

SITE PLAN

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.

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Site plans and plans of each lodge are available on www.millmeadow.co.uk

Circulation plans have been considered and assessed as not relevant but additional signage has been assessed and installed especially where there are single access points or points of possible congestion.

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This document is guidance for good practice it does not constitute legal advice. You should undertake your own risk assessment before adopting or applying any of this guidance and, if necessary, seek your own legal opinion.