



Webinar

Your roadmap to hybrid success

Katharine Metters and guests

Where we are...

Covid has burst through the established 'work norms' and technological barriers that previously restricted the development of home and remote working. We are now part of a significant shift in where work takes place for many



Hybrid working



Hybrid Drivers?

Covid management

- Covid lockdown
- Demand from employees
- Changing ways of working
- Reducing office space
- Environmental benefits

Hybrid working factors



Hybrid culture

Can be a difficult balance between employee desires and work requirements.



Hybrid locations

Mix of existing, home and new, often shared spaces.



Hybrid employees

Employees are working in the right locations for the right task at the right time.



Hybrid tools & tech

Right tools are for the right job and that all employees are confident and competent in them.



Hybrid travel

Less travel but NOT not less contact. Right contact for the situation.



Common issues

- **What does hybrid mean** for companies and employees?
- **Who is responsible** for employees when working in different locations?
- **Who provides** what equipment?
- **Specialist equipment**
- **Office Space** still fit for purpose? how should office space evolve?
- **Management** of remote workers
- **Ensuring inclusion**, informal learning and staff development



Hybrid working-potential

Benefits

- Good use of space
- Flexibility
- Reduced commute
- Right areas for the job
- Using advantages of IT
- Reduced travel
- Employee increased control
- Increased movement

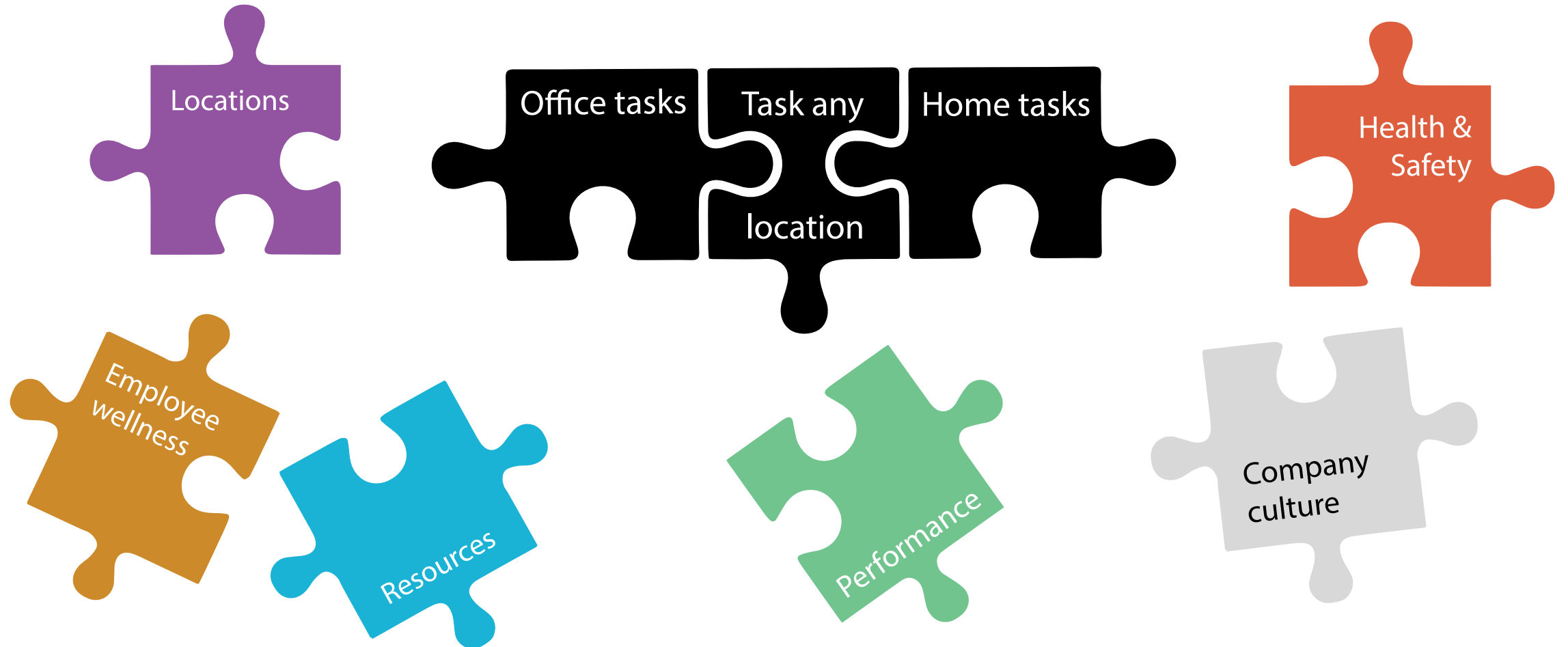
Drawbacks

- Communication/coordination difficulties
- Longer working hours
- Poor postures
- IT issues
- Lone worker issues
- Different management skills required
- Training and development of employees more difficult

Designing hybrid for your company like a jigsaw



Designing hybrid for your company like a jigsaw





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Steps to design hybrid for your company

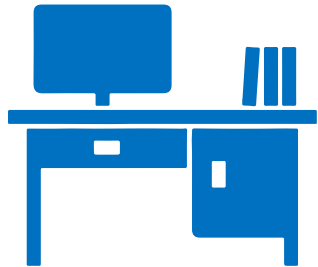
Identify tasks and activities that require or are best achieved:

- **Face to face with others**
- **At the office/site**
- **In quiet or private locations**

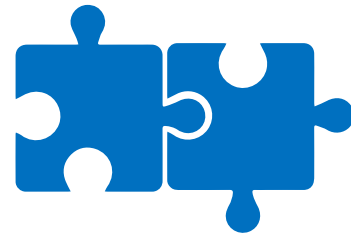
And those that can be carried out in most locations



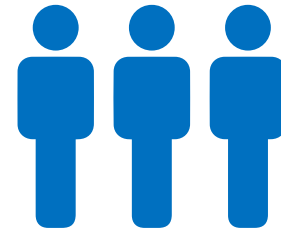
Steps to design hybrid for your company



Decide which type of workspaces are needed



Consider enablement and the diversity needs



Consider the desires and situation of your employees



Look at the financials



Pilot and review



Practical advice

- **Identify what adjustments** were made before or during lock down to support people away from the office.
- **Assess the success or difficulties of these**
- **If successful**, look to build on these and for opportunities to expand to similar areas.
- **If difficulties** but the outcomes have been met, discuss possible alternatives
- **Trial new work options**
- **Be prepared to get things wrong and modify!**



Supporting hybrid for your company



Set clear expected outcomes for employees so effectiveness of work can be measured



