



**CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015**

**TENDER STAGE  
PRE CONSRUCTION INFORMATION**

**for**

**LITTLE LIVERPOOL GALLERY**

**At**

**MUSEUM OF LIVERPOOL,  
PIER HEAD,  
LIVERPOOL  
L3 1DG**

**For**

**THE BOARD OF TRUSTEES OF THE NATIONAL MUSEUMS AND GALLERIES ON  
MERSEYSIDE (NATIONAL MUSEUMS LIVERPOOL)**

**August 2019**

**Ref: 6316**

**Issue No : 01**

1. Project Details	
Project	Little Liverpool Gallery
Client	The Board of Trustees of the National Museum and Galleries on Merseyside, 127 Dale Street, Liverpool, L2 2JH
Principal designer	Cunliffes Ltd
Designer(s)	Cunliffes Ltd and Contractor
Site location	Museum of Liverpool, Pier Head, Liverpool, L3 1DG
Description of works	The work consists of the refurbishment of the existing Little Liverpool Gallery, within the Museum of Liverpool on the ground floor. Works will include for refurbishment of the existing set work displays including repairs and replacement of items and to the set work interactives. Replacement of the vinyl floor covering to the gallery space, repair works to the water filtration system and AV/IT works.
Key dates, including start and completion of construction phase	Works to commence on site 4th November 2019
Minimum time allowed between appointment of principal contractor and start of construction phase	3 weeks
Will the structure be used as a workplace?	Yes - The museum is open to the public and will operate normally during the course of the work. Strict access limitations will apply
Extent and location of existing records and plans	<p>The contractor, before commencing works, must check with Statutory Bodies or Public Utilities to definitely establish the presence of all services on site.</p> <p>Live services existing on site to be protected and maintained as necessary ie: gas, water, electric, drains, sewers, cable, telephone and other similar properties.</p> <p>Any such services likely to be interfered with during the execution of the works to be plotted on a Site Plan and passed to the C.A for record purposes prior to commencement of work.</p> <p>Any existing surface fixed light fittings, electrical cables, sensors etc that affect the proposed works will need to be removed and re-fixed / replaced on completion.</p> <p>Site plans for all work areas are provided with the tender package. Existing as built drawings are available upon request. Any other site-specific documents are available for reference from the CA.</p>

## 2. Client's considerations and management requirements

Arrangements for:

- Structure and Organisation

The main point of contact to discuss and agree health & safety aspects of the project will be the Principal Designer/CA, however day to day liaison will be with a designated visitor services manager in regards to delivery access etc.

Cunliffes Ltd are the lead consultant for the project and are providing design, CA and Principal Designer services for the client. Cunliffes Ltd have worked with the client from the initial stages of design and will continue to provide the role as lead consultant through to completion and handover of the proposed works.

- Communications between client and others

All communications between the contractor and the client shall be made through the CA.

All instructions to the contractor will be issued directly from the CA in writing.

The contractor shall liaise directly with CA for all site issues for the duration of the contract. The Principal designer will arrange a pre-start meeting in advance of commencing work on site to discuss and agree management and co ordination for project health & safety. Regular site progress meetings (fortnightly) will be held throughout the construction period at which time opportunity will be given to update all parties on the relevant aspects of project health and safety.

Cunliffes Ltd (CA) will maintain lines of communication between all duty holders for the duration of the project & also as principal designer will liaise with designers & the principal contractor & distribute relevant design risk information throughout the design phase.

The contractor must provide a programme to be agreed with the client, clearly indicating dates when access to specific work areas area required.

- Safety Goals

The client expects the highest standards of Health & Safety to be observed throughout all building projects and will work together with the successful contractor to ensure that the safety goals are achieved.

