:

- Foster an environment in which colleagues can openly and comfortably instigate conversation or engage in discussion about menopause.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Trust policy and practices, supported by Human Resources and Health, Work & Wellbeing.
- Educate and inform managers about the potential symptoms of menopause, and how they can support staff at work.
- Ensure that employees experiencing menopausal symptoms feel confident to discuss it and ask for workplace support or adjustment so they can continue within their role.
- Reduce absenteeism due to menopausal symptoms.
- Assure staff that we are a responsible employer, committed to supporting their needs during menopause.

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4. Definitions

The following definitions are referenced from NHS England and link can be found in the references section.

Term	Definition
Early menopause	Menopause happening between the ages of 40 and up to 45.
Menopause	Menopause is when periods stop due to lower hormone levels. This usually happens between the ages of 45 and 55 but for some it can be earlier or later. Family history, surgery and medical conditions can affect the age menopause occurs. Menopause is reached when there has not been a period for 12 consecutive months.
Perimenopause	<p>The time leading up to menopause when ovulation cycles and periods can be irregular, continuing until 12 months after the final period.</p> <p>Perimenopause usually begins during the mid-40s, although it can start earlier and extends until 12 months after the final period.</p>
Post menopause	This is the time after menopause (12 consecutive months without a period). Symptoms of menopause may continue and may require ongoing support.
Premature menopause	When menopause occurs under the age of 40, it is termed premature menopause or premature ovarian insufficiency (POI).
Menopause transition	Refers to the stages: perimenopause, menopause, and post-menopause

5. Duties, Accountabilities and Responsibilities

5.1 Chief Executive

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

5.2 Line Managers

All Line managers should:

- Familiarise themselves with the Menopause Policy,
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally,

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- Use the guidance in Appendices 1 and 2, signposting and reviewing together, before agreeing with the individual how best they can be supported, and any workplace support required,
- Use the guidance in Appendix 4 – Checklist for managers to record agreed workplace support, and actions to be implemented,
- Ensure ongoing dialogue and review dates,
- Ensure that all agreed workplace support is adhered to.
- Be aware that If menopause symptoms have a long term and substantial impact on a woman’s ability to carry out normal day-to-day activities, these symptoms could be considered a disability. As such employees would be protected under the Equality Act 2010

Where workplace support arrangements are unsuccessful, or if symptoms are proving more problematic, the Line Manager may:

- Discuss a referral to Health Work and Wellbeing for further advice,
- Refer the employee to Health Work and Wellbeing,
- Review health Work and Well Being advice, and implement any recommendations, where reasonably practical.

5.3 Health Work & Wellbeing (HWWB)

The role of HWWB is to:

- Carry out a holistic assessment of individuals as to whether or not menopause may be contributing to symptoms/wellbeing, providing advice and guidance in line with up-to-date research,
- Signpost to appropriate sources of help and advice (refer to Appendix 2 for more information),
- Provide support and advice to HR and Line Managers in determining and agreeing workplace support arrangements if required.
- Monitor referrals due to menopause symptoms, and provide additional signposting, where required.
- Attend training sessions, and develop briefing sessions, for staff.
- Summarise all cases relating to menopausal symptoms in a quarterly activity report.

5.4 Human Resources

- Providing advice and assistance to staff and managers on the policy.
- Attend training sessions, in order that they can support both managers and employees.
- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.

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5.5 Trade Union Responsibilities

- Encourage members to seek help voluntarily and timely,
- Advise members of their rights, and responsibilities, under this policy.

5.6 Employee Responsibilities

- To adhere to the contents of this policy where reasonably practicable,
- To be aware of the signs and symptoms of the menopause (See Appendix 1).

6. Process

Any employee who raises concerns regarding menopausal symptoms affecting their work, or any manager who recognises this in an employee should offer a discussion as soon as possible. (see Appendix 2 – Managers Guidance for discussion).

Where it is reasonably practicable the manager will put in place workplace support arrangements to support the employee to continue with their employment (see Appendix 4 checklist). An action plan will be agreed considering other policies such as the flexible working, disability reasonable adjustments, and the stress and wellbeing policies.

7. Training

There are regular seminars /workshops that all managers and employees can attend. There are bimonthly Menopause Network Meetings that all staff can attend. Information regarding support is on the staff intranet. NHS England training “Menopause awareness” creating a menopause-friendly workplace for our people” is available for all staff via ESR.

