

Horniman Museum – Historic Façade & Masonry Repairs

Pre-Construction Information

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1.0 INTRODUCTION AND INSTRUCTIONS TO TENDERERS

- 1.1 The Construction (Design and Management) Regulations 2015 apply to this project and place duties on the Client, Principal Designer, Designers, Principal Contractor and Contractors to plan, manage, monitor and coordinate health and safety in the pre-construction and construction phases of the project. Conisbee Structural Engineers are the Principal Designer under the Construction (Design and Management) Regulations 2015 in the pre-construction phase for this project. Details for the client, Conisbee and all other parties to the project, are found together with a description of the project in Section 2.
- 1.2 This Pre-Construction Information is to assist tendering contractors in identifying issues that have been identified as part of the design process and provides a basis for the Construction Phase Plan including details of any significant or unusual residual health or safety hazards or constraints inherent within the site or adjacent areas. The appointed Principal Contractor should identify these issues in their Construction Phase Plan and state how they will deal with them and what controls will be put in place. This document should be used to assist in addressing all issues identified in tender submissions and the appointed Principal Contractor should use it to address issues in their Construction Phase Plan.
- 1.3 The Construction (Design and Management) Regulations 2015 require a Construction Phase Plan to be prepared prior to the commencement of the construction phase of the project and maintained until completion of the construction phase. The purpose of the Plan is to provide information and describe procedures that will ensure the health and safety of all those involved in the project.
- 1.4 A description of the works covered by this plan is provided in Section 2. The plan will draw together all the project-specific information provided by the Client and Designers during the design and early planning stages. It identifies key health and safety issues, in particular those that a contractor might not reasonably be expected to identify. The level of detail found in the plan will be proportionate to the anticipated risks involved in the project. Little emphasis is given to risks that are commonplace or those that a competent contractor would be expected to recognise. Information contained in this plan is intended to alert the contractor to health and safety issues that may have significant resource implications or may affect the way that work is planned and carried out.

1.5 CDM 2015 requires the Client to ensure, the construction phase of any project does not start unless a construction phase plan complying with is in place and is project-specific and suitable for works to start on site. Therefore, prior to the commencement of the construction phase, the Principal Contractor must submit the project-specific construction phase plan to the Client to enable them to ensure compliance with their duties. Where the Client has designated to the Principal Designer the task of reviewing the Construction Phase Plan, a copy of the plan shall also be sent to the Principal Designer.

The Principal Contractor is obliged under Regulation 12 of CDM 2015 to develop the Construction Phase Plan and maintain it until the end of the construction phase.

2.0 PROJECT DESCRIPTION

2.1 Project Description and Programme Details:

2.1.1 Site Address

The Horniman Museum & Gardens
100 London Road
London
SE23 3PQ

2.1.2 Description of the Project

The works include repairs to corroded structural steel, stone and brickwork repair, replacement and repointing, renewal of lead flashings and weatherings, isolated roof finish repairs.

Also refer to Preliminaries, Schedule of Work, drawings and specifications in the tender document package.

2.1.3 Programme

Anticipated start date is to be Monday 25th July 2022.

Overall site works duration is to be approximately 10 weeks with all works to be completed by Friday 30th September 2022.

Contractor's mobilisation period is 3 weeks.

2.2 Project Team

2.2.1 Client

The Horniman Public Museum & Public Park Trust
100 London Road
London
SE23 3PQ

Contact: Tim Hopkins (Head of Estates)

Tel: 020 8699 1872

Email: thopkins@horniman.ac.uk

2.2.2 Contract Administrator

Conisbee Structural Engineers
1-5 Offord Street
London
N1 1DH

Contact: Simon Wilkinson
Tel: 07968 856 486
Email: simon.wilkinson@conisbee.co.uk

2.2.3 Principal Designer

Conisbee Structural Engineers
1-5 Offord Street
London
N1 1DH

Contact: Simon Wilkinson
Tel: 07968 856 486
Email: simon.wilkinson@conisbee.co.uk

