



Limelight Workspace

With organisations adopting **hybrid working**, working from home is now part of a **long-term strategy**



Flexible and Home Working

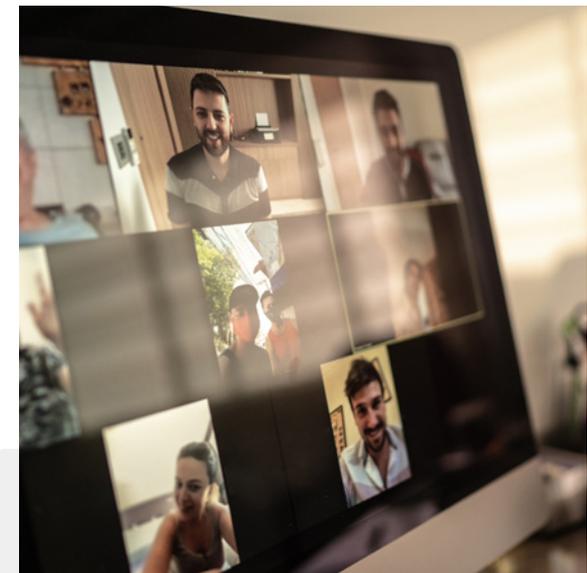
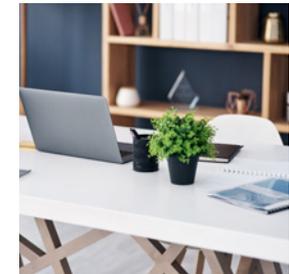
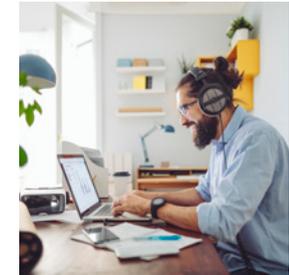
Flexible and home working is here to stay. Research shows at least half of companies with offices say they will allow or encourage more homeworking.

With organisations adopting hybrid working, working from home is now part of a long-term strategy. According to the Health and Safety Executive, your employees' home offices are an extension of the workspace and therefore an organisation has the same legal responsibilities to ensure that it is safe and fit for purpose.

More than just compliance, we have a duty of care to keep our people working safely, productively and comfortably in their own homes.

Employers have a legal responsibility to provide suitable equipment and workplace furniture.

Even though your people are working from home, employers have a legal responsibility to provide suitable equipment and workplace furniture. You need to consider every home office as an extension of your main office as all legal requirements apply to working from home.





Working Effectively from Home

Natural light

Helping to boost productivity, natural light is extremely important. Not only does natural light support mental and physical wellbeing, it helps you be creative and efficient. If possible, ensure all home office set ups are located near a window that can be opened.

Nature

Biophilic design is a popular topic with businesses considering their future office designs. Bringing nature into your working environment is fantastic for your mental and physical wellbeing. Studies have also shown it helps boost individual's productivity. Humidifiers and air purifiers are a wise investment when spending extended periods of time indoors, but plants have similar purifying abilities. The range of benefits that plants bring include fewer airborne dust particles, lower CO2 levels and increased humidity levels.

Technology

Make sure you use technology and maximise its potential. It's very easy to be isolated from the social aspects of a working environment when working from home. Maintaining a positive working culture is great for individual's mental wellbeing, but also ensures that everyone stays aligned to the same goals and vision.

Stay Active

Homeworkers often work from one location and spend a lot of their day sitting, so make sure you carve out time in your working day to do some exercise.

Whether it's to make a coffee, grab a snack or make a call, employees need to ensure they step away, take a break and get active. Regularly take short breaks to get up and walk around. Physical activity is linked to all sorts of benefits including creative thinking and stress reduction (something we could all use right now).

Appropriate Work Settings and Ergonomic Furniture

Many businesses provide employees with ergonomic office furniture to support physical wellbeing in an office environment. Working from home and sitting on a dining room chair or the sofa for an extended period will not have a positive impact on your long-term physical health. Set up your computer so it's as close to eye-level as possible. Avoid hunching over a laptop to prevent straining your back, neck and eyes.

Home furniture and equipment should be the same standard as the office

Finding ergonomic solutions that work in a home environment can be tricky, that's why Limelight has sourced a range of solutions that are ergonomic, durable and stylish. Home furniture and equipment should be the same standard as the office. Products designed with ergonomics in mind reduce the likelihood of injuries such as repetitive strain injury (RSI), eye strain and carpal tunnel.