8. Monitoring Compliance

8.1 Key Performance Indicators (KPIs) of the Policy

No	Key Performance Indicators (KPIs) Expected Outcomes
1.	All absence through menopause is recorded on ESR
2.	The Wellbeing hub keeps attendance report to the Menopause Network Meetings
3.	ESR record of Menopause awareness completion

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8.2 Performance Management of the Policy

Minimum Requirement to be Monitored	Lead(s)	Tool	Frequency	Reporting Arrangements	Lead(s) for acting on Recommendations
Wherever the above monitoring has been identified there must be: Action Plans With progress	Well Being Lead	Audit	Annual	Well Being Council	Well Being Lead
Risks will be considered for risks on the Risk Register	Line manager	Audit	Annual	Well Being Council	Well Being Lead

9. References/Bibliography/Relevant Legislation/National Guidelines

No	Reference
1.	NICE (2019). 'NICE guideline [NG23] Menopause: diagnosis and management' [Online] Available at: https://www.nice.org.uk/guidance/ng23
2.	RCN (2019). 'The Menopause and Work: Guidance for RCN Representatives' [Online] Available at: https://www.rcn.org.uk/professional-development/publications/pub-005467
3.	NHS (2019). Menopause. [Online] Available at: https://www.nhs.uk/conditions/menopause/
4.	www.menopausematters.co.uk
5.	https://henpicked.net/ - Lifestyle website for people over 40.
6.	'Menopause: the change for the better' (2018) Henpicked, Deborah Garlick Bloomsbury
7.	https://www.nhs.uk/conditions/menopause/symptoms/
8.	NHS England » Supporting our NHS people through menopause: guidance for line managers and colleagues
9.	Menopause in the workplace: Guidance for employers EHRC (equalityhumanrights.com)
10.	https://www.nhsemployers.org/articles/menopause-and-workplace

10. Related Trust Documents

No	Related Document
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1.	Attendance Management Policy 30.09.2021
2.	Stress and Well-being Policy 30.09.2021
3.	Flexible working policy and procedure 1.12.21
4.	Reasonable Adjustments Policy 26.7.22

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11. Equality Impact Assessment Screening Form

The EIA screening must be carried out on all policies, procedures, organisational changes, service changes, cost improvement programmes and transformation projects at the earliest stage in the planning process. Where the screening identifies that a full EIA needs to be completed, please use the full EIA template.

The completed EIA screening form must be attached to all procedural documents prior to their submission to the appropriate approving body. A separate copy of the assessment must be forwarded to the Head of Patient Inclusion and Experience for monitoring purposes via the following email, cheryl.farmer@sthk.nhs.uk. If the assessment is related to workforce a copy should be sent to the workforce Head of Equality, Diversity and Inclusion for workforce equality&diversity@sthk.nhs.uk.

If this screening assessment indicates that discrimination could potentially be introduced then seek advice from either the Head of Patient Inclusion and Experience or Head of Equality, Diversity (Workforce) and Inclusion. A full equality impact assessment must be considered on any cost improvement schemes, organisational changes or service changes that could have an impact on patients or staff.

Title of function	Menopause Policy V (2)
Brief description of function to be assessed	
Date of assessment	
Lead Executive Director	Director of Human Resources
Name of assessor	Karen Brayley
Job title of assessor	Wellbeing Lead

12. Equality, Diversity & Inclusion

Does the policy/proposal:

- 1) Have the potential to or will in practice, discriminate against equality groups
- 2) Promote equality of opportunity, or foster good relations between equality groups?
- 3 Where there is potential unlawful discrimination, is this justifiable?

	Negative Impact	Positive Impact	Justification/ evidence and data source
Age	No	Yes	The policy supports employees who are menopausal, who are generally in older age groups.
Disability	Yes - Unlawful	No	Menopause in the workplace: Guidance for employers

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	Negative Impact	Positive Impact	Justification/ evidence and data source
			EHRC (equalityhumanrights.com)
Gender reassignment	No	Yes	The policy support Trans Men and Non-Binary individuals who are menopausal.
Pregnancy or maternity	No	No	No impact on P&M
Race	No	No	No impact on race
Religion or belief	No	No	
Sex	No	Yes	The policy supports employees who are menopausal.
Sexual orientation	No	Yes	The policy supports bisexual women and lesbians who are menopausal.

