

Physical Environments Checklist

We know it is not always possible in our industry to have total control over the environment you're working in. But for fixed locations like offices, buildings, studios, recording or edit suites, venues, and exhibition spaces:



Light

- **Adjustable lighting**
- **Natural light** and **non-central light options** available
- **Avoid harsh, cool fluorescents**



Smell

- Move individual work spaces **away from kitchens or bins**
- **Set boundaries on food and fragrance** for employees



Focus

- **Create quiet spaces** for focused work or **calming spaces** for **regulation breaks** – accessible without having to walk through crowded areas.
- **Avoid stark, bright colours for the walls** (particularly red) – pale, calming colours are better associated with focus and wellbeing.
- **Allow fidget tools and items**
- **Allow individuals to sit at desks further away from distractions** (e.g. away from a window, away from machinery, away from others)
- **Create working 'zones'** such as ones for group activity, ones for quiet work
- **Offer desk partitions** for open-plan offices



Noise

- **Minimise background noise** where possible like office music or TVs
- **Have soundproof booths** available
- **Provide or allow noise-cancelling headphones or earplugs**
- **Give warning about potential loud noises where possible** (e.g. fire drill, building maintenance)



Generic

- **Offer ergonomic options for seating and furniture**, e.g. softer chairs, standing desks
- **Clear visual signs for directions and instructions for equipment/machinery**
- Make sure all equipment and furniture is **accessible to those with motor co-ordination challenges**



Tactile

- **Relax dress codes or uniform requirements** to allow different fabrics, textures, fits of clothing, or styles that are more comfortable

Quick note

sensory overwhelm severely impacts how much information can be processed and, ultimately, how productive neurodivergent workers can be [NiB., 2024].