The Principal Contractors Construction Phase Health & Safety Plan will be the principal document for setting out how the project will be managed with regard to Health & Safety. The Construction Phase Health & Safety Plan **MUST** be site specific. Generic plans will not be accepted. A copy of the Construction Phase Health & Safety Plan must be submitted to the client at least 1 week prior to commencement. Works should not commence until the client is satisfied that the construction phase plan has satisfactorily addressed

	<p>the relevant project health &amp; safety risks.</p> <p>A formal meeting with all duty holders will take place prior to commencement of works on site at which time the project Health &amp; Safety issues will be discussed in detail. Further site meetings will take place throughout the contract period during which opportunity will be given to discuss the Health &amp; Safety issues in the presence of all duty holders.</p> <p>It is essential that the proposed works are planned with thought for safe access during the contract programme. All unauthorised persons are to be kept segregated from the works and exposure to potential associated construction hazards.</p>
<ul style="list-style-type: none"> <li>• Security</li> </ul>	<p>All personnel will be required to attend a site induction prior to entering the site. The site induction will be held on site and will be arranged by Principle Contractor and Principal Designer. A security pass system will be in operation on site and all Contractors/ Sub-contractors shall adhere to directions given by authorised security personnel on site at the venue. Details for signing in and out of the building will be advised during the site induction process, and in line with Principle Contractor site rules and site setup.</p> <p>The Contractor shall comply with all regulations and operating restrictions imposed by the Client / Principal Designer / Principle Contractor with regard to access routes throughout the site. In addition the Contractor shall liaise with the NML Security/ Visitor Services Managers to obtain building security badges for staff during the carrying out of the works.</p> <p>The Contractor shall give the Client and Principal Contractor 48 hours notice of personnel visiting the site.</p> <p>The principal contractor will have responsibility for ensuring that all work areas including the contractors site compound are secure in order to prevent unauthorised access.</p> <p>The principal contractor should keep a site signing in document to be located in the site office. All operative are required to complete a site induction prior to being permitted access onto the construction site.</p>
<ul style="list-style-type: none"> <li>• Welfare provision</li> </ul>	<p>The Principal Contractor should ensure that adequate welfare facilities are provided in accordance with HSE Construction Information Sheet No 59 (Provision of welfare facilities during construction work)</p>
<p>Requirements relating to the health and safety of the client's employees and others:</p>	
<ul style="list-style-type: none"> <li>• Site fencing</li> </ul>	<p>The contractor is to provide suitable hoarding or heras fencing around all work areas including the contractors compound area. These are to be indicated on the contractors site management drawing.</p>

<ul style="list-style-type: none"> <li>Site transport, including vehicle restrictions</li> </ul>	<p>The Contractor shall ensure that all delivery vehicles and refuse vehicles are of a size suitable to negotiate the surrounding roads and area in a safe manner. The area around the building is a pedestrian zone and drivers must comply with site rules when driving / operating vehicles or machinery in this area.</p> <p>Vehicle access for deliveries only will be gained via Mann Island.</p> <p>Site deliveries are to be agreed with the Visitor Services managers.</p> <p>All deliveries shall be accompanied and controlled by a banksman.</p>
<ul style="list-style-type: none"> <li>Site Rules</li> </ul>	<p>All deliveries to site must be supervised by the Principal Contractor.</p> <p>No waste materials shall be burnt on site. Under no circumstances shall materials, tools, waste etc. be positioned on site so as to pose a hazard. Waste should be regularly removed from site and must not be allowed to accumulate and form a potential fire hazard.</p> <p>All paths, roads, car parking areas, etc. must be kept clear of waste, debris, mud, etc. at all times.</p> <p>Skips shall not be left on site overnight unless they have a secure lockable cover.</p> <p>Appropriate fire extinguishers shall be provided at all areas of work.</p> <p>Adequate warning signs e.g. 'Danger Keep Out', 'Men Working Overhead' etc. must be provided at all areas of work. Relevant warning signs and notices shall be displayed at the site entrance.</p> <p>At least one member of the Principal Contractor's Personnel should be sufficiently competent in the administration of first aid. The appointed First Aider must be site based. Evidence of training is to be provided in the developed Health &amp; Safety Plan.</p> <p>Permit systems will be administered on behalf of the Client/Principal Designer.</p> <p>Permits will be required, but not limited to;</p> <ul style="list-style-type: none"> <li>Hot works</li> <li>Access to plant rooms</li> <li>Access to risers</li> <li>Access to the roof</li> <li>Access to electrical equipment rooms</li> </ul>

