



## TOP TIPS

### Andy Kent FIMI, Inclusive Garage Owner (Retired)

We opened the doors to our garage Andy's Kars, on 2nd November 2002. From day one it was a business to support and employ people with different abilities, people of different cultures and back grounds.

The business went from strength to strength because we treated all equally and with respect.

Here are some simple things a business can do to help individuals and create a more inclusive and supportive working environment in which people of all abilities can thrive.

- ✓ Ask them what they need help with
- ✓ Listen to what they have to say
- ✓ Move the bin from behind the door so it will open fully
- ✓ Use desks that are height adjustable
- ✓ Use desks with round corners
- ✓ Make sure that machines, like printers and shredders, are at a working height for anyone who is going to use them
- ✓ Make sure there is good working space between workstations both in the workshop and in the office
- ✓ Make sure all monitors are fully adjustable
- ✓ Create a list of the most used words used in your shop, like a spelling list, and then laminate it
- ✓ Colour code recycling bins
- ✓ Provide a quiet room or space, and not the smoker's corner!
- ✓ If they say they can do something just say "show me". Don't ask "how?" just watch you will learn something



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