13. Human Rights

Is the policy/proposal infringing on the Human Rights of individuals or groups?

	Negative Impact	Positive Impact	Justification/ evidence and data source
Right to life	No	No	No impact
Inhumane treatment	No	No	Ditto
Liberty/security	No	No	Ditto
Privacy/family life, home and correspondence	No	No	Ditto
Thought/conscience	No	Yes	The policy supports staff to network, engage and discuss menopause via a staff network and events.
Freedom of expression	No	Yes	Ditto
Right to a fair trial	No	No	No impact

14. Health Inequalities

Is the policy/proposal addressing health inequalities and are there potential or actual negative impact on health inequality groups, or positive impacts? Where there is potential unlawful impacts is this justifiable.

	Negative Impact	Positive Impact	Justification/ evidence and data source
Deprived Populations	No	No	

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Inclusive health groups	No	Yes	The policy support employees who are menopausal, which includes those from inclusive health groups
5 child priority clinical areas	No	No	The policy does not relate to these categories..
5 adult priority clinical areas	No	No	The policy does not relate to these categories

15. Sign off

Name of approving manager	
Job title of approving manager	
Date approved	

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16. Data Protection Impact Assessment Screening Tool

If you answer **YES** or **UNSURE** to any of the questions below a full Data Protection Impact Assessment will need to be completed in line with Trust policy.

	Yes	No	Unsure	Comments - Document initial comments on the issue and the privacy impacts or clarification why it is not an issue
Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private?		X		
Will the procedural document lead to the collection of new information about individuals?		X		
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		X		
Will the implementation of the procedural document require you to contact individuals in ways which they may find intrusive?		X		
Will the information about individuals be disclosed to organisations or people who have not previously had routine access to the information?		X		
Does the procedural document involve you using new technology which might be perceived as being intrusive? e.g. biometrics or facial recognition		X		
Will the procedural document result in you making decisions or taking action against individuals in ways which can have a significant impact on them?		X		
Will the implementation of the procedural document compel individuals to provide information about themselves?		X		

Sign off if no requirement to continue with Data Protection Impact Assessment:
Confirmation that the responses to the above questions are all NO and therefore there is no requirement to continue with the Data Protection Impact Assessment

Policy author 

Date 01/02/2024

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17. Appendix 1 – Common Menopausal Symptoms

About 8 in every 10 people will have additional symptoms for some time before and after their periods stop.

These can have a significant impact on daily life for some people. Common symptoms include but not limited to:

- hot flushes – short, sudden feelings of heat, usually in the face, neck, and chest, which can make your skin red and sweaty.
- night sweats – hot flushes that occur at night.
- difficulty sleeping – this may make you feel tired and irritable during the day.
- a reduced sex drive (libido)
- problems with memory and concentration
- vaginal dryness and pain, itching or discomfort during sex.
- headaches
- mood changes, such as low mood or anxiety
- palpitations – heartbeats that suddenly become more noticeable.
- joint stiffness, aches and pains
- reduced muscle mass.
- recurrent urinary tract infections (UTIs)

The menopause can also increase your risk of developing certain other problems, such as weak bones (osteoporosis).

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18. Appendix 2 – Managers Guidance for Colleague Discussions

It is recognised that every individual is different, and it is, therefore, not feasible to set out a structured set of specific guidelines.

All advice is given, and written, in accordance with the Faculty of Occupational Medicine (FOM) recommendations and best practice.

If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if they wish to speak about a family member, please ensure that you:

- Allow adequate time to have the conversation,
- Find an appropriate room to preserve confidentiality,
- Encourage them to speak openly and honestly,
- Suggest ways in which they can be supported (see symptoms below),
- Agree actions, and how to implement them,
- Agree if other members of the team should be informed, and by whom,
- Ensure that designated time is allowed for a follow up meeting. Do not rely on quick queries during chance encounters in the corridor or break room,
- This may be part of a wellbeing conversation.

18.1 Symptoms Support

Symptoms can manifest both physically and psychologically, support for people should be considered as detailed below (below list is not exhaustive).

18.2 Hot Flushes

- Request temperature control for their work area, moving near a window, or away from a heat source,
- Access to drinking water,
- Avoid nylon clothing and close-fitting uniforms,
- Arrange access to a rest area for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush,
- Ensuring privacy where possible.