<ul style="list-style-type: none"> <li>• Fire precautions</li> </ul>	<p>The principal contractor shall produce a construction site fire evacuation plan to include details of muster points, egress routes etc.</p> <p>In the event of a fire, the contractor shall ensure that a site register is taken to ensure all operatives are present and this is to be confirmed back to the</p> <p>The building has an active automatic fire detection system. The Contractor must advise the Client/Principal Contractor if it is necessary to isolate areas / zones within the building whilst works are being undertaken.</p> <p>Smoking will not be permitted anywhere on site.</p> <p>Hot works permits will be issued if these hot works are necessary. Hot Work Permits will be issued by the Client/Principal Designer as required. These will include details of fire extinguishers, personnel, how long a fire watch is to be maintained after hot works and how long before closure of the site these should be completed and any other rules and restrictions. The Contractor will however be expected to utilise any method other than hot works if deemed practical and economical by the Principal Designer.</p>
<ul style="list-style-type: none"> <li>• Emergency procedures</li> </ul>	<p>The principal contractor shall familiarise himself with the museums emergency evacuation procedures prior to commencement of works on site.</p> <p>The building has a major / minor incident emergency plan together with emergency evacuation procedures. These will be explained to the Contractor during the site induction</p> <p>Every employee working on this project who reasonably considers that they are exposed to serious, imminent and unavoidable danger, shall in the absence of any further guidance or instruction, stop work and immediately proceed to a place of safety. Such a situation must be reported immediately to the Principal Contractor.</p> <p>Notices containing emergency procedures shall be displayed by the Principal Contractor on site.</p> <p>The contractor should establish where nearest hospital to the site is and obtain its telephone number.</p> <p>The local Health &amp; Safety Executive is: Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS</p>

	<p>In addition to individual sub-contractors accident reporting procedures, all accidents must be reported to the Principal Contractor where they shall be recorded in his accident book.</p> <p>All injuries, diseases and dangerous occurrences which are notifiable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, must also be notified to the Principal Contractor.</p> <p>The nearest hospital to Museum of Liverpool is : The Royal Liverpool University Hospital Prescot Street Liverpool L7 8XP</p>
<ul style="list-style-type: none"> <li>• No-go areas</li> </ul>	<p>No contractor access to any area outside of the construction work areas without prior permission from the CA or designated visitor services manager.</p>
<ul style="list-style-type: none"> <li>• Confined spaces (as designated by the client)</li> </ul>	<p>Not applicable</p>
<ul style="list-style-type: none"> <li>• Smoking and parking restrictions</li> </ul>	<p>Smoking is not permitted anywhere on the site. There is no smoking on or near the building. Designated smoking areas are to be identified in the construction phase health and safety plan.</p> <p>There will be no or limited contractor parking available at the venue. Limited parking for contractors will be available on Museum of Liverpool site on the graving docks exact locations to be agreed at the pre-start meeting.</p>

