



The King's (The Cathedral) School

MENOPAUSE POLICY

Responsibility:	HR Manager
Ratified By:	Governing Body
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1. Introduction and Background

1.1 Menopause is a normal part of every woman's* life, According to the NHS - Menopause is when periods stop due to lower hormone levels. It usually affects women between the ages of 45 and 55, but it can happen earlier.

- It affects anyone who has periods.
- Menopause can happen naturally, or for reasons such as surgery to remove the ovaries (oophorectomy) or the uterus (hysterectomy), cancer treatments like chemotherapy, or a genetic reason. Sometimes the reason is unknown.
- Perimenopause is when you have symptoms of menopause but your periods have not stopped. Perimenopause ends and you reach menopause when you have not had a period for 12 months.
- Menopause and perimenopause can cause symptoms like anxiety, mood swings, brain fog, hot flushes and irregular periods. These symptoms can start years before your periods stop and carry on afterwards.

This policy recognises that the menopause is an equality and occupational health and safety issue and that women* may need appropriate flexibility, support and adjustments during the time of change before (perimenopause), during and after the menopause.

**We acknowledge that while the majority of people affected by the menopause will be women, those who are trans or non-binary may also experience the menopause or menopause-type symptoms. The support outlined in this policy is designed to meet the above aims for all affected colleagues.*

1.2 The King's (The Cathedral) School has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time and endeavour to ensure that the workplace does not make symptoms worse and for staff members to continue to fulfil their work commitments. We are committed to ensuring that women feel confident in discussing menopausal symptoms openly, without embarrassment, and are able to ask for support and adjustments in order to continue to work safely in the organisation, it is therefore crucial that all employees have an awareness of the impacts of menopause and can support colleagues appropriately.

2. The Legislative Setting

2.1 The King's (The Cathedral) School undertakes to comply with its legal obligations as outlined in:

- The Health and Safety at Work etc. Act 1974 which requires employers to ensure the health, safety and welfare of all workers. Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake general risk assessments which should include specific risks to menopausal women, see section 5.3.
- The Equality Act 2010 which prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

3. Status

3.1 This policy sets out procedures for all members of staff and managers to follow in providing the right support to manage menopausal symptoms at work.

4. Aims

4.1 To create an environment where female staff at The King's (The Cathedral) School feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.

- 4.2 To ensure that conditions in the workplace do not make menopausal symptoms worse and that appropriate adjustments and support are put in place, recognising that the menopause and perimenopause is an individual experience and therefore there is no 'one size fits all' solution.
- 4.3 To reduce sickness absence due to menopausal symptoms and retain valued staff in the workplace.
- 4.4 To raise awareness of the impact of the menopause across the workforce to help develop understanding and normalise the conversations around it.

5. What Steps will we take as an Employer?

- 5.1 Where appropriate we will support managers and staff to increase their understanding and awareness of how the menopause can affect working women, the potential symptoms of menopause, and what support can be provided.
- 5.2 Where female members of staff feel uncomfortable going to their line manager, because he is a man, or someone much younger, or both, we will ensure that an alternative contact is available. Confidentiality will always be respected.
- 5.3 Conduct risk assessments where it is deemed necessary Risk assessments will include consideration of temperature and ventilation issues and will also address welfare issues; such as access to toilet facilities and cold water, during and outside break and lunch times.
- 5.4 We will endeavour to make reasonable adjustments to support individuals experiencing menopause symptoms. Adjustment could include simple measures such as:
 - leaving doors open
 - ensuring that windows can be safely opened
 - ensuring that it is possible to regulate the temperature in a classroom or other room by turning down radiators
 - provision of fans
 - fitting blinds to windows
 - establishing a system that allows cover for women who need to access toilet/ washing facilities while they are teaching
 - considering requests for changes to working arrangements, e.g. temporary part-time working
 - permission for absence to attend menopause-related medical appointments
 - adjusting workplace procedures and processes to support and avoid any detriment to menopausal women.

This is not a definitive list of measures. We will actively listen to women staff and union reps and take on board other suggestions.

6. Roles and Responsibilities

- 6.1 It is recognised that everyone who works at the King's (the Cathedral) School has a role to play in ensuring a comfortable working environment for all staff, including women going through the menopause.

All staff are responsible for:

- taking responsibility for looking after their health;
- being open and honest in conversations with their chosen contact and occupational health;
- contributing to a respectful and healthy working environment;
- being willing to help and support their colleagues;

- accepting and supporting any necessary adjustments their colleagues request or are receiving as a result of their menopausal symptoms.

6.2 Line Managers

The most important and valuable thing a manager can do is listen and, wherever possible, respond sympathetically to any requests for adjustments at work.

6.2.1 All line managers will:

- familiarise themselves with this menopause policy;
- be aware of the potential impact of menopause on performance; if someone's performance suddenly dips, consideration will be given as to whether the menopause may be playing a part in this. Provide a safe place to allow the member of staff to speak openly and honestly;
- be ready and willing to listen and have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and confidentially and allowing adequate time for the discussion;
- record adjustments agreed, and actions to be implemented, via an action plan;
- ensure ongoing dialogue via a follow-up meeting;
- ensure that all agreed adjustments are adhered to and reviewed as regularly as necessary.

6.2.2 Where adjustments are unsuccessful, or if symptoms are proving particularly severe, the line manager may:

- discuss with the employee a referral to occupational health for further advice;
- review occupational health advice, and implement any additional recommendations;
- update the action plan and continue the review process.

6.3 Occupational Health - The role of occupational health is to:

- carry out a holistic assessment of the employee to ascertain whether or not the working environment may be exacerbating menopause symptoms;
- discuss with the employee what adjustments would help and signpost to other appropriate sources of help and advice.

7.0 Additional Sources of Information:

[Menopause - NHS \(www.nhs.uk\)](http://www.nhs.uk)

[Menopause at Work | Health Assured](#)

[Hen Picked](#)