Create and communicate the new procedures



Train managers and employees



Review

3 types of hybrid workers



Predominate Office



Predominate Home



Hybrid workers

Office space key points

Should be designed :

- To be **worth the commute**
- **Designed to support the activities and create movement**
- To enable **people to connect**
- To enable departments to **create a sense of identity**
- **To be easy to use**, the more flexible and easy to use the workstations the less individual equipment you are likely to need

Homeworking space key points

Needs to be supported by agreeing:

- **Minimum standards** required for homeworking
- **Risk assessments**
- **Equipment provision**
- Security and **data protection** procedures
- Practicalities of equipment provision and **maintenance**
- **Contingency plans** e.g. for power/internet cuts and lags
- **Employee ownership** of their set up and work practices



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Hybrid work key points

- **Clear explanation of what hybrid means** for the role and the expectations
- Clear company hybrid policy and procedures
- **Role risk assessment**
- Main and flexible workstation assessment
- Clear **detailed information** including how to access and use shared workspaces
- Employee 'ownership' of their set up and work location choices

Posturite support and guidance

We have been working to respond to support the transition to Hybrid working

In particular

- Our assessments will consider an employees main workstation and also other work areas to ensure employees needs are identified
- Our managed service covers hybrid workers
- We provide assessment and support of employees with specific needs
- We can design and create new office environments
- We have expanded our range of equipment to support work in different places
- Our training can be delivered remote or face to face and can be bespoke for your needs
- We provide air quality products to help ensure safe collaboration areas



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Over to the team...



Product recommendations by Working Profile

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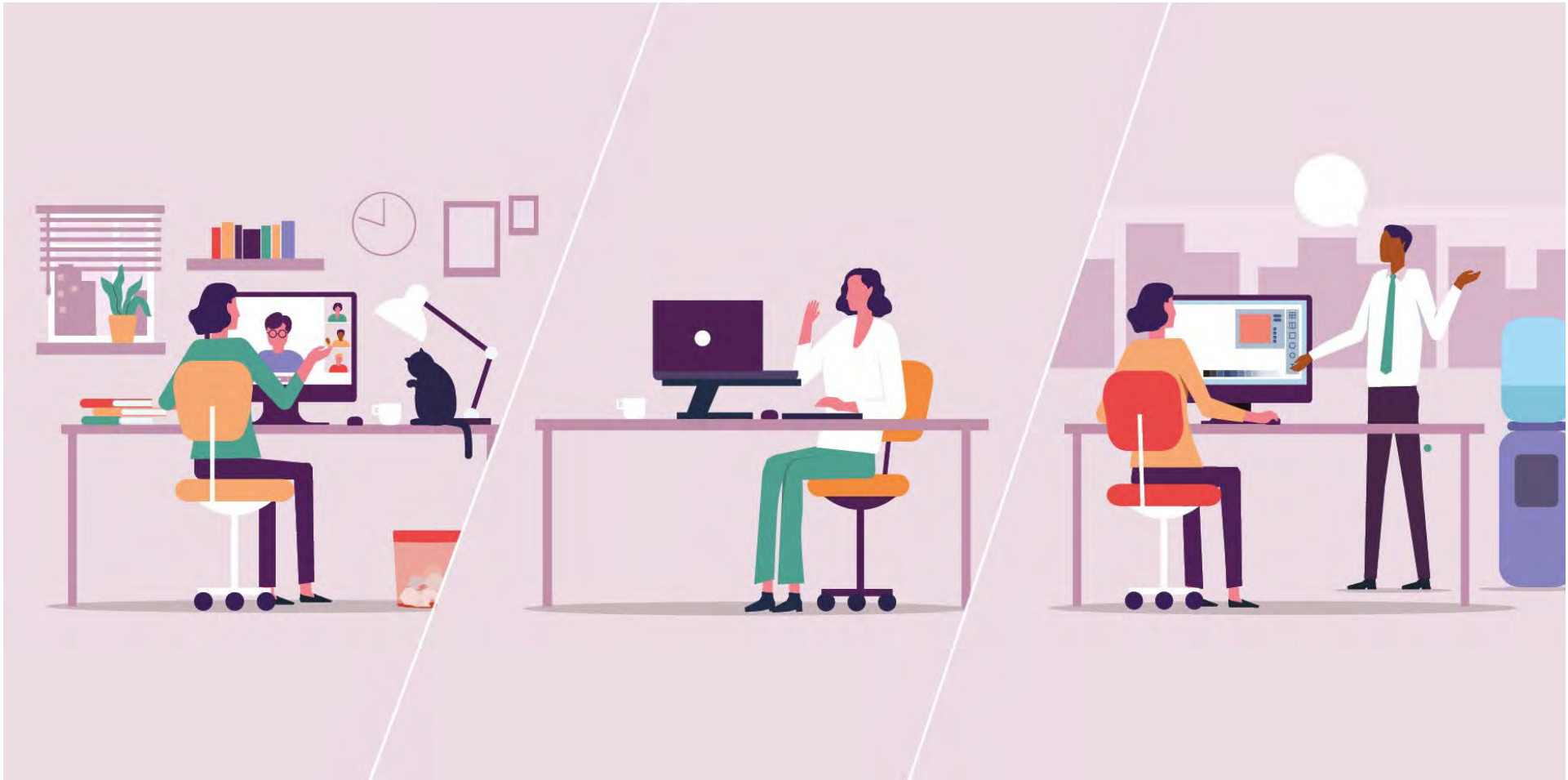
Session Outline

- Hybrid Working profiles – Office worker/Homeworker/Hybrid Worker
- Our list of recommended equipment for profiles
- Posturite Recommends/Cost effective solution