<p><b>3. Significant Project Hazards</b></p> <p>Safety hazards, including:</p> <ul style="list-style-type: none"> <li>• Boundaries and access, including temporary access</li> </ul>	<p>Access to the site and contractors parking is as detailed above. These areas are in constant daily use by other term contractors, NML staff and general public. The contractor should take care when entering and exiting the premises to avoid traffic/pedestrian collisions.</p> <p>There is a designated speed limit in place on all access routes to the site and contractors compound/parking area and these must be adhered to at all times. Hazard warning lights must be used when entering and exiting these areas.</p>
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<ul style="list-style-type: none"> <li>Restrictions on deliveries or waste collection or storage</li> </ul>	<p>Deliveries should be timed to avoid clashes with food deliveries, bin collections etc. The contractor will be required to liaise with the visitor services manager to agree suitable delivery times.</p> <p>All deliveries are to be made to the building at a time agreed with the Client and Principle Designer. The materials &amp; equipment will only be brought through the building and to the site area between the hours of 8am - 10am (Monday to Friday). The Contractor will ensure nothing is damaged within existing galleries/communal areas as equipment and materials are brought through the building.</p> <p>Roads, loading bays and access lifts shall be left clean and clear to allow access for emergency vehicles at all times.</p> <p>The Contractor will be responsible for removal of all debris and rubbish arising from the Contract Works and must maintain a clean and clutter free environment.</p> <p>Storage space is limited and the Contractor shall agree with the Client / Principle Designer locations for storage of materials and shall relocate material if requested by the Client / Principal Contractor within 24 hours of the request being made or immediately if so requested.</p> <p>The Contractor shall thoroughly clean the working and storage areas daily as the works proceed to the satisfaction of the Client/Principle Designer and remove rubbish, debris and surplus materials daily.</p> <p>No flammable materials are to be stored on the Site.</p> <p>Skips should be removed from site each day unless the skip has a lockable cover.</p>
<ul style="list-style-type: none"> <li>Adjacent land use</li> </ul>	<p>The building is located in a pedestrianised area, largely used for recreational and commercial activities.</p>
<ul style="list-style-type: none"> <li>Existing Structures</li> </ul>	<p>The existing structure consists of steel frame with external rainscreen cladding system with metal/aluminium windows and doors with flagged/cobble external walkways and roads</p>
<ul style="list-style-type: none"> <li>Location of existing services, particularly concealed services</li> </ul>	<p>Above ground services to affected work areas both internally and externally are generally surface fixed, however care should be taken to identify service runs prior to removal or opening up of any areas.</p>
<ul style="list-style-type: none"> <li>Ground conditions, underground structures or water courses</li> </ul>	<p>Not Applicable</p>
<ul style="list-style-type: none"> <li>Information about existing structures, ie stability, or those containing fragile or hazardous materials</li> </ul>	<p>The building was constructed in 2008.</p>



## Design assumptions and control measures

- Principals of Design

Works will include for new refurbishment of the existing set work structures and interactives including repairs and replacement of some items. Replacement of the existing floor coverings to the gallery area. Refurb works to the existing water filtration system and AV/IT works.

- Fire damage, ground shrinkage

Not applicable

- Health and safety information contained in earlier design and construction information

Health and Safety and operation manuals from previous projects will be made available where applicable.

- Asbestos, including results of surveys, etc

N/A

Design assumptions, suggested work methods, sequences, etc

The works are to be carried out over a single phase.

The Principal Contractor will be expected to provide a programme of works indicating the proposed sequencing of the works for discussion and agreement at the pre contract meeting.

Exact dates are to be agreed with NML at the pre contract meeting.

Arrangements for co-ordination of on-going design work and handling design changes

The principal designer will be notified of any design changes and will review the changes. The principle designer will provide the Principal Contractor with any information relating to health & safety risks associated with the design change.

The Principal contractor shall notify the principal designer of any changes in design or other material changes proposed by contractors during construction.

Risks identified during design

Measures to prevent members of the public coming into contact with construction activities shall be implemented by the principal contractor. It is essential that all site operatives are informed of the proposals to protect the public and that the safety plans are reviewed as the works and progress.

The Contractor shall locate skips away from pedestrian areas where applicable and ensure that they are enclosed with suitable fencing.

The site will be an occupied by general public, visitors and staff for the duration of the works. Adequate high visibility temporary barriers must be erected around work areas as some owners may be partially sighted.

Materials requiring particular precautions

Working with adhesives, COSHH details from manufacturers

The Principal Contractors Construction Phase Plan must set out the arrangements for securing health & safety during the period construction work is carried out. The plan must be drawn up before the pre-construction phase and before the construction site set up. The plan must take into account the pre-construction information issued at tender stage and any further pre construction information issued through the course of the project. During the construction phase, the principal contractor must ensure the plan is appropriately reviewed, updated and revised, so it remains effective.

