

## Corporate Risk Assessment

Before completing the full risk assessment form it is important to understand the menopause symptoms your staff member is experiencing that they believe affect them at work, for example disturbed sleep may result in the employee feeling exhausted at work. This will assist with focussing your control measures and reasonable adjustments.

Go through the list of common symptoms with the staff member below, filling out the impact box to the right of each symptom. Add any additional symptoms that the employee believes is affecting their work to the bottom of the list – there is a fuller list of symptoms in the menopause policy and employees may want to review this too before completing the risk assessment with you:

**Note: this document contains information that is classed as ‘sensitive data’ under data protection legislation. It must be stored securely and in accordance with the legislation. It must be retained in accordance with the Council’s data retention schedule.**

Symptom	What impact, if any, does the symptom have on the employee at work, their well-being and their ability to perform their duties?
Hot Flashes	
Palpitations/noticeable heartbeats	
Night sweats (increased sweating may also be experienced during the day)	
Insomnia & sleep disturbance	
Fatigue	
Poor Concentration	
Headaches	
Joint/muscle aches	
Skin irritation & dryness	
Dry eyes	
Urinary problems	
Hair loss	
Changes to periods (irregular, heavy or more painful)	
Depression	
Weight gain	

**Notes:**

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Corporate Risk Assessment

Panic attacks	
Anxiety	
Mood swings	
Irritability	
Memory problems	
Loss of confidence	
Osteoporosis	
Side effects of HRT	
Impact of menopausal symptoms on pre-existing medical conditions/disabilities	
Impact of pre-existing medical conditions/disabilities on menopausal symptoms	
[add in any additional symptoms the employee is experiencing and the impact]	

<b>Directorate</b>							
<b>Service</b>							
<b>Team</b>							
<b>Job, Activity or Task</b>							
<b>List the Hazards?</b>	<b>Considerations</b>	<b>Who might be harmed &amp; how?</b>	<b>What are you already doing to lower risks?</b>	<b>Any further action needed?</b>	<b>Action by Whom?</b>	<b>Action by when?</b>	<b>Date complete</b>
Lack of information and sign posting on Menopause	<ul style="list-style-type: none"> <li>Does the employee have access to information on</li> </ul>						

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Corporate Risk Assessment

	<p>Menopause</p> <ul style="list-style-type: none"> <li>• Have they been sign posted to policies and services available including OH, the EAP, <a href="#">Stress and mental well-being policy and guidance</a>, Unions, support groups, counselling etc.</li> <li>• Are there any local support groups or a network of colleagues experiencing similar issues for mental wellbeing support</li> <li>• Could counselling services/EAP be helpful?</li> </ul>						
Lack of confidential sickness reporting	Are staff able to report menopause related sickness absence confidentially						
Lack of appropriate stress management	Are there appropriate mechanisms in place to regarding stress identification and management and have these been applied/followed where						

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Corporate Risk Assessment

	applicable (stress risk assessment)						
Inappropriate workstations/DSE	<p>Are workstations:</p> <ul style="list-style-type: none"> <li>located near to sanitary and rest facilities</li> <li>interchangeable to allow the staff member to change desks to manage temperature or other physical comfort issues</li> <li>Is there sufficient workspace</li> <li>Is there sufficient access to natural light</li> <li>Noise (too much?)</li> <li>Can the employee vary their posture and position throughout the day/shift</li> <li>Is a DSE assessment required</li> </ul>						
Lack of access to/ill equipped facilities	<ul style="list-style-type: none"> <li>Are private washing and changing facilities available</li> <li>Is there access to sanitary products</li> <li>Do rotas/shifts</li> </ul>						

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Corporate Risk Assessment

	<p>ensure that staff have easy access to sanitary and washing facilities</p> <ul style="list-style-type: none"> <li>• Has a rest room been provided where employees can sit/lie down quietly when required</li> <li>• Is there access to cold water facilities</li> <li>•</li> <li>• Do shifts/rotas provide sufficient breaks</li> <li>• Are travelling/remote staff aware of the nearest premises which provides sufficient facilities</li> </ul>						
Temperature	<ul style="list-style-type: none"> <li>• Is the temperature set at a reasonable level for all staff as far as reasonably practicable</li> <li>• Is additional ventilation/equipment available to adjust temperature (fans etc.)</li> </ul>						
Inappropriate clothing/PPE	<ul style="list-style-type: none"> <li>• Are clothes made of natural fibres</li> </ul>						

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Corporate Risk Assessment

	<ul style="list-style-type: none"> <li>• Where a uniform is provided/required is this made of natural fibres and provided in sufficient number that it can be changed regularly</li> <li>• Is PPE a good fit and provided in sufficient number that it can be changed regularly</li> </ul>						
Job role	<ul style="list-style-type: none"> <li>• Does the role impact on physical or mental fatigue</li> <li>• Does the role result in fatigue from standing or physical exertion</li> <li>• Are you able to monitor and respond to frequent changes in job demands</li> <li>• Does the employee work shifts (day or night), are they on call</li> <li>• Can shifts be changed to accommodate/manage symptoms</li> <li>• Does the employee</li> </ul>						

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Corporate Risk Assessment

	<p>drive for business purposes</p> <ul style="list-style-type: none"> <li>• Are there flexible arrangements in place in relation to breaks</li> <li>• Can start and finish times be adjusted as part of flexible working</li> <li>• Have work processes been assessed to see if any reasonable adjustments can be made</li> <li>• Is the environment too noisy</li> <li>• Can remote/home working be applied/reviewed</li> <li>• Are there opportunities to switch to lighter duties</li> <li>• Do manual handling assessments take into account issues around menopause</li> </ul>						
Lone working	<ul style="list-style-type: none"> <li>• Are there suitable lone working arrangements in place including</li> </ul>						

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Corporate Risk Assessment

	monitoring the safety and health of lone workers during the course of their work day (whether that be day or night)						
Training/awareness raising	<ul style="list-style-type: none"> <li>Is there lack of awareness about the menopause amongst the team and managers that indicate a training/awareness raising need</li> </ul>						

<b>Risk assessment completed by</b>		<b>Signature</b>	
<b>Risk assessment sponsored by</b>		<b>Signature</b>	
<b>Date assessment completed</b>			
<b>Risk assessment communicated to relevant staff by</b>	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/> please state:		

Review Date	Assessor	Signature	Sponsor	Signature

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.



## Corporate Risk Assessment

**Notes:**

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.