

Wellbeing Action Plan – Menopause



Colleague details			
Colleague name		Manager name	
Employee number		Store/depot/office	
Role			
Date of plan		Date for review	

You can use a Wellbeing Action Plan to remind you what you need to do to stay well at work, and what your manager can do to support you.

You only need to give information that you're comfortable sharing and that relates to your role and your workplace. This form isn't a legal document – but it can help you and your manager agree together how to support you to address any health needs.

This form will be stored confidentially and not shared with anyone else, unless you tell us that's okay. The only time we'll break this confidentiality is if we're concerned that you or someone else is at serious risk of harm.

1. What helps you stay healthy at work?

For example: getting some exercise before or after work, getting some fresh air at lunchtime, time to talk to your manager.

2. Are there any situations at work that can make your menopausal symptoms worse for you?

For example: conflict at work, having to stand for a long period, temperature changes

3. How might experiencing menopause symptoms impact you at work?

For example: difficulty with concentration, tiredness, needing to use the toilet more frequently, needing access to fresh air and water

4. What can your manager do to support you to manage any menopausal symptoms at work?

For example: changing your start time if you're experiencing disturbed sleep, making sure you've got access to cold water while you're working, making sure you've got easy access to toilet facilities, making sure the temperature is comfortable, providing a fan or access to fresh air, giving you somewhere to store extra clothes or change clothes during the day

5. Is there anything else you'd like to share?