The hybrid worker



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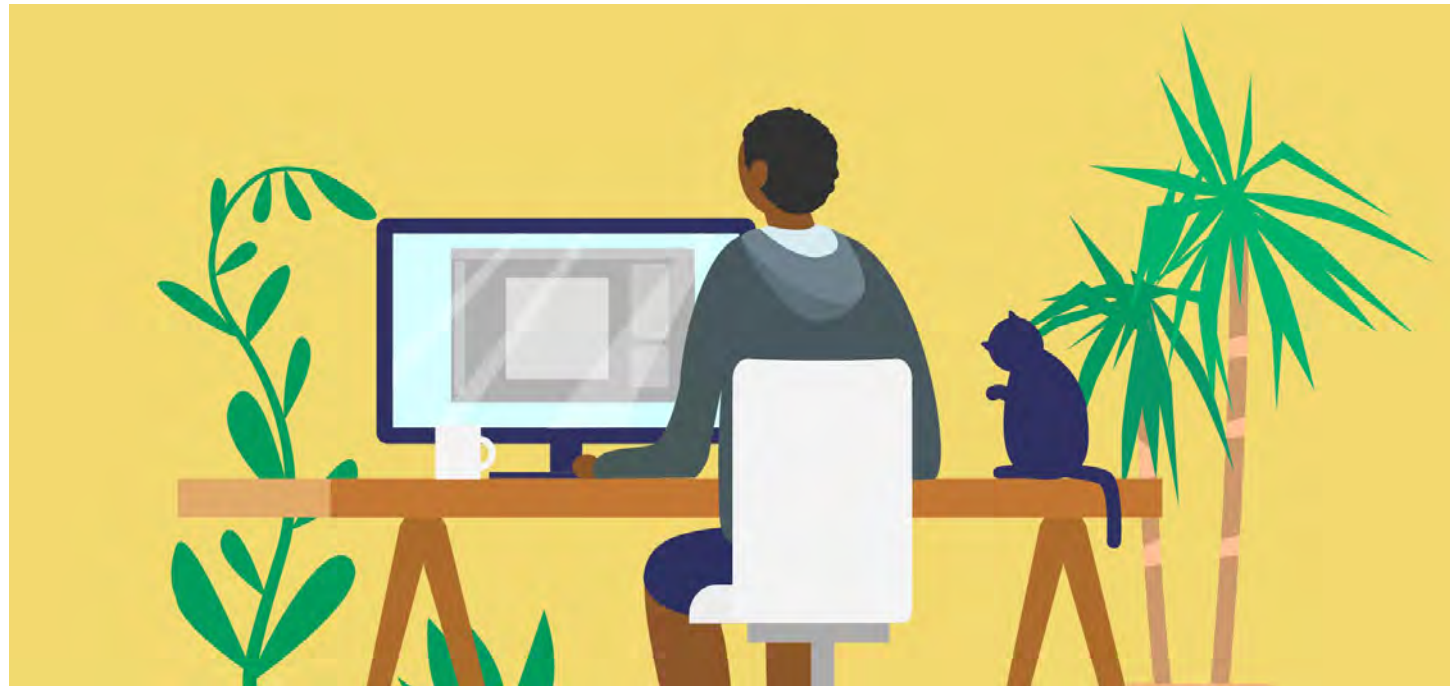
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The 'hybrid office'



- Adjustable workstation
- Dual monitor on monitor arms
- Auto-weight adjust DSE chair
- Input devices – Mouse/keyboards
- Footrest (if required)

Creating the right environment for homeworkers



posturite.co.uk/media/pdf-downloads/homeworker-workstation-set-up-cheat-sheet.pdf



Products



Enablement – Hybrid Working

Posturite.co.uk/enablement

How Can Posturite Help?



Cognitive diagnostic assessments



One to one workplace strategy sessions



Hearing impairment assessments



Workplace needs assessments



ADHD Screening



Visual impairment assessments



Autism Screening



Assistive technology provision and training

- Migraines
- Long Covid
- ADHD Screening
- Dyslexia
- Menopause
- Dyspraxia



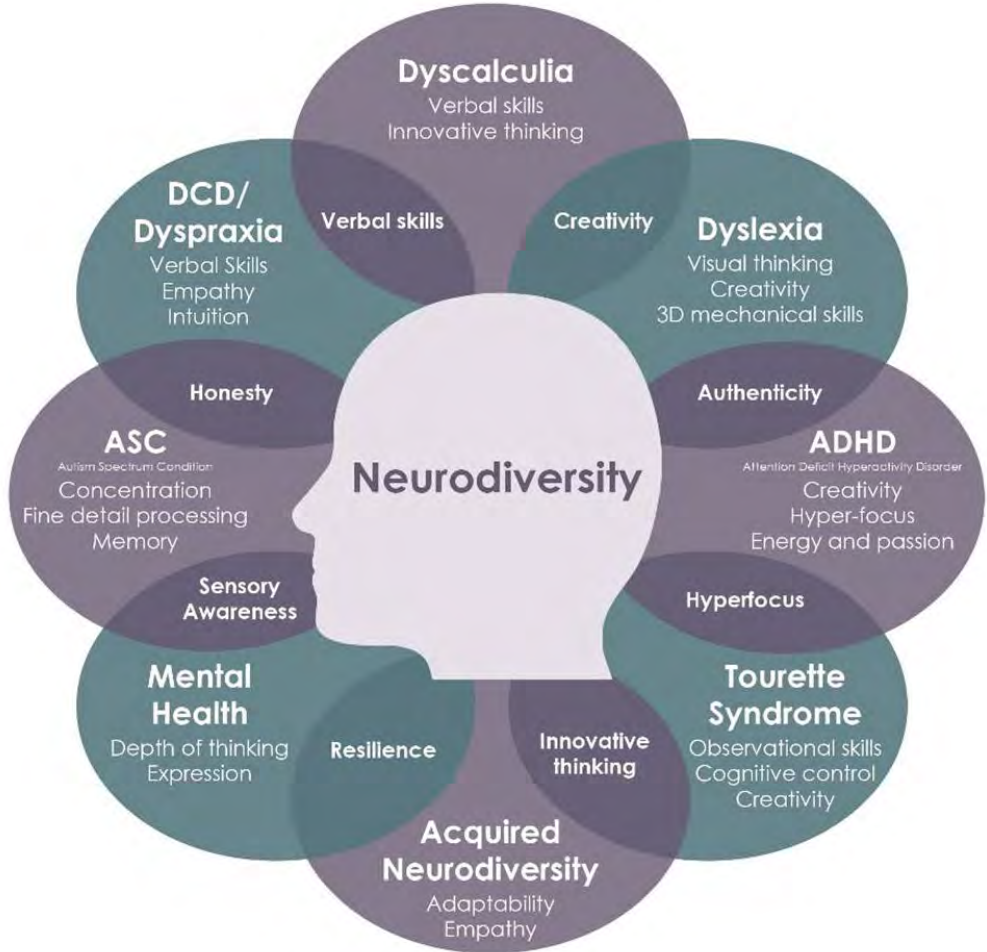
Enablement – Hybrid Working

- An estimated **15%** of the UK's population is neurodivergent. This is nearly **1 in 7 people**
- More than **4.4 million** disabled people are in work
- **1 in 10** of us have dyslexia
- **2 million** people are living with sight loss in the UK
- **ADHD affects 4%** of UK adults, the majority of these are undiagnosed



Neurodiversity – Hybrid Working

- Communication
- Clear signposting for individuals
 - Inclusion Surveys
- Understanding around individual needs
- Training/reasonable adjustments may be needed



Quick turnarounds

SLA Lead times for Enablement Assessments:



Referral to contact
with end user

48 hours



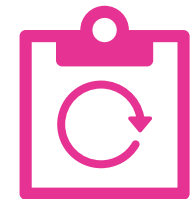
Face to face
assessments

10-15 working days



Remote
assessments

5-10 working days



Report
turnaround times

5-10 working days



Enablement - Hybrid Working

- Enabling the individual to do their job to the best of their ability
- Can be small changes
- Any guidance needed – ask!