We provide a series of options including purchase or leasing of ergonomic furniture, storage, lighting, technology and accessories. Equally, we have pre-selected bundles for an economic option.

Logistically easy, all items can be ordered centrally and delivered to each employee's home.

Limelight's Home Working Products

Desks and Sit Stand Desks

Employees want greater say over workplace furniture in their home. Choice of style, size and finish will be important and needs to be fit for purpose. Innovative ideas include sit/stand desks, standard desks and free-standing laptop holders for eye-level viewing.

- Sit Stand Desks
- Drop Desks
- Box Desks
- Folding Desks
- Standard Desks
- Laptop Holders (Free Standing)

Ergonomic Chairs

Chairs should be ergonomic to make sitting for long periods of time comfortable. Every chair should fit their body, support the correct posture and adjust to movements during the day. If there are specific issues or concerns, these need to be taken into account when supplying a work chair for the home environment.

Home Office Storage

Ensure your people have adequate home office storage, especially if they require hard copies of personal and confidential information. Lockable storage solutions will need to be considered to meet General Data Protection Regulations.

Lighting

Good lighting is a top priority for people in an office space. It's important to provide good lighting for your home-working employees as recommended by national bodies. Proper lighting reduces the risk of eye strain, headaches and migraines.

Home Working Technology

Home-working technology facilitates communication and collaboration with colleagues in the office and also from home. Whether it's webcams, headsets or additional displays and screen stands, employees need to be properly equipped to work in a digital world.

- Keyboard & Mouse
- Webcams
- Headsets
- Displays and Stands
- Home Working Tech Bundle

Home Working Accessories

Accessories, including monitor risers and foot stools, are office equipment that should be available to home workers to ensure their comfort and safety.





Protecting Your People

Home-Worker Risk Assessment

The first is to understand the home environment in its full context, whether or not people are using a computer. These Risk Assessments should be carried out for both permanent and temporary home workers and can be conducted remotely.

- How will you be communicating with lone workers to ensure they are healthy and safe
- Understand what they'll be doing and whether it can be done safely at home
- Assess insurance, electrical safety and emergency evacuation plans
- Put plans in place to recognise signs of stress and challenges to mental health