18.3 Night-time sweats and flushes

- Provide sleep support and advice on sleep hygiene,
- Discuss temporary adjustments of shift patterns to accommodate difficulties.
- Explore flexible working (see Flexible Working Policy).

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18.4 Heavy/light Periods

- Have permanent access to washroom facilities,
- Request an extra uniform,
- Ensure storage space is available for a change of clothing.

18.5 Headaches

- Encourage Hydration,
- Offer a quiet space to work or noise cancelling ear guards,
- Have time out to take medication if needed.

18.6 Difficulty Sleeping

- Ask if the employee wishes to be considered for flexible working, particularly if suffering from a lack of sleep,
- Discuss temporary adjustments of shift patterns to accommodate difficulties,
- Explore flexible working.

18.7 Frequency or Urgency of Micturition

- Ensure easy access to washroom/ toilet facilities,
- Be sensitive to the need for more frequent toilet breaks,
- Ensure an easy access to a supply of drinking water.

18.8 General itchiness

- Avoid nylon clothing,
- Regulate temperatures where reasonably practicable.

18.9 Muscle and Joint pain

- Make any necessary temporary adjustments through review of risk assessments and work schedules.

18.10 Weight gain

- Promote physical wellbeing at work, see Health and Wellbeing section of staff website and Trust App.

18.11 Low Mood

- Agree time out from others, when required, without needing to ask for permission,

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- Identify a 'buddy' for the colleague to talk to – outside of the work area,
- Identify a 'time out space' to be able to go to 'clear their head'.

Contact Vita Health Group, the Trusts Employee Assistance Programme provider on Freephone from UK landline: 0800 111 6387 For Management Support: 0800 111 6385 or visit www.my-eap.com use access code: **STHKWELL** or **SOUTHPORTWELL**

18.12 Loss of Confidence

- Arrange regular protected time with their manager to discuss any issues,
- Have agreed protected time to catch up with work,
- Signpost employee to Menopause Network support.

18.13 Poor Concentration

- Discuss if there are times of the day when concentration is better or worse and adjust working pattern/practice accordingly,
- Review task allocation and workload,
- Offer quiet space to work,
- Reduce interruptions,
- Have agreements in place in an open office that an individual is having 'protected time', so that they are not disturbed,
- Have agreed protected time to catch up with work.

18.14 Anxiety

Promote counselling services provided by the Trust's Employee Assistance provider Vita on freephone from UK landline: 0800 111 6387 For Management Support: 0800 111 6385 or visit www.my-eap.com use access code: **sthkwell**.

- Identify a 'buddy' for the colleague to talk to – outside of work their area,
- Be able to have time away from their work to undertake relaxation techniques,
- Undertake mindfulness activities such as breathing exercises or going for a walk.

18.15 Panic Attacks

- Agree time out from others, when required,
- Identify a 'buddy' outside of work area,
- Be able to have time away from their work to undertake relaxation techniques,
- Undertake mindfulness activities such as breathing exercises or going for a walk.

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Discuss whether the member of staff has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, hot flushes, panic attacks or anxiety.

If they have visited their GP, and are being supported by them, it may be helpful at this point to make a referral to Health, Work & Wellbeing.

18.16 Other Line Manager considerations:

18.16.1 Health and Safety Management

- Does the member of staff have access to information on the menopause? (See Appendix 2),
- Consideration of referral to Occupational Health in relation to the menopause?

18.16.2 Sanitary and Health Issues

- Are workstations easily accessible to sanitary and rest facilities?
- Are private washing and changing facilities available?
- Is there access to sanitary products?
- Do rotas and shifts ensure that workers have easy access to sanitary and washing facilities?

18.16.3 Other considerations

- Is ventilation available and is it regularly maintained?
- Do uniforms and PPE reflect the needs of menopausal people? (e.g. loose clothing, made of natural fibres)
- Have workstation risk assessments been reviewed to take the menopause into account?
- Are there opportunities to switch to lighter or different duties?
- Do manual handling assessments take these issues into account?
- Is flexibility required in relation to working hours and breaks?
- Is there access to natural light?
- Is time off for medical treatment or advice about the menopause required?

