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| **Menopause Reasonable Adjustment Passport (RAP) Template** |
| *Please note each woman’s experience of the menopause will be unique to her – and some of the below examples are  just that – examples - so please tailor the passport to the needs of the individual.*  The line manager and the employee should work through this template together to agree on any reasonable adjustments  that need to be made to meet the needs of the individual.  Line Managers should also acknowledge that menopause symptoms can fluctuate, so take a flexible approach and check  in regularly with the individual and review/update the RAP (along with the Symptom Checklist) if this is the case. |

| **EMPLOYEE’s  Menopause experience:** | **Suggested prompts/actions to take:** | **Agreed adjustments:** |
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| **Hot flushes/daytime sweats** | * Check the ventilation (adjust the air conditioning) and lighting of the office environment - lighting can also play a part in body temperature. * Can a desk next to a window be sourced if working in an office environment? * Obtain a desk fan (speak to Facilities Management in the first instance). * If an employee has to wear a uniform, can this be adjusted to help regulate body temperature? * Wearing light clothes or dressing in layers so they can be removed when a hot flash/flush strikes. Wear cotton rather than man-made fibres. * Incorporate breaks into the working day so the employee is able to get some fresh air. * If in a customer focused or public facing role – it may help to have access to a quiet room for a short break so to manage a severe hot flush with some privacy. * If the employee feels confident, inform colleagues that you are experiencing a hot flush – this could help to normalise the menopause. |  |
| **Sleep disruption**  **Tiredness or fatigue** | * Offer a flexible working arrangement: for example, a later start and  finish time. * Also explore flexibility around taking breaks or increased breaks during the working day. * Recognise an individual may take more short-term absence if they’ve had a difficult night. * If an employee works shifts – consider a change to shift patterns or the ability to swap shifts on a temporary basis. * If an employee is not already working from home on a regular basis, and if appropriate within the service area, suggest they work from home if they have had a disrupted night’s sleep due to menopausal symptoms. * Identify a quiet area to work if the individual is not working from home. * Consider a temporary adjustment to work duties. |  |
| **Headaches/Migraines** | * Explore flexibility around taking breaks or increased breaks during the working day. * Allow regular breaks away from a display screen if an individual’s role is dominated by the use of a laptop/computer (this should be encouraged in any case). * Consider a temporary adjustment to the individual’s  work duties. * Identify a quiet area to work if the individual is not working from home. * If headaches or migraines persist, encourage individual to seek  GP advice. |  |
| **Associated issues around anxiety**  **Loss of confidence** | * Regular one-to-one discussions between the line manager and the individual to keep an open two-way dialogue. * Discuss whether it would be helpful for the employee to visit their GP,  if they haven’t already. * Signpost to NOSS. * Signpost to MHFAs. * Signpost to [Access to Work Programme](https://staff.shropshire.gov.uk/how-do-i/health-and-wellbeing/access-to-work-programme-mental-health-support/) – a nine month coaching programme to help with mental health issues (eligibility criteria applies including evidence that work is impacting on mental health). * If work-related stress is a factor, the line manager can address this by completing a [stress risk assessment](https://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/stress-management-policy/) with the individual. * Discuss possible adjustments to tasks and duties that are proving a challenge. * Provide access to a quiet space to work or the opportunity to work from home if this isn’t already the case. * Have agreed protected time to catch up with work. * Identify a ‘buddy’ with whom work issues can be discussed before any action is taken/meetings are attended. * Discuss a flexible approach i.e.an individual may also need more breaks during the day or may need to leave work suddenly if their symptoms become severe. * Early intervention from Occupational Health is advised. |  |
| **Backache** | * Employee to complete the Cardinus WorkStation interactive training and Risk Assessment module (first implemented in February 2021) if you have not already done so – this should identify any issues you may have with your workstation set up. * You can seek further guidance from the Health and Safety Team on 01743 252819 or by emailing: [health.safety@shropshire.gov.uk.if](mailto:health.safety@shropshire.gov.uk.if) if risks have not been addressed within the Cardinus survey. * If this persists, the line manager should make a referral to Occupational Health for a consultation. |  |
| **Muscle aches, bone, and joint pain** | * Encourage regular movement and breaks away from a workstation if an individual’s job entails concentrated use of laptops/computers. * Do some exercises at your desk - the [gentle exercise videos with physiotherapists from RJ&AH Orthopaedic Hospital](https://staff.shropshire.gov.uk/how-do-i/health-and-wellbeing/gentle-exercise-videos-to-incorporate-into-your-working-day/) were designed to incorporate movement into your working day whilst working at  your desk. * Encourage other forms of physical activity as part of your lifestyle – walking, yoga, pilates etc to build strength and promote suppleness. |  |
| **Heavy or irregular periods** | * All Council buildings have easy access to washroom and toilet facilities. * Allow for more frequent breaks to go to the toilet. * Explore flexibility around working from home, if the individual is not already, if they have very heavy bleeding. * If an individual is required to wear a uniform as part of their role, make it easy to request extra uniforms if needed. |  |
| **Memory issues**  **‘Brain fog’**  **Reduced concentration** | * Consider the use of memory assisting aids to prioritise work activities: * Writing physical ‘to do’ lists. * Use of MS Outlook Calendar or work mobile phone to record tasks to be completed. * Use of OneNote (part of Office 365 suite) for work task lists and for audio recording a voice note if there is a preference to listen back rather than read. * Use of [MS To Do app](https://support.microsoft.com/en-gb/todo) * Windows Sticky Notes App – like a physical sticky note but digital (this can be found in your Software Centre). * MS Viva and Cortana (your personalised productivity assistant) are both good organisation tools, encouraging employees to book focused daily time in MS Outlook Calendar. You should receive regular, if not daily, email notifications from them.   Your IT Business Partner can discuss any of the above with you in  further detail.   * Use of the [Pomodoro time management technique](https://staff.shropshire.gov.uk/how-do-i/health-and-wellbeing/library/) to break down tasks into achievable chunks within a concentrated period of time. * You may wish to discuss the possibility of working around the time of the day when concentration is better if this is conducive to your team’s day to day operation. |  |
| **Fluctuating moods/irritability** | * Identify a ‘safe space’ where the individual can go to let off steam/cry/calm down. * Encourage the individual to recognise when they are reaching ‘boiling point’ and give them permission to go to the ‘safe space’ before their behaviour adversely affects others. * Identify a ‘buddy’ with whom the individual can share their feelings  in confidence. |  |
| **Other…** |  |  |

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| Line Manager’s signature:  Signed... | Date: |
| Employee’s signature:  Signed... | Date: |