Training and Consultancy

Supporting the Hybrid work environment

[Posturite.co.uk](https://www.posturite.co.uk)

Training – the key question?

“With people only in the office 50% of the time, how many people are now needed for key roles?”

- This working environment is new and we are awaiting modified legislation
- We understand that a lot of training has been on hold with empty offices
- However, now as we move towards a return to the office we must act now
- Rule of thumb : With people in office 50% of time we need 2 x trainers!



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Posturite specialise in these key areas



DSE



First Aid



Fire Warden



Manual Handling



Bespoke

- We offer remote and face to face training to support the hybrid model
- We offer smaller courses in DSE and First Aid to allow for additional trainees easily

Walk Around Service

- The biggest change in the working environment that we have experienced
- People struggle with change
- Posturite walk around service there to support you and your employees as we form the new normal
- A Posturite assessor can be on site to have informal discussions around ergonomic set up, musculoskeletal issues, workstation set up for the hybrid environment





Bespoke webinars

- Delivering a company message is more difficult in the hybrid environment
- Understanding the working environment of your employees has also never been more difficult
- Posturite have been supporting our clients, delivering their message with our expertise
- We can build a presentation, deliver that message (teams, zoom), receive questions for an interactive training experience
- The presentation can be recorded and re distributed to your liking





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Contact us

- For all your training needs please reach out to us at training@posturite.co.uk



Managed Service & Hybrid working

[Posturite.co.uk](https://www.posturite.co.uk)

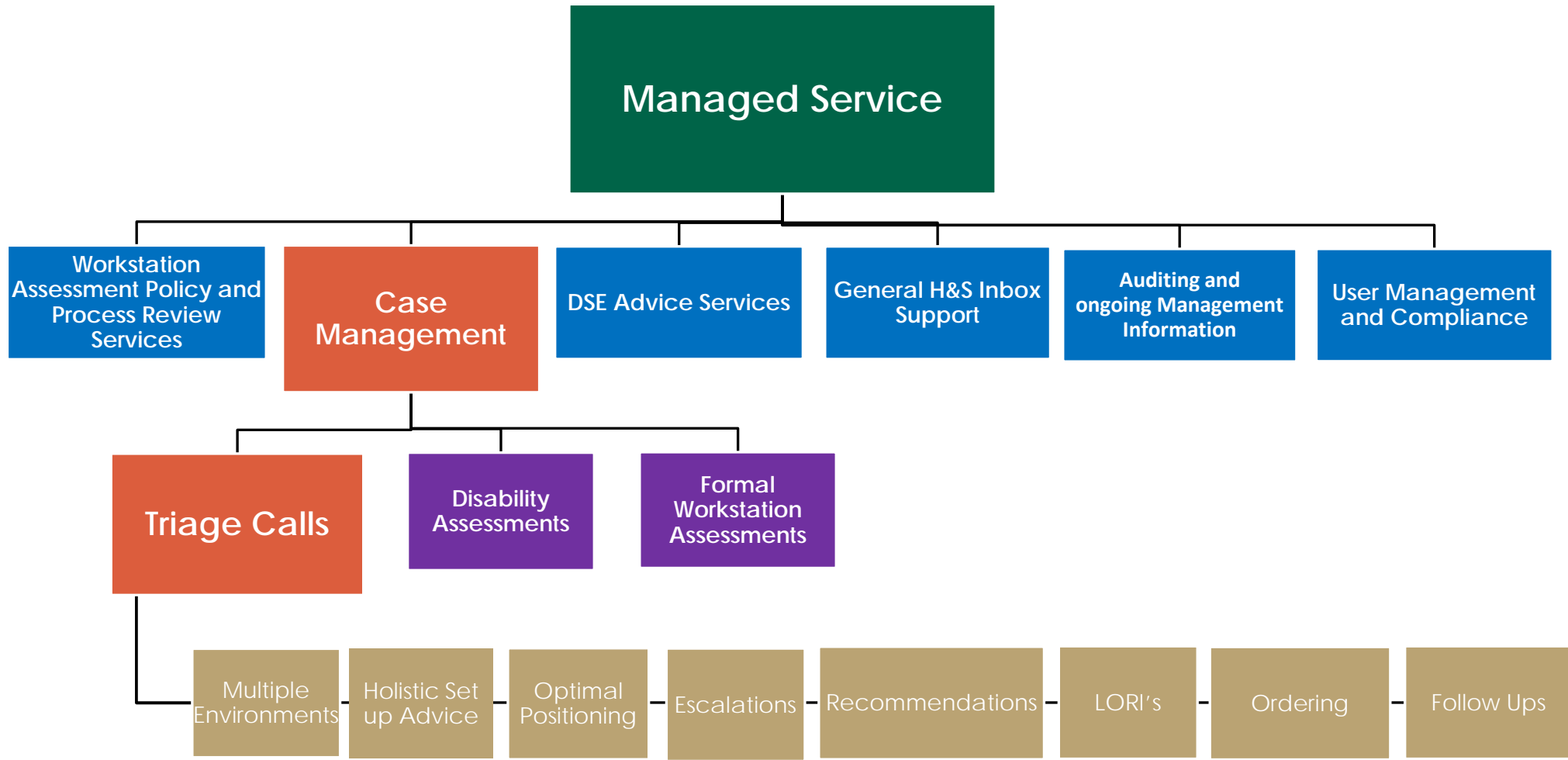


What is “Managed Service”?

Ability to **outsource the management of your workstation assessment process** to our fully trained team of Case Managers. We are expertly positioned to cost effectively manage those high priority actions for your employees, in line with agreed policies and procedures, as well as providing valuable resource to manage all day-to-day tasks associated with a workstation assessment programme.

