

Menopause Toolkit - Examples of possible support and adjustments

Menopause symptoms will vary between individuals, both in type and severity. The table below is designed as a general guide to aid discussions and identify possible approaches in supporting the management of symptoms at work.

While common symptoms have been listed, this is not an exhaustive list. Agreed support may involve a combination of the examples provided or alternative solutions not included here.

What matters most, is that any support is tailored to the employee's needs, is appropriate to their symptoms, and is aligned with the requirements of their role. Support should help employees feel confident in their ability to carry out their duties.

Further guidance or advice is available from an HR Partner.

Common Symptoms	Possible Support and/or Adjustments
Hot flushes	<ul style="list-style-type: none"> • Improvements in workspace temperature and ventilation. • Providing a desk fan or moving to a desk closer to a window / to a more acclimate part of the office, where possible. • Allowing staff to take breaks during the working day and arranging for cover when needed. • Ensuring access to cold drinking water. • Where uniform is required, changing the material and/or flexibility in required dress, e.g. using natural fabrics and having the ability to remove outer layers. • Providing access to a locker or storage for a change of clothes. • Allowing short breaks and / or allowing individuals to temporarily turn their camera off during online meetings (as appropriate).
Night sweats, sleep disturbance	<ul style="list-style-type: none"> • Flexible working options, which could include a later start time. • Temporary use of homeworking, where possible, to reduce commuting time and increase time available to rest.
Heart palpitations	<ul style="list-style-type: none"> • Facilitating the ability to take breaks during work and/or providing cover to assist. • Providing access to a quiet room or area.
Heavy periods	<ul style="list-style-type: none"> • Ensuring easy access to toilet facilities. • Allowing more frequent breaks to go to the toilet. • Allowing temporary homeworking arrangements. • Allowing meetings or presentations to be delivered online. • Ensuring that breaks are included during long meetings.

Urinary problems	<ul style="list-style-type: none"> • Ensuring easy access to toilet facilities. • Allowing more frequent breaks to go to the toilet. • Allowing temporary homeworking arrangements.
Headaches and migraines	<ul style="list-style-type: none"> • Providing access to a quiet room or area. • Improvements in workplace temperature and ventilation. • Improving access to natural light • Providing anti-glare screens or filters, encouraging the use of blue light filters, or adjusting computer screen settings. • Allowing / encouraging regular screen breaks.
Problems with memory or concentration	<ul style="list-style-type: none"> • Agreeing adjustments to work tasks where possible, e.g., reorganisation of workload to allow additional time for tasks. • Supporting the use of technology / aids to help with organisation, e.g., calendar reminders, tracking spreadsheets. • Allowing more time to prepare for meetings or engagements. • Providing access to a quiet room or area. • Providing instructions in writing. • Providing relevant documents well in advance of meetings where possible. • Allowing the use of noise cancelling headphones, where possible. • Allowing some tasks to be completed from home, where possible.
Low mood/mood changes/ depression/ anxiety	<ul style="list-style-type: none"> • Signposting to online information regarding sources of staff support, e.g. the Mental Health Support Service. • Providing information for the staff counselling and EAP service. • Adjustments to an employee's working pattern
Muscle and joint pain	<ul style="list-style-type: none"> • Provide ergonomic chairs, desks, and equipment. • Provide access to adjustable / standing desks. • Encourage staff to stretch and/or take regular movement breaks during the day.
Providing general support	<ul style="list-style-type: none"> • Flexibility in attending clinic, hospital, or GP appointments when seeking advice / treatment relating to the menopause. • Signposting to opportunities to network with colleagues experiencing similar issues. E.g. Hot Topics Café. • Undertaking stress risk assessments, where workplace stress is a concern. • Allowing short breaks during the working day or during long meetings. • Referral to Occupational Health for medical advice and possible adjustments • Rearranging duties amongst the team to reduce the burden of public facing or mobile duties • Changing an employee's working pattern, either on a temporary or ongoing basis. (See also Flexible Working Policy)