



CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015

**TENDER STAGE
PRE CONSRUCTION INFORMATION**

for

SEA GALLERIES PERMANENT GALLERY

At

**MERSEYSIDE MARITIME MUSEUM,
ALBERT DOCK,
LIVERPOOL
L3 4AQ**

For

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

30th July 2019

Ref: 6406

Issue No : 01

1. Project Details	
Project	Sea Galleries Permanent Gallery
Client	The Board of Trustees of the National Museum and Galleries on Merseyside, 127 Dale Street, Liverpool, L2 2JH
Principal designer	NML Design Team, 127 Dale Street, Liverpool, L2 2JH
Designer(s)	NML Design Team, 127 Dale Street, Liverpool, L2 2JH
Site location	Merseyside Maritime Museum, Albert Dock, Liverpool, L3 4AQ
Description of works	The work consists of the fit out of the new Sea Galleries display, which covers 2/3rds of the Second floor of the Maritime Museum. Works will include for new exhibition wall structures, open display plinths, installation of existing display cases into the wall structures, new vitrine cases, case interior plinths, tactile mechanical interactives, decoration of new and existing wall structures, installation of exhibition lighting within the new wall structure and onto the existing exhibition light track, electrical works, installation of AV Hardware screens, projectors, installation of new graphics for the gallery, ranging from wall images to graphic panels, and the installation of new security infrastructure for the new gallery spaces. The gallery will also include a series of tactile prop items in and around the display.
Key dates, including start and completion of construction phase	Production of networks drawings and designs by contractor 23 rd September 2019. Works to commence on site 22 nd November 2019
Minimum time allowed between appointment of principal contractor and start of construction phase	7 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	The contractor, before commencing works, must check with Statutory Bodies or Public Utilities to definitely establish the presence of all services on site. Live services existing on site to be protected and maintained as necessary ie: gas, water, electric, drains, sewers, cable, telephone and other similar properties. 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>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.</p> <p>Existing drawings from the Enabling Works phase are available upon request. Any other site specific documents are available for reference from the CA.</p>	
<p>2. Client's considerations and management requirements</p> <p>Arrangements for:</p> <ul style="list-style-type: none"> • Structure and Organisation • Communications between client and others 		
	<p>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 liason will be with a designated visitor services manager in regards to delivery access etc.</p> <p>NML Estates team are the lead consultant for the project and are providing design, CA and Principal Designer services for the client. NML Estates team 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.</p>	
	<p>All communications between the contractor and the client shall be made through the CA.</p> <p>All instructions to the contractor will be issued directly from the CA in writing.</p> <p>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.</p> <p>NML Estates team (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.</p> <p>The contractor must provide a programme to be agreed with the client, clearly indicating dates when access to specific work areas area required.</p>	

<ul style="list-style-type: none"> • Safety Goals 	<p>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.</p> <p>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 the relevant project health & 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 & 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 & 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"> • Security 	<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>

<ul style="list-style-type: none"> Welfare provision 	<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> <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"> Site fencing 	<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"> Site transport, including vehicle 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. 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 the Stand Street onto Salthouse Quay then Hartley Quay.</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"> Site Rules 	<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</p>

	<p>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 & Safety Plan.</p> <p>Permit systems will be administered on behalf of the Client/Principal Designer. Permits will be required, but not limited to; 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"> • Fire precautions 	<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"> • Emergency procedures 	<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 & 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 Merseyside Maritime Museum is : The Royal Liverpool University Hospital Prescot Street Liverpool L7 8XP</p>
<ul style="list-style-type: none"> • No-go areas 	<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"> • Confined spaces (as designated by the client) 	<p>Not applicable</p>
<ul style="list-style-type: none"> • Smoking and parking restrictions 	<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 contractor parking available at the venue. Limited parking for contractors will be available on Museum of Liverpool site on the graving docks, this is clearly indicated on the site location and compound plan.</p>

3. Significant Project Hazards

Safety hazards, including:

- Boundaries and access, including temporary access

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.

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.

- Restrictions on deliveries or waste collection or storage

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.

All deliveries are to be made to the building at a time agreed with the Client and Principle Designer. The materials & equipment will only be brought through the building, via goods lift and up the site area between the hours of 8am - 10am (Monday to Friday). The Contractor will ensure nothing is damaged within existing galleries (Titanic) as equipment and materials are brought through the building.

Roads, loading bays and access lifts shall be left clean and clear to allow access for emergency vehicles at all times.

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.

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.

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.

No flammable materials are to be stored on the Site.

Skips should be removed from site each day unless the skip has a lockable cover.

- Adjacent land use

The building is located in a pedestrianised area, largely used for recreational and commercial activities.

<ul style="list-style-type: none"> Existing Structures 	<p>The existing structure consists of mainly brick, cast iron and stone construction with metal/aluminium windows with lead roof coverings, flagged/cobble external walkways and roads</p>
<ul style="list-style-type: none"> Location of existing services, particularly concealed services 	<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"> Ground conditions, underground structures or water courses 	<p>Not Applicable</p>
<ul style="list-style-type: none"> Information about existing structures, ie stability, or those containing fragile or hazardous materials 	<p>The buildings were constructed in 1840's with extensive refurbishment and development scheme carried out in the 1980's and onwards. A refurbishment and demolition asbestos survey will be required and will be carried out prior to commencement of any works on site. The asbestos management survey plan is available for inspection. The contractor should stop works immediately if any suspected ACM's are found. This should be reported to the C.A who will take appropriate action.</p>
Design assumptions and control measures	
<ul style="list-style-type: none"> Principals of Design 	<p>Works will include for new exhibition wall structures, open display plinths, installation of existing display cases into the wall structures, new vitrine cases, case interior plinths, tactile mechanical interactives, decoration of new and existing wall structures, installation of exhibition lighting within the new wall structure and onto the existing exhibition light track, electrical works, installation of AV Hardware screens, projectors, installation of new graphics for the gallery, ranging from wall images to graphic panels, and the installation of new security infrastructure for the new gallery spaces. The gallery will also include a series of tactile prop items in and around the display.</p>
<ul style="list-style-type: none"> Fire damage, ground shrinkage 	<p>Not applicable</p>
<ul style="list-style-type: none"> Health and safety information contained in earlier design and construction information 	<p>Health and Safety and operation manuals from previous projects will be made available where applicable.</p>
<ul style="list-style-type: none"> Asbestos, including results of surveys, etc 	<p>Refer to refurbishment and demolition asbestos survey</p>
<p>Design assumptions, suggested work methods, sequences, etc</p>	<p>The works are to be carried out over a single phase.</p> <p>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.</p> <p>Exact dates are to be agreed with NML at the pre contract meeting.</p>

Arrangements for co-ordination of on-going design work and handling design changes	<p>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.</p> <p>The Principal contractor shall notify the principal designer of any changes in design or other material changes proposed by contractors during construction.</p>
Risks identified during design	<p>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.</p> <p>The Contractor shall locate skips away from pedestrian areas where applicable and ensure that they are enclosed with suitable fencing.</p> <p>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.</p>
Materials requiring particular precautions	<p>Working with adhesives, COSHH details from manufacturers</p>

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