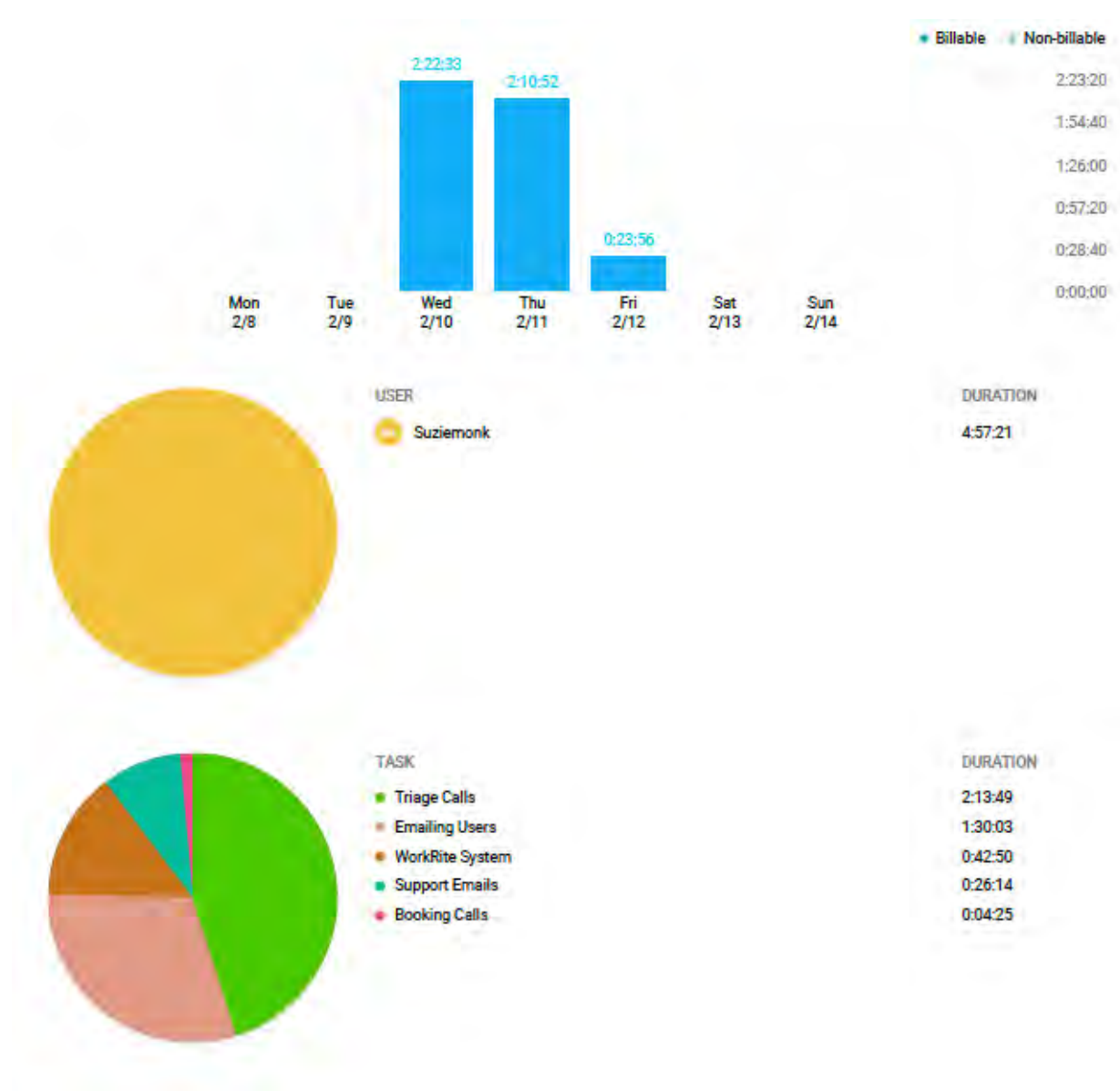
- Experience implementing Hybrid Working policies
- Managing employees working at multiple locations: Office, Home and Agile
- Implementing different strategies
 - Advice and guidance
 - Escalations
 - Furniture and Equipment





MI and Reporting

- System Reports scheduled at regularly
- Overview of time spent on your contract





Furniture Projects

Posturite.co.uk

Current challenges?

- **What do our staff need?**
What do our staff need to be productive?
- **What function(s) do we need the space to fulfil?**
Redefined by Hybrid?
- **What equipment do we need in the space?**
Do we still have what we used to in the offices?
Does it work?
- **What space do we need (sq ft)?**
Lease scheduling. Floor plan redesign?
- **How much will all this cost?**





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The future of office space?

- Offers alternative benefits to **Home** or **On-the-go** spaces
- Collaborative
- Reduced Capacity
- Multi-user workspaces
- A connection point – to the brand, company principals, colleagues
- A place staff should want to visit

Is the visit worth the increased – effort, time, environmental impact?

For the times that the office is the right place for the task(s), staff should be encouraged to utilise the space available.



How are Posturite helping?

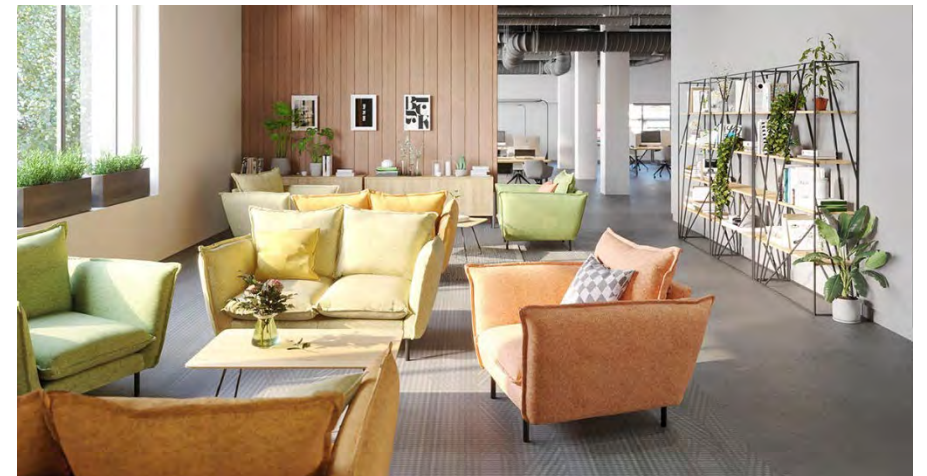
- **Chair Audits:** What do we have and what condition is it in?
- **Multi-User DSE Restock:** Replace equipment that was sent home
- **Review and Restock** of “specialist chair graveyards”
- **Ethical Disposal** of redundant equipment
- **Expert Guidance** ensures product suitability and ROI

- **Review, Redesign, and Repurposing** of existing office space
 - Appropriate for new function(s)
 - Conducive to collaboration
 - A place staff want to come to