2.2.4 Quantity Surveyor

AJ Oakes & Partners
Unit 83, Capital Business Centre
22 Carlton Road
South Croydon
Surrey
CR2 0BS

Contact: Chris Whalley
Tel: 07712 279112
Email: chris.whalley@ajoakes.co.uk

2.2.5 Principal Contactor

To be confirmed

2.3 HSE Notification (CDM Regulation 6)

This project not anticipated to be notifiable under the CDM regulations as it is unlikely that there will be more than 20 workers working at the same time or in excess of 500 person days. If this is projected to change during the construction phase, the project must be notified to the HSE by the Principal Contractor.

2.4 Use as a Workplace

The project includes areas that shall be used as a workplace within the meaning of the Workplace (Health, Safety & Welfare) Regulations.

2.5 Existing Records and Plans

2.5.1 Existing Health and Safety File & Operation and Maintenance Files

None are available for the areas affected by the works

2.5.2 Drawings

None

2.5.3 Survey Information

None. The asbestos register for the site is available for inspection on request.

3.0 CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1 Structure and Organisation

The Principal Contractor will be required to appoint a person who has responsibility for planning and managing the works as defined within the Construction (Design & Management) Regulations 2015. This person should also be responsible for liaising on health and safety matters.

This person will be expected to have sufficient authority to act on requests from the Client or their nominated representative and be able to provide suitable information on health and safety issues to the Client.

Co-ordination and liaison on health and safety will be principally through the Contract Administrator for client matters.

Where site works interact/overlap with Client activities the Principal Contractor must establish procedures for managing these health and safety overlaps and communicating, when appropriate, directly with the Client and/or the Contract Administrator. These arrangements must not compromise contractual arrangements.

The Principal Contractor must assess the health and safety implications of any design changes, contract instructions or unforeseen eventualities. The Contract Administrator and the Principal Designer must be advised of any significant health and safety risks or significant changes to programme or methods of working resulting from these changes.

The Principal Contractor must also consider how to maintain health, safety and welfare in the context of the COVID 19 pandemic. Any/all legal requirements and best practice advice and guidance that may apply or may become applicable during the contract period must be followed at all times.

3.2 CDM Health and Safety Objectives for the Project

The overall objective is to control foreseeable risks to the health or safety of any person carrying out or liable to be affected by the works and to complete the project without fatalities, reportable injuries, diseases, or dangerous occurrences affecting employees, sub-contractors, and others, including the general public.

The safety of visitors and staff within and around the building must be maintained at all times. Refer to the Horniman Museum 'Rules for Visiting Contractors' at Appendix A.

At each project meeting the Principal Contractor will be expected to provide a report on any health and safety matters that have arisen, to include:

- Health and safety incidents
- Time lost due to accidents
- Safety Inspections and Audits (key issues, action)
- HSE visits (observations, enforcement notices, action)
- Implications of developing design issues and changes

3.3 Communication

The Principal Contractor will be required to ensure that all site operatives and visitor have received appropriate inductions and training related to health and safety matters.

The Principal Contractor must ensure that all necessary information related to risk controls and procedures is communicated to contractors and any other relevant parties, including Horniman Museum staff when needed. The Principal Contractor's site manager will be primarily responsible.

3.4 Site Security

The Horniman Museum buildings and public will remain occupied and open to the public (outside site areas) during the works. The Principal Contractor will be responsible for the security of the works and materials on site. Entry to the work site by unauthorised persons is to be barred.

The Principal Contractor is to ensure all operatives and contractor's employees wear clear, visible identification and/or clothing with corporate logos at all times when on site.

3.5 Working Hours

- Monday to Friday – 07.00 to 18.00 (TBC with Head of Estates)
- No work must be executed outside these hours without prior approval.
- Deliveries to and from the site should take place outside the public opening hours of 10.00 and 17.30 (Unless otherwise pre-agreed with Head of Estates on any occasion)

3.6 Welfare Provisions

The Client will provide the Principal Contractor with access to suitable welfare facilities in accordance with Schedule 2 of the CDM Regulations 2015, including toilet/washing facilities. The Principal Contractor must maintain the provided facilities for the duration of the project. Current COVID-19 regulations and guidance should be applied where necessary. Location of facilities to be confirmed by the client.

