# Appendix 1a: Checklist for managers

Before using this checklist, line managers are advised to familiarise themselves with the general health and wellbeing framework for the workforce which can be accessed [here](https://www.england.nhs.uk/winter/winter-workforce-preparedness/).

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| --- | --- | --- |
| **Employee name** |  | **Date of assessment** |
| **Line manager name** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Considerations** | **Level of risk** | **What is already being done?** | **What further action is necessary** | **Action by whom** | **Action by when** | **Date achieved** |
| Information on menopause | * Does the staff member have access to information on menopause, relevant polices on attendance management, flexible working? |  |  |  |  |  |  |
| Sickness reporting | * 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? |  |  |  |  |  |  |
| Stress | * 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 | * 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 | * Is the member of staff aware of support groups, staff networks or champions in the workplace that may be able to help? |  |  |  |  |  |  |
| Workstations | * Are workstations/locations easily accessible to sanitary and rest facilities? |  |  |  |  |  |  |
| Facilities | * 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 | * Is ventilation available and is it regularly maintained? * Is additional ventilation provided if necessary? |  |  |  |  |  |  |
| Environment/duties | * 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 reasonable adjustments are needed? * Are humidifiers functioning, if applicable? * Is the noise level suitable? * 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 | * 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 |  |  |  |  |  |  |  |