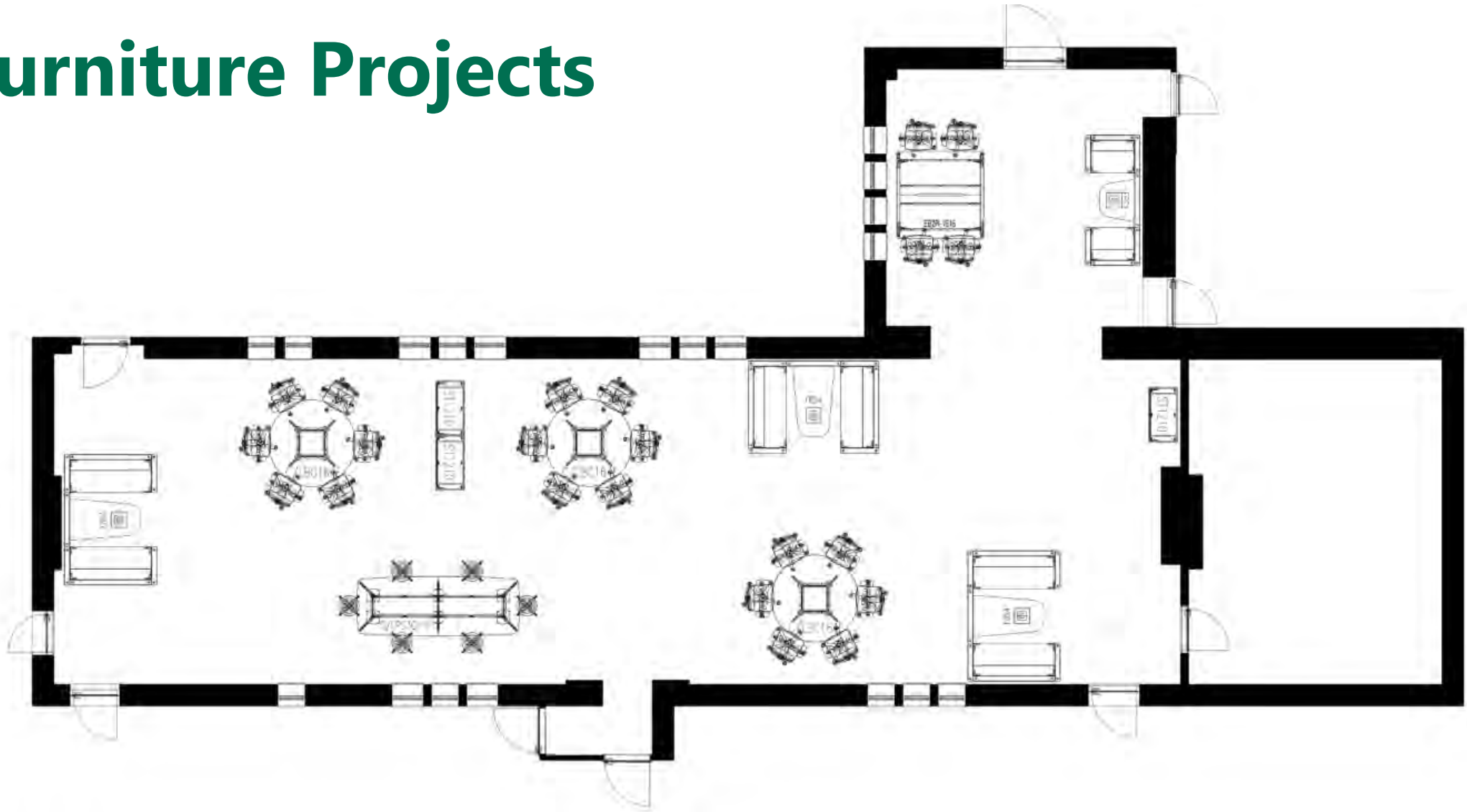


Furniture Projects

1. What will the office look like going forward
2. Reconfiguring existing furniture to meet the new way of working
3. What technology will be needed for the new office space
4. How will the new space be used
5. Collaborative space will be the main area going forward
6. Smaller office space due to homeworking
7. Standards for furniture in the office and home

