

Topic	Information Presented	Originator
1. Project Description		
(a) Project Description	The work consists of the fit out of a new permanent Egypt gallery at World Museum Liverpool. Works to include manufacture of large object mounts and installation of heavy and large objects onto open display plinth structures and display cases.	
(b) Appointments		
▪ Client	The Board of Trustees of the National Museums and Galleries on Merseyside (trading as National Museums Liverpool)	
▪ Principal Designer	Cunliffes Property and Construction Consultants Claire Court Oriel Road Bootle Liverpool L20 7AD	
▪ Contract Administrator	National Museums Liverpool Estates Department 127 Dale Street Liverpool L2 2JH.	
(b) Key date – Start of the Construction Phase	TBC	
(c) Key date – Finish of the Construction Phase	TBC	
(d) Mobilisation period	1 Weeks	

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	During the mobilisation period the contractor will develop this document into the construction phase plan, which must be agreed by NML before any work commences on site.	
(e) Will the structure be used as a workplace?	The museum is open to the public and will operate normally during the course of the work. Strict access limitations will apply	
(f) Is there an existing Health & Safety File?	Health & Safety file will be kept on site. However the Asbestos Register and any other site specific documents are available for reference from the CA.	
(g) Are there any existing drawings, calculations, design philosophies or building reports?	Existing drawings are available upon request.	
(h) Is there an Asbestos Register or Asbestos Reports?	The Asbestos Register is available on request.	
(j) Have any of the following surveys been undertaken? <ul style="list-style-type: none"> ▪ Asbestos ▪ Timber ▪ Structural ▪ Ground ▪ Topographical 	Asbestos Register available on request.	
2. Client's Considerations		

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(a) Arrangements for;		
<ul style="list-style-type: none"> Planning and managing the construction work 	Site progress meetings chaired by the Contract Administrator and will be held fortnightly on site. These meetings shall be attended by representatives of each of the Contractor and sub-contractors.	
<ul style="list-style-type: none"> Health and safety goals for the project 	There should be zero accidents and the client requires the contractors to ensure thorough and robust policies and procedures to ensure the competence of those on site is ensured and that the management of the works are adequately controlled.	
<ul style="list-style-type: none"> Communication and liaison from Client to others 	All communication will be made through the Contract Administrator	
<ul style="list-style-type: none"> Security of the site 	<p>All personnel will be required to attend an induction course prior to entering the Site. The induction courses will be held on site on a day agreed with the Contract Administrator. A security pass system will be in operation on Site and the Contractor shall adhere to directions given by authorised security personnel and the Contract Administrator. Details for signing in and out of the building will be advised during the site induction process.</p> <p>The Contractor shall comply with all regulations and operating restrictions imposed by the Client / Contract Administrator with regard to access routes throughout the site.</p> <p>The Contractor shall give the Contract Administrator 48 hours notice of personnel visiting the site.</p>	
<ul style="list-style-type: none"> Provision of welfare 	The Contractor shall be responsible for the provision of First Aid trained representatives and First Aid equipment for his own staff and workmen at all times.	

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	<p>The Client / Contract Administrator will ensure that provision is made for accommodation for WCs.</p> <p>The Contractor will ensure that provision is made for messing facilities.</p>	
(b) Requirements relating to the health and safety of the client's employees, customers or those involved in the project such as;		
<ul style="list-style-type: none"> Site hoardings/barriers 	TBA	
<ul style="list-style-type: none"> Site transport arrangements or vehicle movement restrictions 	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.	
<ul style="list-style-type: none"> Client permit-to-work systems 	TBA	
<ul style="list-style-type: none"> Existing fire precautions 	<p>The building has an active automatic fire detection system. The Contractor must advise the Contract Administrator if it is necessary to isolate areas / zones within the building whilst works are being undertaken.</p> <p>Burning of materials on site will not be permitted.</p> <p>The use of naked lights will not be permitted except in cases of absolute necessity and extreme care shall be taken in the use of all equipment likely to cause fire. Hot works permits</p>	