To avoid overcrowding of facilities shared with museum staff, break times are to be pre-agreed with the Head of Estates and must be adhered to by the Contractor's staff.

3.7 Separation of the Works

The Principal Contractor must ensure that the work areas are safely separated from Client occupied and public areas and that unauthorised access is prevented.

3.8 Site Traffic Management

The Horniman Museum & Gardens will remain operational during the works and the Principal Contractor must manage deliveries and waste collections to prevent interactions with staff, members of the public and neighbours.

Deliveries to and from the site should take place outside the public opening hours of 10.00 and 17.30 (unless otherwise pre-agreed with Head of Estates on any occasion).

Materials deliveries and waste collection are to enter the site via Horniman Drive and exit via London Road – see Delivery Logistics plan at Appendix B.

All vehicle movements within the site are not to exceed 5mph with hazard lights on. Banksmen must be in attendance at all times.

3.9 Non-Working Hours

Note that the client's security staff may need access to the site during non-working hours. Such staff may be unfamiliar with construction sites and may not be wearing personal protective equipment appropriate to construction sites.

At the end of each working day, leave the sites in a tidy condition free from hazards. If hazards remain which cannot be made safe, provide written notice each day to the client.

3.10 Client Rules and Restrictions

The Principal Contractor's site rules must include the following (refer also to the Horniman Museum 'Rules for Visiting Contractors at Appendix A):

- Workers to wear visible ID cards and or corporate clothing.
- All visitors to site to report to site manager and sign in/out.
- All deliveries to and from vehicles must be fully supervised by a banksman.
- Agreed access routes to the site must be observed at all times.
- All roads and footpaths must be protected and maintained in a condition suitable for vehicular and pedestrian traffic.
- Adequate safety signs and notices will be displayed indicating the construction area and sufficient lookouts must be provided to prevent unauthorised people entering the construction site.
- Work will cease in an area if material suspected as being asbestos or hazardous in nature is discovered in an unexpected location.
- Provide appropriate fire-fighting equipment and establish a safety zone whenever site welding or any other form of hot work takes place.
- Task appropriate PPE is to be worn at all times on site.
- Drugs and alcohol policy to be applied by the Principal Contractor.
- No smoking on site or anywhere within the buildings.
- No parking on site (unless agreed by the client).
- No radios/personal sound equipment

3.11 Covid-19

The Principal Contractor must follow all legal requirements that may become applicable and adapt working methods accordingly should these requirements change at any time.

Although restrictions have currently been fully removed. The Contractor should follow government good practice guidance on preventing the spread of Covid-19 and be mindful that welfare facilities are shared with Museum staff.

3.12 Permits to Work

All work should be planned in advance and agreed with all relevant parties. The Principal Contractor should then issue permits to work where appropriate.

Activities covered by permits to works include (but are not limited to)

- Hot works

3.13 Fire Prevention

The risk of fire occurring during these works should be low if appropriate prevention measures are applied by the Principal Contractor.

The Principal Contractor shall review the most recent guidance edition of 'Fire Safety in Construction Work' (HSE Guidance HSG168) and develop an appropriate site-specific fire risk assessment and plan that incorporates the requirements of

- CDM Regulation 29: Prevention of risk from fire etc
- CDM Regulation 30: Emergency procedures
- CDM Regulation 31: Emergency routes and exits
- CDM Regulation 32: Fire detection and fire-fighting

This plan is to be included within the overall Construction Phase Plan and must be provided prior to the commencement of works on site.

If and where lead welding is proposed, the Contractor shall notify the Head of Estates in advance and follow agreed good procedures including, but not limited to, stopping all hot works at least one hour before the end of the working day to allow observation by the site manager.

