

# Sensory Audit Tool for Neurodivergent Individuals in the Workplace



## Welcome

This sensory audit tool has been designed to enable you reflect on how your sensory experiences affect your wellbeing at work. You can use it on your own, or to support a conversation with a colleague, manager, coach, or occupational health professional.

It's clear, practical, and adaptable — so you can use it in a way that works best for you.

## Who it's for and how to use it

This resource is for neurodivergent people who want to explore how their work environment may support or challenge their sensory needs.

## About the creator

This tool was developed by me, **Emily Edwards**, an Autistic+ADHD (AuDHD) Neurodiversity Coach, Trainer and Workplace Needs Assessor at **withINSight Coaching**. I support neurodivergent people and organisations to create environments where people can work at their best — more of the time.



## I offer:

- 1:1 coaching (Access to Work funded or private)
- Group coaching
- Workplace Needs Assessments
- Neurodiversity awareness training
- Manager and/or team support


## Introduction

We all process the world through our senses – sight, sound, smell, touch, taste, movement, and internal signals like hunger or needing the toilet. For some people, especially neurodivergent people, sensory input can have a much bigger impact on wellbeing preventing them from being at their best at work. A noisy office, harsh lighting, or lack of movement breaks might feel manageable to some – but overwhelming or exhausting to others.


This tool is designed to help you reflect on your sensory experience at work and consider your current setup, how that impacts you and what might support you better. You don't need a formal diagnosis to use it. You might already know some things that help or hinder you – or this might be your first time thinking about it in detail. Use this audit to explore your environment and highlight where changes could make a real difference to your wellbeing and performance.

On the last page is a simple activity to move you from **support** → **resources** → **actions** you can take enabling you to clarify what you need and how to take the next steps to advocating and meeting those needs.



 <b>Visual (sight)</b>	How you respond to light, colour, movement, and visual patterns. Bright lights, flickering screens, or busy environments can be distracting or uncomfortable.			
<b>Good Practice</b>	<b>Example Adjustments</b>	<b>Current Setup</b>	<b>How does this impact you?</b>	<b>What might support you better?</b>
<b>Soft, non-flickering lighting with individual control</b>	e.g. Adjust desk lighting, reduce glare			
<b>Minimal visual clutter, especially in shared spaces</b>	e.g. Use calm colour schemes or visual barriers			
<b>Option to reduce visual input (e.g. partitions, low-stim spaces)</b>	e.g. Bookable quiet areas			
Add your own example here (e.g. something specific to your experience/context)				



 <b>Sound (hearing)</b>	How you experience noise in your surroundings. Background chatter, sudden sounds, or constant hums can be overwhelming or make it hard to concentrate.			
<b>Good Practice</b>	<b>Example Adjustments</b>	<b>Current Setup</b>	<b>How does this impact you?</b>	<b>What might support you better?</b>
<b>Access to noise-cancelling headphones or quiet zones</b>	e.g. Quiet room policy or acoustic screens			
<b>Advance warning of loud or unexpected sounds</b>	e.g. Alert for fire drills			
<b>Minimise background noise</b>	e.g. Relocate noisy equipment			
Add your own example here (e.g. something specific to your experience/context)				






## Taste (gustatory)


How we experience flavours, textures and aftertastes of food or drink. Some people may have strong reactions to bitter, spicy, sweet, or textured foods. This can affect what you eat, how often, and how comfortable you feel in shared food situations.