#### **Section 4. – The Health & Safety File**

## HEALTH & SAFETY FILE CERTIFICATE OF HANDING OVER

This certificate is signed in acknowledgement of handing over of the Health and Safety File for the under noted construction project:

Construction Project:

situated at:

for which the client is:

The Health & Safety File has been compiled in accordance with regulation 12(5) of the Construction (Design and Management) Regulations 2015 for the above construction project.

Signed on behalf of the Principal Designer:

Signed (Cunliffes Representative): (Name ) \_\_\_\_\_

Date of handing over the File \_\_\_\_\_

As client for this project, I acknowledge receipt of the Health & Safety File and am aware that I should take reasonable steps to ensure that the information in the file is:

- Kept available for inspection by any person who may need it to comply with any relevant legal requirements 4(5)(b)(iii);
- If the client disposes of the clients interest in the structure, the client complies with the duty in paragraph (5)(b)(iii) by providing the Health & Safety File to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and purpose of the file 4(7).

Signed on behalf of the Client \_\_\_\_\_

Date of handing over The File \_\_\_\_\_

## **CONTENTS OF THE HEALTH AND SAFETY FILE**

The Guidance to CDM 2015 L153 outlines at Appendix 4 the information that is likely to be included within a health and safety file.

While the format of the file will vary greatly between different types of project (eg the file for a processing plant is likely to be far more extensive than that for an office building), the sections set out below indicate the basic elements that need to be included in any file.

### **Section 1 — Drawings**

A brief description of the work carried out.

### **Section 2 — Residual Hazards**

Information on any residual hazards which have not been eliminated through the design and construction processes and how they have been dealt with. For example, surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services, any working at height that may be required, etc.

### **Section 3 — Key Structural Principles**

The health and safety file should contain details of the design concepts behind various elements of the structure. For example, bracing, sources of substantial stored energy — including pre- or post-tensioned members — and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

A useful checklist might include:

- structural frame/load-bearing walls
- cladding/infill
- curtain walling and window systems
- floor structures
- roof structure/covering
- mechanical services' design concept, eg whether natural ventilation or air conditioning is used
- electrical services' design concept, eg whether all electric lighting is on one circuit or on a floor-by-floor basis.

The file should identify any specific sequence that was used in the erection of the building and which might need to be considered during alterations or demolition. This is particularly relevant to prefabricated buildings or structural elements (eg portal frames) that are inherently unstable in isolation during erection and have specific temporary propping requirements.

Detailing the sequence in which external cladding panels were assembled could also be included in the file, which would indicate how they might be safely disassembled.

### **Section 4 — Hazardous Materials Used**

Potentially hazardous materials that may be identified on the drawings or as a separate piece of documentation include:

- flammable finishes
- various types of insulating materials
- lead paint
- pesticides
- special coatings which should not be burnt off.

### **Section 5 — Information Regarding Installed Plant**

Any special arrangements for lifting, order or other special instructions for dismantling installed plant and equipment. This should also include maintenance requirements and if lock off procedures will be required.

### **Section 6 — Health and Safety Information Required for Cleaning and Maintaining the Structure**

The file must set out the various elements within the building that are provided for maintenance and cleaning purposes and which have health and safety implications for those using them, including:

- facilities for roof access
- gantries
- window-cleaning cradles
- remote window opening gear
- permanent fixings for fastening ladders.

The file must outline the health and safety issues with regard to the overall structure and its finishes. This might include procedures for:

- decorating the outside of the structure
- clearing gutters
- renewing air-conditioning unit filters.

These procedures should include details about the required frequency of cleaning and the types of cleaning materials to be used and those to be avoided.

### **Section 7 — Significant Services**

Included in the file should be information on the nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services, etc.

A useful checklist includes:

- mains distribution, eg the location, size and termination of the gas main, water main and telecommunications
- emergency backup facilities, eg standby generators
- security alarms
- fire-fighting systems, eg sprinkler systems, drencher systems and fire shutters.

## Section 8 — Information and As-built Drawings

Information and as-built drawings should be included of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation, etc).