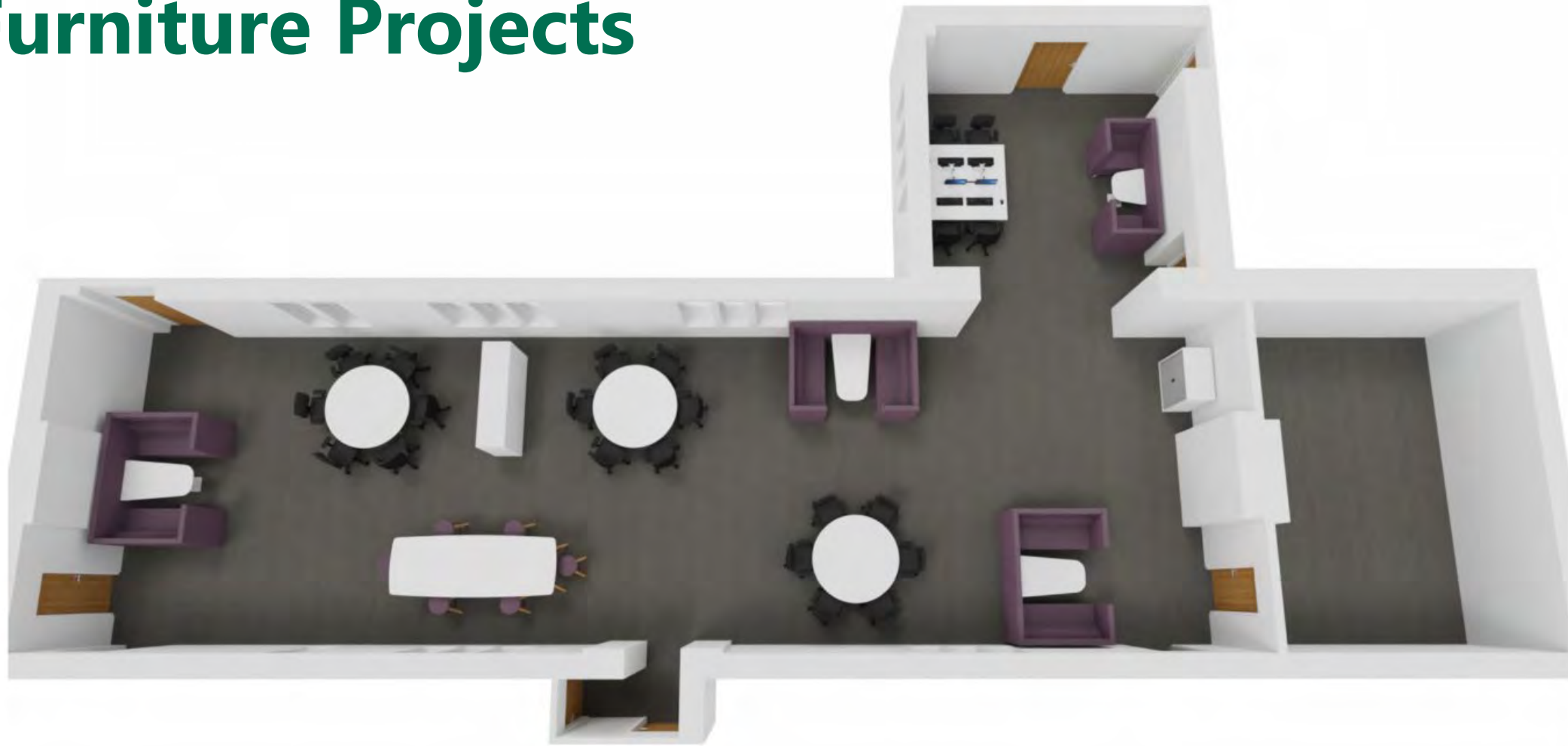


Furniture Projects



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Furniture Projects



Furniture Projects



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Products

Furniture Projects - Products



Furniture Projects - Products



Furniture Projects - Products



Furniture Projects - Products

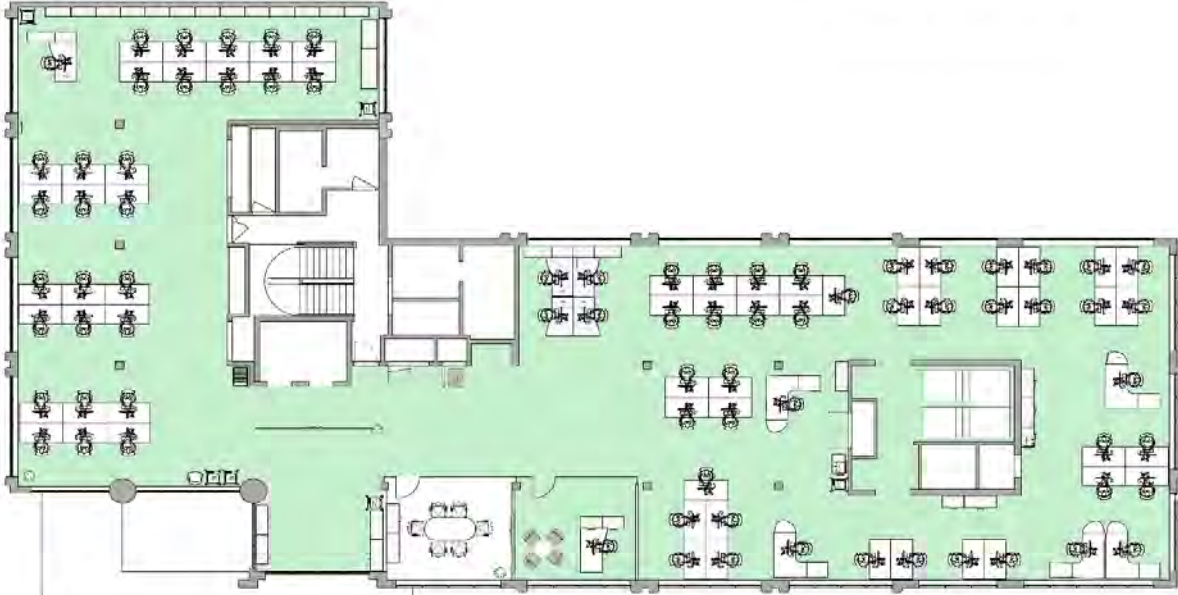


Furniture Projects - Products

Ground Floor



First Floor





Indoor Air Quality: Clean the air we share



Posturite.co.uk

Total hygiene solution

A proactive approach must consist of three essential components for protection against virus transmission in shared environments.



Washing Your Hands



Sanitising Surfaces



Cleaning The Air

How it works

1

The pre-filter captures large particles and contaminants and helps protect the lifespan of other filters

2

Active Carbon filtration adsorbs odours and VOCs from the air

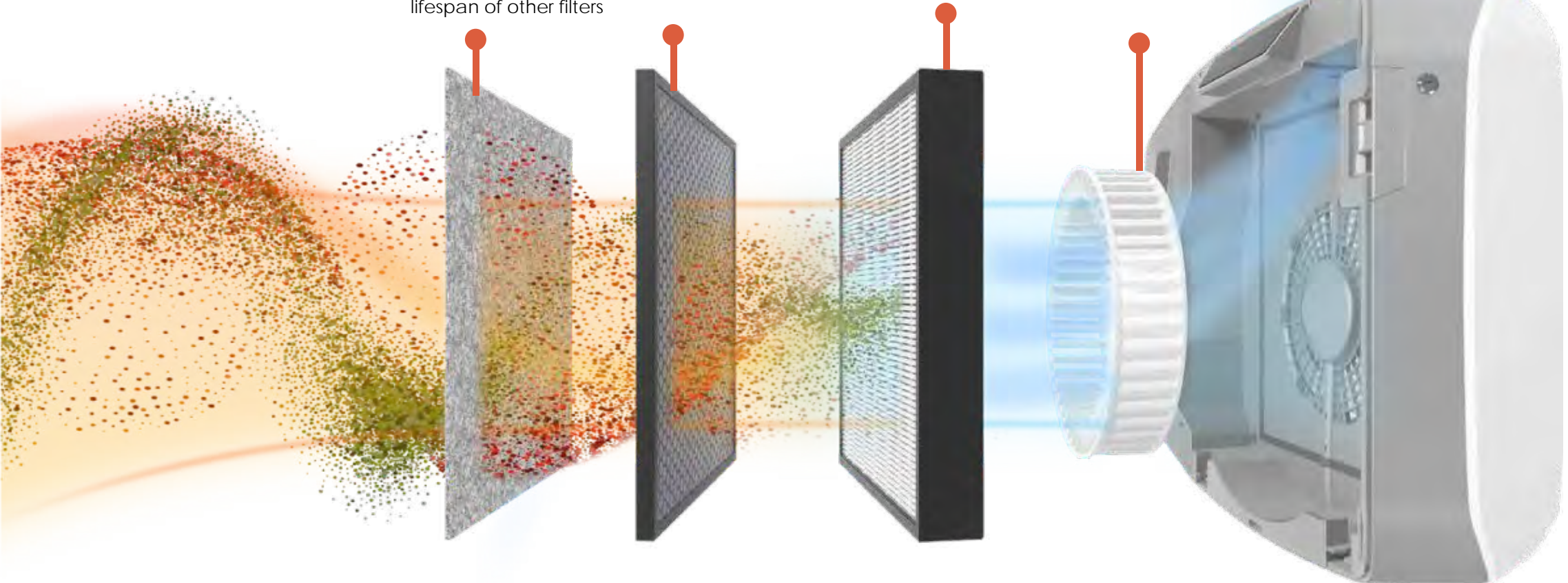
3

The True HEPA filter captures and traps 99.97% of airborne particles*

Anti-microbial treatment on the HEPA filter effectively reduces the development of bacteria and fungi on the filter