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19. Appendix 3 – Support for Employees Affected by Menopause

19.1 Helpful resources

- **Employee Assistance provider Vita** on freephone from UK landline: 0800 111 6387 For Management Support: 0800 111 6385 or visit www.my-eap.com use access code: **sthkwell or southportwell**
- **Faculty of Occupational Medicine** – Guidance on the Menopause 2016

‘Menopause: the change for the better’ (2018) Henpicked Deborah Garlick Bloomsbury.
Men... Let’s Talk Menopause: What’s going on and what you can do about it (2019)
Ruth Devlin. Blackwell

- **Menopause Matters:** www.menopausematters.co.uk – Information and support website run by GPs.
- **Peoples Health Concern:** www.peoples-health-concern.org/ - provides a confidential, independent service to advise, reassure and educate people on the menopause.
- **Daisy Network:** www.daisynetwork.org.uk - provide support and information for people who are experiencing premature menopause.
- **Hen Picked:** www.henpicked.net/ - Lifestyle website for people over 40.
- **Food Fact Sheet:** www.bda.uk.com/foodfacts/Menopause.pdf - Food fact sheet for the Menopause.
- **Squeezy App:** multi-award-winning app supporting people with their pelvic floor muscle exercise programmes. www.squeezyapp.com Designed by chartered physiotherapists specialising in people’s and men’s pelvic health.
- **MWL Menopause Network:** takes place bi-monthly (advertised on global e-mails, Team Brief, staff Intranet Wellbeing page and EDI Networks page)
- The “Flush App” resource for finding public toilets. www.useflush.com/
- [Menopause in the workplace: Guidance for employers | EHRC \(equalityhumanrights.com\)](http://www.equalityhumanrights.com)

A summary of resources and books are available in the Trust libraries

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20. Appendix 4 – Checklist for managers

Before using this checklist, line managers are advised to familiarise themselves with the menopause policy.

Employee name:		Date of assessment:
Line manager name:		

What are the hazards?	Considerations	What is already being done?	What further action is necessary	Action by whom	Action by when	Date achieved
Information on menopause	<ul style="list-style-type: none"> Does the staff member have access to information on menopause, relevant policies on attendance management, flexible working? 					
Sickness reporting	<ul style="list-style-type: none"> Is there the facility for those who are not able to attend work due to menopausal symptoms to report these to a female manager or other point of contact? Is it entered correctly on ESR? 					

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What are the hazards?	Considerations	What is already being done?	What further action is necessary	Action by whom	Action by when	Date achieved
Stress	<ul style="list-style-type: none"> • Are the appropriate mechanisms in place to deal with other related issues such as stress? • Does a stress risk assessment need to be completed? 					
Occupational health	<ul style="list-style-type: none"> • Has the staff member been made aware of the facility to make an occupational health (OH) referral and support to remain in the workplace? • Do they need a OH referral? 					
Support groups	<ul style="list-style-type: none"> • Is the member of staff aware of support groups, staff networks or champions in the workplace that may be able to help? 					
Workstations	<ul style="list-style-type: none"> • Are workstations/locations easily accessible to sanitary and rest facilities? 					

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What are the hazards?	Considerations	What is already being done?	What further action is necessary	Action by whom	Action by when	Date achieved
Facilities	<ul style="list-style-type: none"> • Are there private changing and washing facilities available? • Is there access to sanitary products? • Do rotas and schedules ensure that the staff member has easy access to sanitary products and washing facilities? 					
Temperature	<ul style="list-style-type: none"> • Is ventilation available and is it regularly maintained? • Is additional ventilation provided if necessary? • Is uniform suitable ? 					

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Environment/duties	<ul style="list-style-type: none"> • Have workstation risk assessments been reviewed to take menopause into account? • Are there opportunities to switch to lighter or different duties if a risk assessment identifies this as required? • Do manual handling assessments take any issues around menopause into account? • Are there flexible arrangements in place in relation to breaks? • Can start and finish times be adjusted as part of flexible working agreement? • Is the role suitable for agile working? • Have work processes been assessed to see if any temporary changes are needed? • Is the noise level suitable? 					
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What are the hazards?	Considerations	What is already being done?	What further action is necessary	Action by whom	Action by when	Date achieved
	<ul style="list-style-type: none"> • Is the worker experiencing any fatigue – mental or physical? • Is there sufficient and suitable workspace? • What mechanisms are in place to manage remote working and access to facilities? 					
Working conditions	<ul style="list-style-type: none"> • Is there a suitable work pattern? • Is the person working alone? • Is there overtime in the schedule? • Is there travel for work involved? 					
Other hazards: please identify						

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