The drawings should be the final, “as-built” version (ie as amended from the originals through the construction process). These will represent the final structure as it actually exists and not just as it was conceived. The drawings should:

- indicate the position of incoming services and distribution (any or all of which may be concealed)
- indicate the location and details of various building materials used
- identify the various types of insulation material, flammable finishes, etc that may represent hazards if they are disturbed
- make cross references to the information on hazards where appropriate.

The Health and Safety File should NOT contain information which will not be of help when planning construction work in the future such as the following:

- the pre-construction information, or construction phase plan
- construction phase risk assessments, written systems of work and COSHH assessments
- construction phase accident statistics
- details of the contractors and designers involved in the project (though it may be useful to include details of the principal contractor and principal designer)
- contractual documents
- information about structures, or parts of structures, that have been demolished, unless there are any implications for remaining or future structures, for example voids
- information contained in other documents (but relevant cross-references can be included).

## Managing the Preparation of the Health And Safety File

Under CDM 2015, the [principal designer](#) is responsible for ensuring that the health and safety file contains all of the necessary information when it is handed to the client upon completion of the project.

Preparation of the file should begin at the same time as the pre-construction information is being prepared and continue through the duration of the project.

The file involves compiling information from a variety of sources, including:

- the [client](#), who can provide existing information, eg drawings and location of services, as well as information on how he/she would like the final maintenance procedures to be arranged
- the designers, eg architects, structural engineers and quantity surveyors
- the [principal contractor](#) and subcontractors
- statutory/private undertakers for utilities, eg gas, electricity, water and telecommunications.

Certain information may be readily available, including:

- designers' drawings
- operation and maintenance manuals from specialist equipment suppliers.

The principal designer may need to be proactive in order to obtain relevant information by petitioning the various parties to supply the necessary details to complete the contents outlined above.

Compilation information for the health and safety file and health and safety plan should occur simultaneously. As with the health and safety plan, the two stages in the development of the file are the:

- pre-construction preparation of the file
- construction phase development of the file.

#### Pre-construction Preparation of the File

The starting point of the health and safety file is the pre-construction information. Two sources of information for the file are the drawings and the layouts.

Designers are obliged under CDM 2015 to undertake risk evaluations for the health and safety implications of their designs in order to design out risks or identify any residual risks that could not be eliminated at design stage. These will highlight any remaining hazards for inclusion within the pre-construction information.

It would be helpful for designers to distinguish the risk evaluations that have implications for future maintenance and demolition so that they may be readily accessed by the principal designer for the purposes of compiling the health and safety file. This may even be conducted as a separate exercise by designers.

With regard to designers, the management responsibilities of the [principal designer](#) may vary greatly between projects, as follows.

- If the design is being carried out by a team within a particular organisation, designers may liaise directly with one another.
- The work of the principal designer in compiling the health and safety file may be more onerous on projects where the work of several individual designers not directly in contact with each other needs to be co-ordinated.

In either case, the principal designer will need to:

- review the interaction of various elements of the design for their health and safety implications
- extract those elements which will affect future construction work for inclusion in the health and safety file.

#### Updating the File During Construction

The [principal designer](#) will need to liaise with the [principal contractor](#) and subcontractors during the construction phase of a project in order to assess any design variations or new design elements for possible inclusion in the health and safety file.

The compilation of the health and safety file should be properly managed in order to prevent it from containing information which is not relevant or helpful. Such management requires:

- organising regular meetings between the principal designer and the principal contractor and designers to review design variations
- checking that all variations to the work content are recorded, even when there is no financial effect
- verifying that all variations are assessed in health and safety terms, risk assessments are carried out and that risks to health and safety for future construction work are recorded in the file.

### **Function of the Health and Safety File After Construction is Complete**

CDM 2015 requires the [client](#) to keep the health and safety file once it has been delivered by the principal designer at the conclusion of a project. The client must make the file available to:

- the [principal designer](#), designers and contractors on subsequent projects
- anyone else who has need of it.

There is no legal requirement under the CDM regulations for the file to be updated other than when new construction work is initiated. In this case, the file provides basic data for a:

- new health and safety plan
- new health and safety file, which reflects issues raised during the new project.

