**Guidance for managers on supporting staff with menopausal symptoms**

**Request support from Facilities** ([FM Helpdesk Request](https://ssa.concerto.co.uk/content/helpdesk_external_abc2.aspx?type=ba98cba4-bb06-4347-a70a-86555149cb7c)) **to:**

* ensure all windows can be opened, if required.
* ensure all windows that have sun shining through are fitted with blinds, which are functional.
* ensure there are sufficient cold drinking water fountains, which are serviced regularly.
* consider installing air conditioning in areas without it.
* ensure all air conditioning systems are in good working order and serviced regularly.
* provide additional air conditioning units in areas where there cannot be a permanent arrangement.

**Possible adjustments to consider if a member of staff is suffering from menopausal symptoms:**

* Allow individual to sit near a window, which can be opened.
* Provide individual with a fan for individual use.
* Where service needs allow, consider:
	+ a later start to the working day if sleep is disturbed / flexible working hours
	+ or some working from home arrangements to reduce fatigue
* If an individual wears a uniform for work, consider if they can wear a cotton shirt without a jacket.
* If concentration/memory/recall is proving challenging, consider whether there may be some jobs where temporary ‘adjustments’ could be accommodated for any ‘’time crucial/accuracy crucial/tight deadline’’ type of work.
* Consider with the employee if any aids for concentration/memory may be of assistance such as; lists, sticky notes, wipe board etc.
* If mood affected support such as; a [stress risk assessment](http://theloop/workplace/_layouts/15/WopiFrame2.aspx?sourcedoc=/workplace/Health%20and%20safety/SSA%20Stress%20Individual%20Risk%20assessment%20form.docx&action=default) or offer of [EAP](http://theloop/employment/Pages/employee-assistance-programme.aspx) could be considered.
* If symptoms are very severe and affecting work attendance or performance, then a referral to Occupational Health may be considered.

**Encourage individual to:**

* Read guidance on Menopause on the Loop - [Menopause](http://theloop/employment/Key%20documents/OH%20help%20sheet%20-%20Managing%20The%20Menopause.pdf)
* Consider wearing loose fitting cotton clothing.
* Drink 2 litres of water a day.
* Take a lunch break daily – and ideally take a lunchtime walk.
* Take regular breaks from computer work i.e. 5 to 10 minutes each hour on non-computer tasks.
* Carry out exercises at the desk at least once a day to help reduce stiffness and aching [Desk Based Exercises](http://theloop/employment/Key%20documents/OH%20help%20sheet%20-%20Desk%20Based%20Exercises.pdf)