

The aim of the site plan is to provide an overview of all the locations within the site and the movements of products, materials and people.

All businesses must make **reasonable** efforts to maintain the 2-metre distance between employees. By developing a site plan for your premises, it will help to risk-assess your workplace and identify the locations where potential hazards (i.e. choke/ muster points) could occur. Your premises should have sufficient working space to allow personnel to move around using simple, logical routes, which comply with the 2-metre social distancing rule.

Hints and Tips:

- Draw a diagram of the floor plan/layout of your premises.
- Identify the following on the site map:
 - Access points for staff, visitors e.g. contractors, customers
 - Movement of staff, visitors e.g. contractors, customers
 - Access points and movement of deliveries e.g. ingredients, packaging and finished products
 - Storage areas
 - Route for the removal of waste
 - Location of any staff facilities e.g. changing areas, toilets, canteens etc.
- Once you have documented your site map, review the information and identify any potential high risk 'congestion hotspots' e.g. external customers queues, changing areas, corridors, staff rooms, offices, canteens etc.
- Ensure adequate control measures are in place to reduce the amount of time spent in confined areas, avoid close congregation of personnel and to ensure the 2-metre social distancing rule is adhered to. In particular, focus on any high risk 'congestion areas'.
- Refer to your control measures e.g.
 - Reducing people on site
 - Encourage working from home where possible (i.e. office staff may not be required on site).
 - Stagger arrival and departure times for employees.
 - Carefully plan production activities and move tasks to different site locations where possible.
 - Discourage non-essential visitors and ensure essential visitors (i.e. maintenance teams) are aware of the rules.
 - Control movement around the workplace
 - Re-design the workflow to minimise staff movement.
 - Clearly identify appropriate distancing spaces on the floor.
 - Implement a one-way movement route, where possible.
 - Implement a 'one in, one out' system for areas with a potential for congregation, such as changing areas or narrow corridors.
 - Implement a rota system for breaks.
 - Consider the positioning and movement of staff during all activities e.g. cleaning, inspections, equipment maintenance, removing waste, accepting deliveries etc.
 - Separation
 - Use of physical barriers/screens (ensure these are frequently cleaned).
 - Review door control and avoid contact with door handles, where possible.
 - Where possible, avoid activities that require close proximity between staff.
 - Ensure all staff are fully trained in social distancing rules.