

Testwood School Menopause Policy

Key Responsibility	JHo
Last Review:	May 2026
Next Review:	May 2027

Revision History

Version	Date	Amendments	Initials
V1	20/05/22	Initial policy launch	PW
V1.1	05.05.23	Revised dates	PW
V1.2	08.05.24	Revised dates and key responsibility area changed	JH
V1.3	08.05.25	Revised dates updated	JH
V1.4	06.05.26	Revised dates updated	JH

1. Introduction

Menopause is a normal part of every woman's life. 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, during and after the menopause.

Testwood School has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time and ensure that the workplace does not make symptoms worse.

Testwood School is 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. For this reason, the menopause at work is an issue for men as well as women.

2. The Legislative Setting

The Health and Safety at Work etc. Act 1974 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 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

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

If Testwood School wishes to amend the menopause policy, consultation and negotiation on proposed changes will take place with staff via the recognised protocols.

4. Aims

To create an environment where women staff members feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.

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.

To reduce sickness absence due to menopausal symptoms and retain valued staff in the workplace.

5. Steps to support

Testwood School will educate and inform leaders and staff to be aware of how the menopause can affect working women, taking account of the particular circumstances in schools, and about the potential symptoms of menopause, and how they can support women experiencing them.

Where women 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. This would be communicated and confidentiality will always be respected.

The risk assessments which we undertake will consider the specific needs of menopausal women, and, in doing so, we will consult with union representatives and women staff members.

Testwood School will make adjustments where necessary and possible to support individuals experiencing the menopause, and try to ensure the workplace does not make their symptoms worse.

6. Line Managers

The most important and valuable thing a line manager can do is listen and respond empathetically and fairly to any requests for adjustments at work.

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

7. Staff

It is recognised that everyone who works at Testwood School has a role to play in ensuring a comfortable working environment for all staff, including women experiencing the menopause.