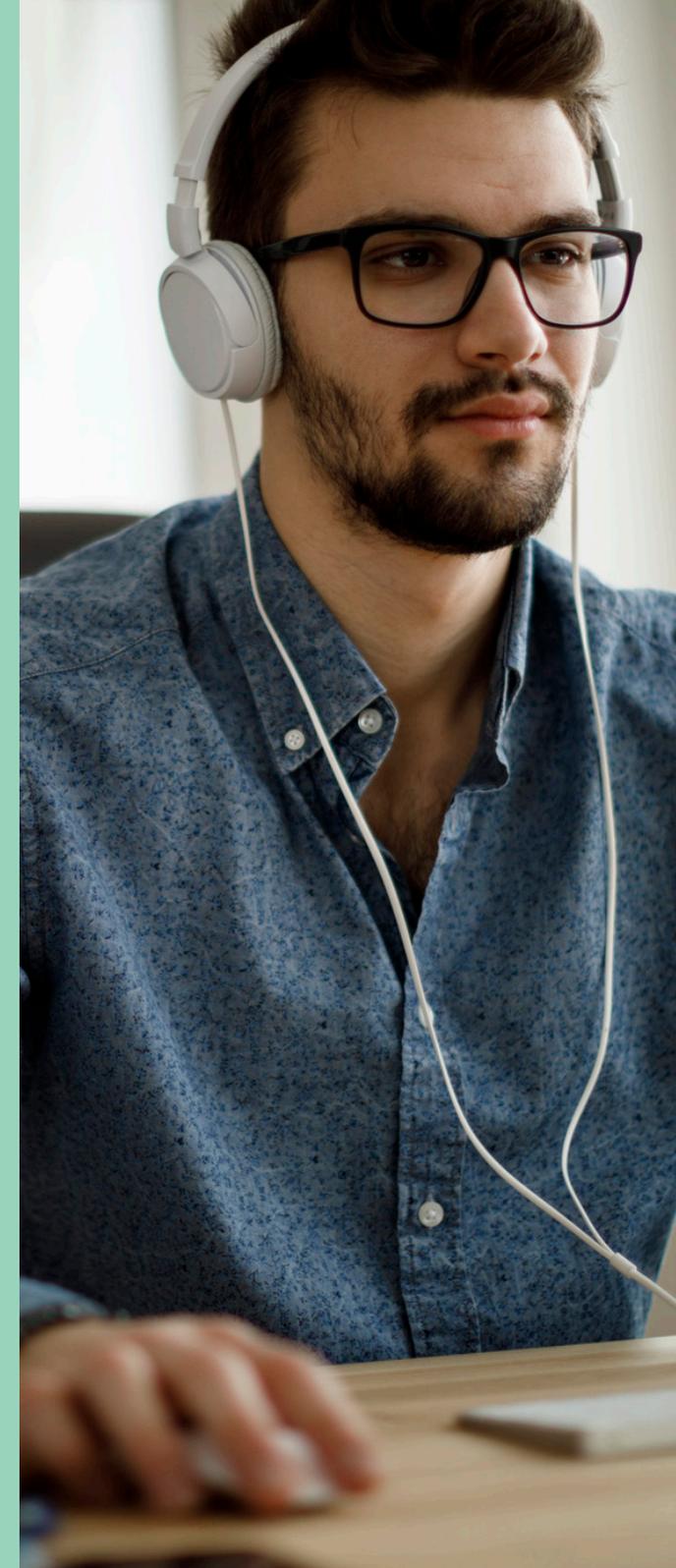
DSE Risk Assessment

A familiar process in the office, Display Screen Equipment needs to be risk assessed for those working at home in the long term. For those working on a temporary basis, the HSE has compiled a useful self-assessment checklist.

A DSE Risk Assessment covers furniture including chair, desk plus lighting, temperature at home, air quality as well as the computer, monitor, mouse and keyboard.

Ensure your employees' home space includes:

- Task lighting. Specific, direct light on your staff's desk or area of work. Fulfilled by desk lamps
- Soft lighting. A well-lit room is needed to reduce eye strain. Care should be taken to choose lights that do not flicker, especially when flickering can occur but not be perceived by the eye
- No glare. Glare from sunlight on computer monitors can also cause eye strain and trigger migraines



Limelight Workspace

We understand
that **returning
to work is a
new territory** for
every business

Covid-19 has changed the way we work. The uncertainty many of us face means we have to be flexible and pivot to different priorities. Flexible working is here to stay, and offices will need to accommodate this change. Businesses also need to protect their capital amidst the economic uncertainty.

Companies implementing measures for new methods of working will ensure their employees work effectively, productively and most of all – safely. Employees will have peace of mind knowing their company is looking after them.

Quality products

We source premium products designed for the workplace and for home working. Working with suppliers whose products deliver great design, durability and innovation.

Procured at scale

Scalable solutions suit companies of any size. Easily and cost-effectively delivered to businesses and multiple home addresses.

We offer everything from individual products to pre-bundled offerings that can be quickly ordered and dispatched, equipping your people in the office or at home and ensuring that your workspace is safe and fit for purpose. By purchasing a bundle, you save money buying multiple necessary products.

Experts in fulfilment

Limelight empowers companies to continue working effectively, productively and safely. Drawing on our heritage and expertise in fulfilment, we source and deliver quality products to you when and where you need them, providing practical solutions that can be deployed at scale.

Flexible financing

Financing options are also available to help protect company expenditure in uncertain times. Limelight Workspace offers flexible financing and scalable products to accommodate your changing requirements. On order values more than £10,000, you will be able to lease your products. Saving on precious capital. Should you need to return the products, you can. No questions asked.

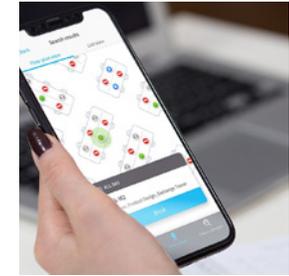
Socially responsible

We source quality products including recyclable and green solutions that are socially responsible. Products can be pre-selected, but a choice of options is available to your employee to suit their home environments.

Exceptional customer service

We understand that returning to work is new territory for every business. Which is why we'll guide you through the purchasing process, respond to your business needs and offer first-class after-sales support so that you're happy with your products.

For more product information, please call **+44 20 8447 4690** to talk to one of our workspace specialists, or visit **limelightworkspace.co.uk**



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