

# Checklist for hybrid working (3/3)

## Practical considerations

Now that you've agreed to your organisation's hybrid working approach and reviewed it against specific criteria (see Checklists 1 and 2), there are a number of practical considerations that need to be taken into account. Adopting hybrid working requires a tweak or even a rethink of some of the core "office type" standards and practicalities. This checklist contains the main considerations for any workplace moving to hybrid working.

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**Once you have agreed your policy, there are a number of practical considerations that should be reviewed and/or implemented including:**

- Update your workplace policies and staff handbook to reflect the new policy and share it with staff.
- Communicate your onboarding policy to ensure there is a common understanding amongst hiring managers about how to induct someone into your business successfully? E.g. Maybe office time with a peer or manager is required full time for the first week or first month?
- Review all the tools that staff have (like laptops, software, monitors and so on) to enable productivity from anywhere? Is there a toolkit of standard equipment for everyone?
- Update your visitor management process and policy. Look at how visitors register with reception on arrival and whether they need a contactless check-in. Review software that manages check-in seamlessly and notifies staff when their visitor has arrived.
- Set up a desk booking system so staff can easily manage their office-based days. Design it so that when booking, staff can easily see where their teammates and collaborators are sitting and which days they plan to be in.
- What systems do you need to record who is on-site and for how long? Use this information to understand your capacity and how well your hybrid working policy is being adopted. Review booking software to manage this.
- Consider how you will measure office utilisation and manage capacity? Is this tracked month to month? Where will you get this data from?

- Review your emergency management process. How will you communicate with staff that are on site if there is a major emergency?
- Review your fire warden and first aider responsibilities. How will you manage it if there are different people on site each day?
- When your people work from home, do they have the option to get a workstation assessment (posture, lighting, position of screen and desk height etc)? What are your obligations under any work health and safety legislation to provide this?
- Does your business have a mental health check-in procedure? Are employee assistance services available and fit for purpose?
- Is there any impact on your physical office access controls?
- Consider car park allocation. Previously staff car parks may have been limited to executives. With a change to hybrid working, are you going to release the car parks for use by other people? Review booking software to manage this.