Good Practice	Example Adjustments	Current Setup	How does this impact you?	What might support you better?
<b>Access to food and drink that aligns with individual taste preferences</b>	e.g. Bring in preferred foods and snacks without pressure to join shared meals			
<b>No expectation to join in with shared food-based activities</b>	e.g. Opt-out of team lunches or taste-based events like bake-offs or food sharing			
<b>Freedom to eat foods that suit sensory needs (e.g. bland, repetitive, or plain foods)</b>	e.g. Have access to personal snacks, eat smaller portions more frequently			
<b>Add your own example here (e.g. something specific to your experience/context)</b>				




 <b>Smell (olfactory)</b>	How you react to scents and odours in the environment. Strong smells from food, perfumes, or cleaning products can be pleasant for some and distressing for others.			
<b>Good Practice</b>	<b>Example Adjustments</b>	<b>Current Setup</b>	<b>How does this impact you?</b>	<b>What might support you better?</b>
<b>Fragrance-free policies or awareness of scent sensitivity</b>	e.g. Fragrance-free zones			
<b>Avoid strong cleaning or food odours where possible</b>	e.g. Flexible seating away from kitchens			
Add your own example here (e.g. something specific to your experience/context)				




 <b>Touch (tactile)</b>	How your body respond to physical contact, textures, or pressure. This can include clothing, seating, or how materials feel against your skin.			
<b>Good Practice</b>	<b>Example Adjustments</b>	<b>Current Setup</b>	<b>How does this impact you?</b>	<b>What might support you better?</b>
<b>Flexible dress code to accommodate fabric sensitivities</b>	e.g. Non-restrictive uniform policy			
<b>Ergonomic furniture options and tactile tools allowed</b>	e.g. Chair cushions, fidget items			
Add your own example here (e.g. something specific to your experience/context)				




 <b>Proprioception (body awareness)</b>	Your sense of body position and pressure – knowing where your limbs are and how much force you’re using. Some people seek deep pressure or need to move regularly to feel comfortable.			
<b>Good Practice</b>	<b>Example Adjustments</b>	<b>Current Setup</b>	<b>How does this impact you?</b>	<b>What might support you better?</b>
<b>Movement breaks encouraged</b>	e.g. Stretch reminders, step challenges, access to gym			
<b>Use of resistance bands, lap pads, footrests etc.</b>	e.g. Referral to Occupational Health, access to reasonable adjustment funding (Access to Work)			
Add your own example here (e.g. something specific to your experience/context)				



 <b>Vestibular (movement and balance)</b>	Your sense of balance and spatial orientation. It helps you stay upright and feel grounded; too much or too little movement can affect focus and wellbeing.			
<b>Good Practice</b>	<b>Example Adjustments</b>	<b>Current Setup</b>	<b>How does this impact you?</b>	<b>What might support you better?</b>
<b>Walking meetings, standing desks and movement-friendly routines</b>	e.g. Walking meetings provided as an option			
<b>Workspace layout supports clear, uncluttered movement</b>	e.g. Routes with minimal obstacles			
Add your own example here (e.g. something specific to your experience/context)				



 <b>Interoception (internal body signals)</b>	Your awareness of what's happening inside your body – like hunger, thirst, pain, temperature, or emotions. Some people may notice these signals easily, while others might not realise they're overwhelmed and/or need a break until later.			
<b>Good Practice</b>	<b>Example Adjustments</b>	<b>Current Setup</b>	<b>How does this impact you?</b>	<b>What might support you better?</b>
<b>Adjustments offered based on need, not diagnosis</b>	e.g. Communication passport or similar used within the organisation			
<b>Line managers trained in neuro-inclusion</b>	e.g. CPD sessions or specialist training			
<b>Adjustments reviewed regularly</b>	e.g. As-and-when basis and/or annual or bi-annual review meetings			
Add your own example here (e.g. something specific to your experience/context)				



**Activity:** Is there any other support or resources that you need to enable you with sensory needs in the workplace?

<b>Support</b> <i>What support (from people, processes, or culture) might help you manage your sensory needs?</i>	<b>Resources</b> <i>What tools, equipment, or adjustments might be useful?</i>	<b>Actions to Take</b> <i>What needs to happen next to advocate for your needs?</i>

If you'd like help implementing anything from this audit – whether that's understanding your sensory needs more clearly, exploring adjustments, or preparing for a conversation with your manager – you're welcome to [book a free Discovery Call](#) with me.