The process of passing on the information contained within the file should take place whenever the information in the file is important for the health and safety of those involved in construction work even for minor works of short duration.

When any work has been completed, the file should record any new circumstances that arise. The file will essentially remain unchanged provided the same methods and materials as adopted previously are used again. However, changes that affect the ways in which safe systems of work are set up must be recorded.

### **Storing the File**

The information for the health and safety file can be recorded in a variety of ways, including:

- in paper format, with all of the necessary information bound into a single or series of folders, properly cross-indexed
- electronically, ensuring that all information will be retrievable in future.

The safe keeping of the file should be treated with as much care as other important legal documents. In multi-occupancy situations, eg where a housing association owns a block of flats, the owner should keep and maintain the file but ensure that individual flat occupiers are supplied with health and safety information concerning their home.





## **HEALTH & SAFETY FILE**

**Project Title  
& Address**

**for**

**Client Name  
& Address**

Photo

**Job Reference:**

Version	Purpose of Issue/Amendment	Prepared By	Date Issued	Issued to

## **PURPOSE OF THE HEALTH & SAFETY FILE**

This Health and Safety File is a record of information for the end user of the completed project described in section 2.0 and focuses on health and safety.

The information contained within the File is intended to alert those who are responsible for the structure and equipment installed in it, to the significant health and safety risks and the prevention and/or protection measures that will need to be managed during subsequent use, maintenance, cleaning and future construction work or demolition.

The building owner / occupier has a statutory duty to ensure that this Health & Safety file is kept available for inspection by any person who may need it and shall ensure that the file is revised as may be appropriate to incorporate any relevant new information.

If the building owner/occupier disposes of their interest in the building they are responsible for ensuring that any person who acquires an interest in the building is made aware of the nature & purpose of the file.

## **CONTENTS**

- 1.0 Project Duty Holders
  - 2.0 Description of the Works
  - 3.0 Residual Hazards
  - 4.0 Key Structural Principles
  - 5.0 Hazardous Materials Used
  - 6.0 Removal or Dismantling of Plant and Equipment
  - 7.0 Equipment for Cleaning or Maintaining the Structure
  - 8.0 Location of Significant Services
  - 9.0 Information and As Built Drawings
- 
- Appendix A - As Built Drawings

## **1.0 PROJECT DUTY HOLDERS**

### **1.1 Client**

Address:

Contact Name:

Contact Phone:

### **1.2 Designer**

Address:

Contact Name:

Contact Phone:

### **1.3 Principal Designer**

Address:

Contact Name:

Contact Phone:

### **1.4 Principal Contractor**

Address:

Contact Name:

Contact Phone:

	Description	Requirement	Information Supplied
<b>2.0</b>	Description of the Works	Brief description of the work carried out	
<b>3.0</b>	Residual Hazards	Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).	
<b>4.0</b>	Key Structural Principles	Key structural principles (e.g. bracing, sources of substantial stored energy including pre-or post-tensioned members) and safe working loads for floors and roofs.	
<b>5.0</b>	Hazardous Materials Used	Hazardous materials used (e.g. lead paints and special coatings).	
<b>6.0</b>	Information regarding the removal or dismantling of installed plant and equipment.	Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).	
<b>7.0</b>	Equipment for cleaning or maintaining the structure	Health and safety information about equipment provided for cleaning or maintaining the structure (e.g. fall protection systems, high reach mobile platforms/vehicles).	
<b>8.0</b>	Location of Significant Services	The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.	
<b>9.0</b>	Information and As-Built Drawings	Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).	

# Pre-Construction Health and Safety Information Distribution Record



**Project Name:** Museum of Liverpool - Little Liverpool  
Gallery

**Project Ref** 6316  
**No:**

Details of Information	Date Received	Date Issued	Received from or issued to
1. Pre Construction Information Pack		28/08/2019	NML - OB
2. Health and Safety File - Templates H&S File Standard Template Contents of H&S File Certificate for handover of H&S File		28/08/2019	NML - OB