



HILLINGDON  
LONDON

## **Covid-19 - Stay alert**

We can all help control coronavirus if we all stay alert. This means:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance (2 metres apart where possible)
- wash your hands regularly

If you have any symptoms of coronavirus you should self isolate at home and arrange to have a test to see if you have Covid-19.

## **Developing a Site Plan**

The aim of developing a site plan is to provide an overview of all the locations within the site and the movement of products, materials and people. All businesses must make reasonable effort to maintain the 2 metre distance rule between employees.

- Draw a diagram of the floor/layout of your premises. Identify access points for staff and customers.
- Identify movement of goods and people. If possible put in place a 1 way flow of people in and out of the premises. If necessary to preserve social distancing, implement a one in, one out system for customers.
- Once you have identified the potential flow of people, try to identify any possible congestion 'hotspots' i.e. external customer queues; shop floor areas; changing areas; corridors; staff rooms; offices etc.
- Put in place measures to maintain separation in these potential 'hotspots.'
- Control movement on site by redesigning tasks, marking out appropriate distancing spaces on the floor; implement a one in, one out system for staff rooms, kitchens and changing areas.
- Consider the location and spacing of staff during work activities including cleaning, deliveries, waste removal etc

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- Consider the location and spacing of staff during work activities including cleaning, deliveries, waste removal etc.
- Reduce people on site - where possible arrange for staff to work from home; stagger arrival and departure times; plan activities on site to ensure maximum separation; discourage non essential visitors and make sure essential visitors are aware of the rules.
- Physical separation - consider the use of physical barriers and screens for high risk areas such as at the point of sale/till.
- 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 social distancing 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 social distancing rules.

#### **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.