4

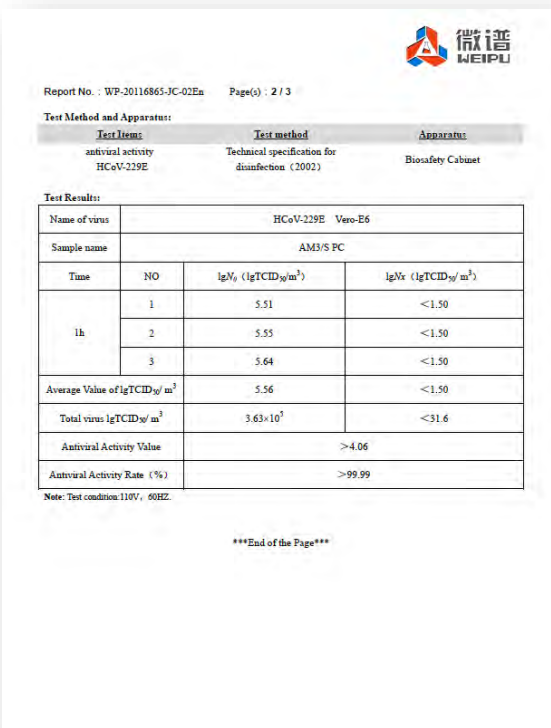
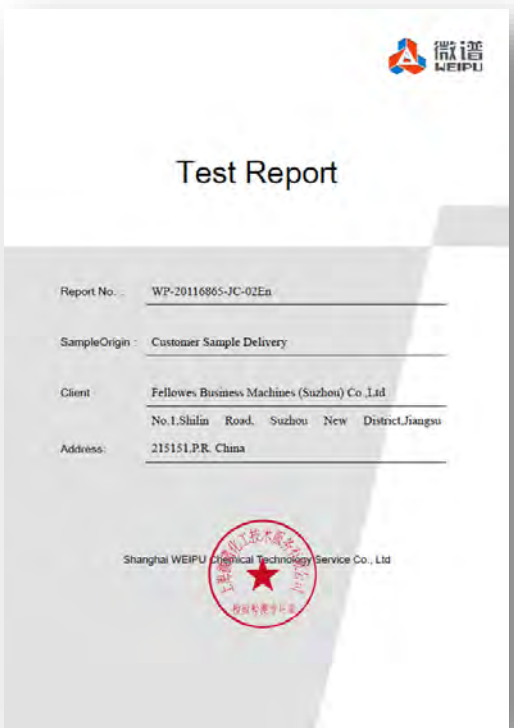
The PlasmaTrue™ Bipolar Ioniser improves the capture efficiency of the particulate filter



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Testing & certification

5 Single Machine Test Reports



1-Page Testing Summary

Test Summary

The following products have been tested by Shanghai WEIPU Chemical Technology Service Co., Ltd as outlined in report(s): WP-20116865-JC-01En; WP-20116865-JC-02En; WP-20116865-JC-03En; WP-20116865-JC-04En; WP-20116865-JC-05En

Product Description	AeraMax Pro
Manufacturer	Fellowes
Test specification	Technical specification for disinfection (2002) 2.1.3
Test Method	Determination of removal efficiency of HCoV 229E following aerosolization of the virus into a 20m ³ environmental test chamber. The device operated at max speed and ionizer ON during test.
Additional SKUs	AeraMax Pro

DATA

The below table shown are the test summary based on the tested products with the different installed filters.

Report NO.	Product	With the Filters	Antiviral Activity Rate (%)
WP-20116865-JC-01En	AeraMax Pro AM2	Hybrid Filter	>99.99%
WP-20116865-JC-02En	AeraMax Pro AM3/S PC	Pre-filter+Carbonfilter+HEPA filter	>99.99%
WP-20116865-JC-03En	AeraMax Pro AM3/S PC	Pre-filter+Hybrid Filter	>99.99%
WP-20116865-JC-04En	AeraMax Pro AM4/S PC	Pre-filter+Carbonfilter+HEPA filter	>99.99%
WP-20116865-JC-05En	AeraMax Pro AM4/S PC	Pre-filter+Hybrid Filter	>99.99%

Shanghai WEIPU Chemical Technology Service Co.,Ltd
 Building 9, building 10, building 18, Yangpu Urban Industrial Part, Lane 139, Guowei Road, Yangpu District, Shanghai (200438) www.weipugroup.com

Peace of mind



This technology means that AeraMax Professional works hard when it needs to, and shifts to standby when possible, saving energy and extending filter lifespan.

There are two sensing modes:

- Normal Mode: automatically adjusts between all fan speeds to control air quality (ideal for most shared spaces)
- Quiet Mode: uses quieter fan speeds when the space is occupied and all fan speeds when space is unoccupied (ideal where noise could be a concern)



Two high grade laser particle counters monitor air quality as it enters and exists the machine, enabling the screen to show the air quality data in two different display modes:

- Room Status: shows the current air quality in the room and the % of particles being captured in real-time.
- PM2.5: Displays real time the PM2.5 levels entering the unit and being removed in the filtration process.



Coverage & support



AERAMAX PRO IV

The right size for large spaces
 The AeraMax Professional IV is the largest of our commercial grade air purification systems and will deliver an air change every 20 minutes in rooms up to 110m². Multiple units can be used for larger spaces making it the ideal solution for open office layouts, large conference rooms and many large shared air spaces.



AERAMAX PRO II

Small. But big.
 The super slim design of the AeraMax Professional II makes it the perfect fit for smaller spaces, offering 3-5 air changes per hour in shared indoor spaces between 15 and 25m². It's ideal for smaller examination rooms, narrow hallways and small public restrooms.



AERAMAX PRO III

The perfect fit for most rooms
 Our AeraMax Professional III is perfect for most rooms, providing up to 3 air changes every hour in rooms as large as 55m². It's ideal for offices, conference rooms, classrooms, restrooms, waiting rooms and enclosed shared spaces.





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Questions?



To hear about future webinars and events, as well as the latest ergonomic advice, news and products, sign up for Posturite emails today at

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