3.14 Emergency Procedures

Suitable means of escape in the case of fire or other emergency must be maintained for all site areas.

Existing escape routes and assembly points for other site users must remain clear at all times.

3.15 Restricted Access Areas

Operatives are not permitted to enter areas of the Horniman Museum occupied by client and/or public areas and must use pre-agreed route(s) to access the site only.

3.16 Confined Spaces

No areas are currently, or anticipated to be, designated as confined spaces as defined by the regulations.

3.17 Working at Height

Where works are undertaken at height, safe working procedures to prevent falls will be required. The Principal Contractor is to confirm appropriate control measures within their Construction Phase Plan.

3.18 Reportable Occurrences

Any reportable incident prescribed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is to be reported to the Health and Safety Executive within the required notice period for that event and the Client & Contract Administrator are to be notified immediately following occurrence.

3.19 HSE and Local Authority Notices

Notify the Client and Contract Administrator of any notices (improvement or prohibition) or summons received from the Health and Safety Executive or Local Authority.

4.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1 Safety Hazards

4.1.1 Site Boundaries and Access

The site area will be limited to the working areas identified on the drawings and must be separated by appropriate fencing and barriers.

The site is in close proximity to occupied areas and access routes are shared with building staff and the visiting public.

4.1.2 Restrictions on Deliveries, Waste Collection or Storage

Deliveries and collections must use the pre-agreed site access route only and take necessary care to avoid interactions with building users (see also section 3.8 and Appendix B).

Waste must only be stored within the work site areas and must be regularly removed to the contractor's skip located in the staff yard area.

4.1.3 Adjacent Land Uses

The areas surrounding the Horniman Museum site are residential.

4.1.4 Existing Storage of Hazardous Materials

None known.

Report any other hazardous materials identified to the Client &, Contract Administrator.

4.1.5 Location of Existing Services

Services known to be present within the general site areas include electricity and telephone/data supplies.

The building will remain operational and supplies will need to be maintained during the works, unless otherwise specifically agreed with the Client.

To avoid damage and/or injury the Principal Contractor will be required to take suitable precautions to identify and protect all existing services that may be affected by the works.

4.1.6 Ground Conditions

Not Applicable.

4.1.7 Existing Structures

Significant defects are known to be present at the East Tower– report any further defects identified to the Client and Contract Administrator as soon possible.

4.1.8 Previous Structural Modifications

None known

4.1.9 Fire Damage, Ground Shrinkage, Movement, Poor Maintenance

See 4.1.7

4.1.10 Existing Plant & Equipment

Retain in-situ – protect if needed

4.1.11 Existing Health and Safety Information

No existing Health and Safety File relevant to the works exists

No other information is available

4.2 Health Hazards

4.2.1 Asbestos

Asbestos register to be provided by the client.

If any previously unknown suspected ACMs are encountered, stop work in the area and contact the Client and Contract Administrator immediately for further instructions.

4.2.2 Existing Storage of Hazardous Materials

See 4.1.4 above

4.2.3 Contaminated Land

Not Applicable

4.2.4 Existing Structures containing Hazardous Materials

None known

4.2.5 Health Risks Arising from Client's Activities

None known. The site areas will be unoccupied by the client during the works

4.2.6 Control of Noise and Vibration

Minimise noise and vibration through good management and best practice.

4.2.7 Control of Dust

Control dust using dust suppressant tools.

5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

5.1 Design Assumptions and Control Measures

See the Structural Engineer's Construction Hazard Assessments at Appendix C

Any other issues are considered capable of being dealt with by a competent contractor during the normal course of construction.

5.2 Arrangements for Coordination of Ongoing Design Work

The Principal Contractor should provide details of contractor-designed temporary works required to maintain stability during the works to the Structural Engineer for timely review prior to commencement and ensure that sufficient information is included in the Construction Phase Plan.

Regular site and project team meetings will also be held during the works.

