

Topic	Information Presented	Originator
1. Project Description		
(a) Project Description	The work consists of the refurbishment of the Pier Masters House including redecoration, plasterwork repairs, central heating installation, electrical works, kitchen and bathroom refurbishment and the installation of a power operated entrance door.. Contractors will be working under the control of NML Estate Management Department who for the purposes of the CDM Regulations will act as the Principal Designer.	
(b) Appointments		
▪ Client	The Board of Trustees of the National Museums and Galleries on Merseyside (trading as National Museums Liverpool)	
▪ Principal Designer	National Museums Liverpool Estate Management Department 127 Dale Street Liverpool L2 2JH	
(b) Key date – Start of the Construction Phase	14/01/19	
(c) Key date – Finish of the Construction Phase	22/02/19	
(d) Mobilisation period	2 Weeks. 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 structure be used as a workplace?	The Pier Masters House will be closed to the public for the duration of the works.	

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(f) Is there an existing health & Safety File?	No specific Health & Safety file is 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 although no asbestos materials are identified as present on site.	
(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		
(a) Arrangements for;		
<ul style="list-style-type: none"> ▪ Planning and managing the construction work 	Site progress meetings chaired by NML Estate Management Department and will be held fortnightly on site. These meetings shall be attended by representatives of each of the 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	

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	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 Principal Designer	
<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 Principal Designer. A security pass system will be in operation on site and the Contractor shall adhere to directions given by authorised security personnel and the Principal Designer. 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 / Principal Designer with regard to access routes throughout the site. In addition the Contractor shall liaise with the Principal Designer to obtain building security badges for staff during the carrying out of the works.</p> <p>The Contractor shall give the Principal Designer 48 hours notice of personnel visiting the site.</p>	
<ul style="list-style-type: none"> Provision of welfare 	<p>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.</p> <p>The Client / Principal Designer will ensure that provision is made for accommodation for WCs and messing facilities.</p>	
(b) Requirements relating to the health and safety of the client's		

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employees, customers or those involved in the project such as;		
<ul style="list-style-type: none"> Site transport arrangements or vehicle movement restrictions 	<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.</p> <p>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. This will include obtaining permits from Gower Street estate who manage the external areas around the vicinity of the Royal Albert Dock.</p>	
<ul style="list-style-type: none"> Client permit-to-work systems 	<p>Permit systems will be administered on behalf of the Client by the Principal Designer. Permits will be required, but not limited to;</p> <p>Hot works Access to plant rooms Access to risers Access to the roof Access to electrical equipment rooms</p>	
<ul style="list-style-type: none"> Existing fire precautions 	<p>The building has an active automatic fire detection system. The Contractor must advise the Principal Designer if it is necessary to isolate areas / zones within the building whilst works are being undertaken.</p> <p>Burning of materials on site arising from the Trade Contract Works will not be permitted. Smoking will not be permitted anywhere on site.</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 will be issued if these works are necessary. Hot Work Permits will be issued by the Principal</p>	

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	Designer 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 Principal Designer.	
<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 Principal Designer. 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 to the side of the building with the use of 2 spaces for the duration of the contract	
(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		
(a) Safety hazards including;		
<ul style="list-style-type: none"> Boundaries and means of access 	The Contractor will access the works from the staff entrance.	

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<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 Principal Designer. The Contractor will ensure nothing is damaged within building 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 Principal Designer locations for storage of materials and shall relocate them if so requested by the Principal Designer 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 Principal Designer and remove rubbish, debris and surplus materials daily.</p> <p>No flammable materials are to be stored on the Site. All gas cylinders not actually in use are to be chained upright in well ventilated enclosures or cages fitted with the appropriate notices outside the building. The actual position for storage of gas cylinders shall be agreed with the Principal Designer prior to them being stored on site.</p>	
<ul style="list-style-type: none"> Adjacent land uses. 	<p>The building is located in a pedestrianised area, largely used for recreational and commercial activities.</p>	
<ul style="list-style-type: none"> Existing storage of hazardous materials. 	<p>Not Applicable</p>	
<ul style="list-style-type: none"> Location of existing 	<p>The Contractor shall protect, uphold and maintain all existing pipes, ducts, sewers, service,</p>	

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services (particularly those concealed).	mains, cables, etc. during the execution of the Works.	
<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). 	Not Applicable	
<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 may adversely affect structure. 	Not Applicable	
<ul style="list-style-type: none"> ▪ Any difficulties relating to plant and equipment. 	Not Applicable	
<ul style="list-style-type: none"> ▪ Any stressed or post tensioned structures. 	Not Applicable	
<ul style="list-style-type: none"> ▪ Other health & safety 	Not Applicable	

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information from earlier designs		
(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	
▪ Working near water (leptospirosis, drowning)	Not Applicable	
▪ Working at height	Due care must be taken by the Contractor at all times.	
4. Significant Design and Construction Hazards		
(a) Significant design assumptions	Please refer to attached design risk assessments.	
(b) Suggested work methods /		

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sequences		
(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 Principal Designer before carrying out any works.	
(e) Information on significant risks identified during design	Please refer to attached design risk assessments.	
(f) Materials requiring particular precautions	No specific materials on site	