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	will be issued if these works are necessary. Hot Work Permits will be issued by the Contract Administrator as required. These will include details of 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 Contract Administrator.	
<ul style="list-style-type: none"> Existing emergency procedures 	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.	
<ul style="list-style-type: none"> Areas excluded from the works – authorised requirements 	The Contractor will only be able to work in the building as agreed with the Contract Administrator. Safe means of access to work areas will be detailed in the construction phase health and safety plan, induction process and coordination meetings.	
<ul style="list-style-type: none"> Existing smoking restrictions 	The building is a no smoking area. Designated smoking areas are to be identified in the construction phase health and safety plan.	
<ul style="list-style-type: none"> Existing parking restrictions 	The Contractor will have access to the limited parking space at the rear of the building with the use of TBC spaces for the duration of the contract as agreed prior to commencement of work	
(c) Format of Health & Safety File and any conditions relating to its content	On completion of his works, the Contractor should provide two copies of the Health and Safety File, Operation and Maintenance instructions in hardback ring binders plus one copy electronically on a CD.	
3. Existing on-site risks and environmental restrictions		

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(a) Safety hazards including;		
<ul style="list-style-type: none"> Boundaries and means of access 	These are identified on the site plan. A site induction will be given upon commencement of works.	
<ul style="list-style-type: none"> Any restrictions on deliveries or waste collection or storage 	<p>All deliveries are to be made to the building at a time agreed with the Contract Administrator 48 hours notice shall be given by the Contractor to the Contract Administrator of any deliveries. Un-notified deliveries may be refused access and turned away from the Site.</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 Contract Administrator locations for storage of materials and shall relocate them if so requested by the Contract Administrator within 24 hours of such 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 Contract Administrator and remove rubbish, debris and surplus materials daily.</p> <p>No flammable materials are to be stored on the Site.</p>	
<ul style="list-style-type: none"> Adjacent land uses 	The gallery is located in a pedestrianised area, largely used for recreational and commercial activities.	
<ul style="list-style-type: none"> Existing storage of 	Not Applicable	

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hazardous materials		
<ul style="list-style-type: none"> Location of existing services (particularly those concealed) 	<p>The Contractor shall inform the CA of any hidden services.</p> <p>The Contractor shall protect, uphold and maintain all existing pipes, ducts, sewers, service mains, cables, etc during the execution of the Works.</p> <p>The approximate positions of existing services around the Site are indicated on drawings which are available for inspection by the Contract Administrator. Contractors are to satisfy themselves as to the presence (or otherwise) and exact location of services.</p>	
<ul style="list-style-type: none"> Ground conditions, underground structures or water courses 	Not Applicable	
<ul style="list-style-type: none"> Information about existing structures (stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems) 	The Contract Administrator to provide information upon request	
<ul style="list-style-type: none"> Previous structural modifications (weakening or strengthening) 	Not Applicable	
<ul style="list-style-type: none"> Fire damage, ground shrinkage, movement or poor maintenance which 	Not Applicable	

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may adversely affect structure		
▪ Any difficulties relating to plant and equipment	Not Applicable	
▪ Any stressed or post tensioned structures	Not Applicable	
▪ Other health & safety information from earlier designs	Not Applicable	
(b) Health hazards including		
▪ Asbestos	Asbestos register is available upon request.	
▪ Existing storage of hazardous materials	Not Applicable	
▪ Contaminated land	Not Applicable	
▪ Existing structures containing hazardous materials	Not Applicable	
▪ Health risks from Client's activities	Not Applicable	

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<ul style="list-style-type: none"> Working near water (leptospirosis, drowning) 	Not Applicable	
<ul style="list-style-type: none"> Working at height 	The contractor to erect scaffolding by competent trained operatives. Any plant is to operated by fully qualified personnel and copies of up to date certificates of operation to be kept within the Construction Phase H&S File	
4. Significant Design and Construction Hazards		
(a) Significant design assumptions	Please refer to Principal Designer Cunliffes	
(b) Suggested work methods / sequences	To be agreed with the CA	
(c) Other control measures	All Site personnel shall wear safety footwear. Eye protection and gloves shall be worn when drilling, cutting or grinding work is being carried out.	
(d) Arrangements for co-ordination of ongoing design work and handling design changes	The Contractor shall confirm any changes of design with the CA before carrying out any works, using the change control process as per contract..	
(e) Information on significant risks identified during design	Please refer to Principal Designer Cunliffes	
(f) Materials requiring particular precautions	No specific materials on site	

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