5.3 Significant Risks Identified during Design

Maintaining stability of 1911 Building east tower stonework

Falls from height during the works

Segregation between the works areas and the remainder of the building.

Hot works

5.4 Materials Requiring Particular Precautions

None known.

6.0 HEALTH AND SAFETY FILE

6.1 The Principal Contractor is responsible for preparing the Health and Safety File and is required to collect all relevant information, which could be beneficial to those who will be involved in future construction work to the properties and to pass this information to the Principal Designer (if still appointed). This will include:

1. A brief description of the work carried out.
2. Residual hazards and how they have been dealt with (e.g. surveys or other information concerning asbestos, contaminated land, buried services, etc.)
3. Key structural principles
4. Hazardous materials used (e.g. hazardous substances, special coatings which should not be burnt off.)
5. Information regarding the removal or dismantling of installed plant and equipment (e.g. lifting arrangements.)
6. Health and Safety information about equipment provided for cleaning or maintaining the structure.
7. The nature, location and marking of significant services, including underground services, gas supply equipment, firefighting services, etc.
8. Information and as built drawings of the structure, and adjacent or incorporated plant and equipment.

6.2 Before the Certificate of Practical Completion is issued, the Principal Contractor must ensure that all such information has been supplied by themselves and their sub-contractors, to the satisfaction of the Principal Designer. The client's requirements for content and format will be discussed at the pre-start meeting.

7.0 CONSTRUCTION PHASE PLAN CONTENT

7.1 The Principal Contractor's Construction Phase Plan should contain the following information as a minimum:

1. A brief description of the project including key dates and details of key members of the project team.
 - Confirmation of how the project will be managed to include:
 - Health and safety aims for the project.
 - Site rules.
 - Arrangements for cooperation, coordination and liaison between project team members.
 - Arrangements for provision of information and involvement with site workers in respect of health and safety.
 - Site induction arrangements.
 - Details of welfare facilities in compliance with Schedule 2 of the CDM Regulations.
 - Fire prevention and emergency procedures.
 - The control of any significant site-specific risks relevant to the project. To include method statements/safe systems of work for:
 - Works undertaken adjacent to occupied areas & storage areas for sensitive materials
 - Work at height/above ceilings
 - Construction traffic management on site
 - Provision of Health and Safety File information.

APPENDIX A – RULES FOR VISITING CONTRACTORS



Museum Rules for Visiting Contractors

This sheet sets out the Museum rules for all visiting contractors, and should be issued to all relevant person for information.

We are required under the Health and Safety at Work etc. Act 1974 to ensure that a safe place of work exists for all those who have cause to use the premises. This duty extends to not only staff and visitors but other users, including contractors.

It is the responsibility of every contractor to ensure that his site supervisor receives a copy of these rules and that his employees are informed of those rules which affect them.

These rules are not negotiable and the Museum requires, as part of the work contract, that they are strictly adhered to.

Any willful ignoring of these rules will result in the person being banned from the Museum site and any further breach may result in the company being barred from any further work for the Museum.

Parking

As there is limited space onsite the Museum cannot guarantee to provide contractor parking and staff attending site should be informed of this and advised that they may need to park offsite. If there is equipment to unload, the Museum should be informed in advance and arrangements can be made for short term parking on site. Vehicles should then be removed from the site unless tools and equipment, that is essential to their operation, are kept and accessed in the vehicle.

Vehicle Access

All means of access must be agreed in advance by the Facilities Manager or Deputy Facilities Manager. The normal vehicle access route is via the Horniman Drive gate. Contractors should be reminded of the rules while driving a vehicle on site which must be observed. Mobile telephones must not be used whilst driving. The speed limit is 5mph with hazard lights on.

Identification badges work permits and keys

Every person must wear the prescribed Museum identification badge/work permit in a prominent position at all times when in the Museum. Museum identification badges/work permits may be removed **temporarily** if it is identified that they will interfere with the safe use of tools or equipment. The badge/permit/key/swipe card will be issued at the security desk on arrival and must be returned on departure. The badges/permits/keys/ swipe cards must not be taken 'off site' and must be handed in whenever leaving the Museum. Failure to comply may result in permission to work on site being refused.

Smoking

No smoking except in the designated location is permitted anywhere in the Museum at any time, including courtyard areas.

Hot Works, Working at Height (at any height where there is a risk of a fall), Electrical Work

All works which have any element as above must be agreed in advance with the Facilities Manager or Deputy Facilities Manager and a Permit to Work obtained from the security desk. This may also require the authorized isolation of the fire alarm system prior to the commencement of any hot 'work'. Any work activity which creates flame, sparks, smoke or dust must take into account the smoke and heat fire detection units. Any deactivation of alarms should be authorized by the Facilities Manager or deputy Facilities Manager and logged in the security log book. Work may not commence until this precaution has been confirmed by Security. Those persons carrying out 'hot works' are required to supply their own fire extinguishers which are appropriate to the risk identified in the risk assessment.

Suitable risk assessments should be completed as required by the Management of Health and Safety at Work Regulations 1999 before the work begins.

Any contractor refusing to complete a work permit will not be permitted to work on site.

Equipment brought on site

All equipment used by a Contractor or Supplier must be in good working order, comply with appropriate safety and electrical legislation, should be PAT tested and visually inspected before use.

Equipment left on site shall be kept in a safe and secure manner ideally in a locked cupboard and at the risk of the Contractor or Supplier.

All portable appliances used outside of buildings and on construction sites should, where possible, be battery operated or be suitable for use with 110 volt power supply with additional consideration given to the positioning of the trailing leads to avoid slip and trip hazards.

Personal protection

Contractors should ensure they wear appropriate personal protective clothing as specified in the risk assessment to include, safety footwear, head protection, ear protection, eye protection, suitable gloves and face protection as required by the activity risk assessment.

Competence

All those persons employed to carry out work at the Horniman Museum must be competent. They must have the required skills, knowledge, ability, training and experience to complete their work safely and effectively.

Construction (Design and Management) Regulations 2015, Contractors and the self-employed

The Horniman Museum has strict controls in place to comply with the Construction (Design and Management) Regulations 2015 (CDM 2015). Work classed as construction within CDM 2015 (e.g. building maintenance and repair, redecoration, high pressure water jetting, installation of electrical or IT cabling), which involves more than one contractor, requires one of the contractors to be appointed in writing as the Principal Contractor and Principal Designer where necessary, by the Museum. All such work, whether or not involving one contractor, will require a written Construction Phase Plan in place prior to work commencing.

Under the CDM 2015 Regulations, the Horniman Museum will be the 'client' in respect of any relevant works undertaken. The 'client' is required to inform the Health and Safety Executive (HSE) about certain construction projects. A project becomes notifiable to the HSE if the construction work is expected to last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or if the work will exceed 500 person days. The client for the construction work is required to send the notification to HSE, either on-line (on form F10) or in writing.

It is a requirement under the CDM 2015 Regulations that the Principal Contractor manages the Construction Phase Plan and ensures contractors and self-employed people working on the site are made aware of their duties accordingly. All contractors must ensure that full induction of his/her own staff, sub-contractors and the self-employed is carried out and that these site rules are documented and signed by all inductees to demonstrate full understanding by all persons working on site.

The Principal Contractor is required to check the competence of any domestic named or nominated contractor for the purposes of complying with the Construction (Design and Management) Regulations 2015.

Food and drink

No food or drink of any type may be taken into, or consumed within the Museum galleries, plant rooms or in areas where work is being undertaken.

Radios

No music devices, radio headphones or MP3 players may be used within the Museum or Gardens at any time.

Language

Foul, offensive or immoderate language is not acceptable within the Museum and Gardens at any time. Any willful ignoring of this rule will result in the person being banned from the Museum site and any further breach may result in the company being barred from any further work for the Museum. In hot weather, shirts must be kept on at all time across the site.

Fire alarms and evacuations

Fire alarms are tested every Thursday morning between 07.00 and 09.00. They will sound for a few seconds only and then stop. This activation is repeated several times.

At all other times when the fire alarm sounds, all contractors must make safe any equipment being used and must evacuate the building immediately by the nearest exit and gather in front of the clock tower.

The contractor must nominate a member of staff to be responsible for checking that all of the staff are clear of the building and report such to the nearest Visitor Services Assistant who will relay the information to Incident Controller. Contractors must not re-enter the building without permission from the Incident Controller.

Accidents and work related illness

All accidents and work related illness should be reported to the Security Desk and the relevant forms filled in.

Contractors should notify the museum of any known disability (e.g. hearing impairment, colour blindness), health condition (including allergies) or language difficulty which could affect their safety and/or the safety of others whilst undertaking work at the museum.

Toilets

Contractors may use only the toilets designated by the Museum.

Materials

The delivery and storage of materials and the routes and times of entry into the Museum must be agreed with the Facilities Manager or Deputy Facilities Manager in advance.

Waste

The Contractor is responsible for removing all unused materials and/or waste and recyclable materials by the completion of the works and at the end of each work period.

Work Site

Contractors should restrict their movements to the designated work site and agreed access routes.

Works

No work shall be carried out without the prior knowledge and agreement of the Facilities Manager or Deputy Facilities Manager.

Telephones

The Museum phone system is not to be used by Contractors except when it is crucial to the completion or continuation of works or in cases of emergency. It should also be noted that the use of mobile phones within the Museum building should not cause nuisance or annoyance to staff or visitors.

Late/Lone Working

Whilst every effort is made to ensure that works are carried out during the normal working day it is recognised that on occasion it may be necessary to undertake work out of hours. Any contractor working outside normal hours will be required to make use of the Museum's lone worker protection system and carry a Museum radio to stay in contact with Museum Security staff whilst onsite. Any failure to comply with this request will be refused permission to work onsite.

Any contractor or delivery person failing to take reasonable Health, Safety, and Operational Instruction from security staff or management will be told to leave the premises, their superiors will be informed and they will be banned from accessing or working on the Horniman sites in future.

Declaration

I declare that I have fully read and understand this document. I agree to comply with the Rules and acquaint all persons employed by the Company (including sub-contracted staff) with these Safety Rules.

Signed:

Date:

Name (Block Capitals) Position (Block Capitals)

Company Name (Block Capitals)

Document Reviewed April 2016

APPENDIX B – DELIVERY LOGISTICS PLAN

- 1 ORIGINAL BUILDING
- 2 NEW BUILDING
- 3 CUE BUILDING
- 4 CONSERVATORY
- 5 SUNKEN GARDEN
- 6 TOILETS
- 7 CHILLER
- 8 SHEDS
- 9 BOTHY BUILDING
- 10 MICHAEL HORNIMAN BUILDING
- 11 NURSERY COTTAGE GREEN HOUSES
- 12 NURSERY COTTAGE
- 13 BUTTERFLY HOUSE
- 14 ANIMAL ENCLOSURE
- 15 THE PAVILION
- 16 THE DUTCH BARN
- 17 THE BAND STAND

KICK ABOUT AREA

MEADOW FIELD

Delivery Entrance

All deliveries must be:

- Agreed at least 24 hours in advance, via email.
- Vehicle Reg. number provided to Security in advance.
- Drivers must maintain 5mph and have hazard lights on.
- Do not drive on the grass.
- Deliveries must be completed between 7am - 10am.
- Trained banksman must be present for vehicles driving on site.
- Drivers and banksman must be aware of all hazards whilst in the gardens, especially other vehicles and the public, including children.
- Act according to instructions provided by Horniman security team.
- When offloading scaffolding ensure surrounding areas are properly separated (chapter 8 barriers) to protect staff and public.

SKIP LOCATION

Delivery Drop-off Location. Contractor Parking Bays

PUTTING GREEN

THE POINT

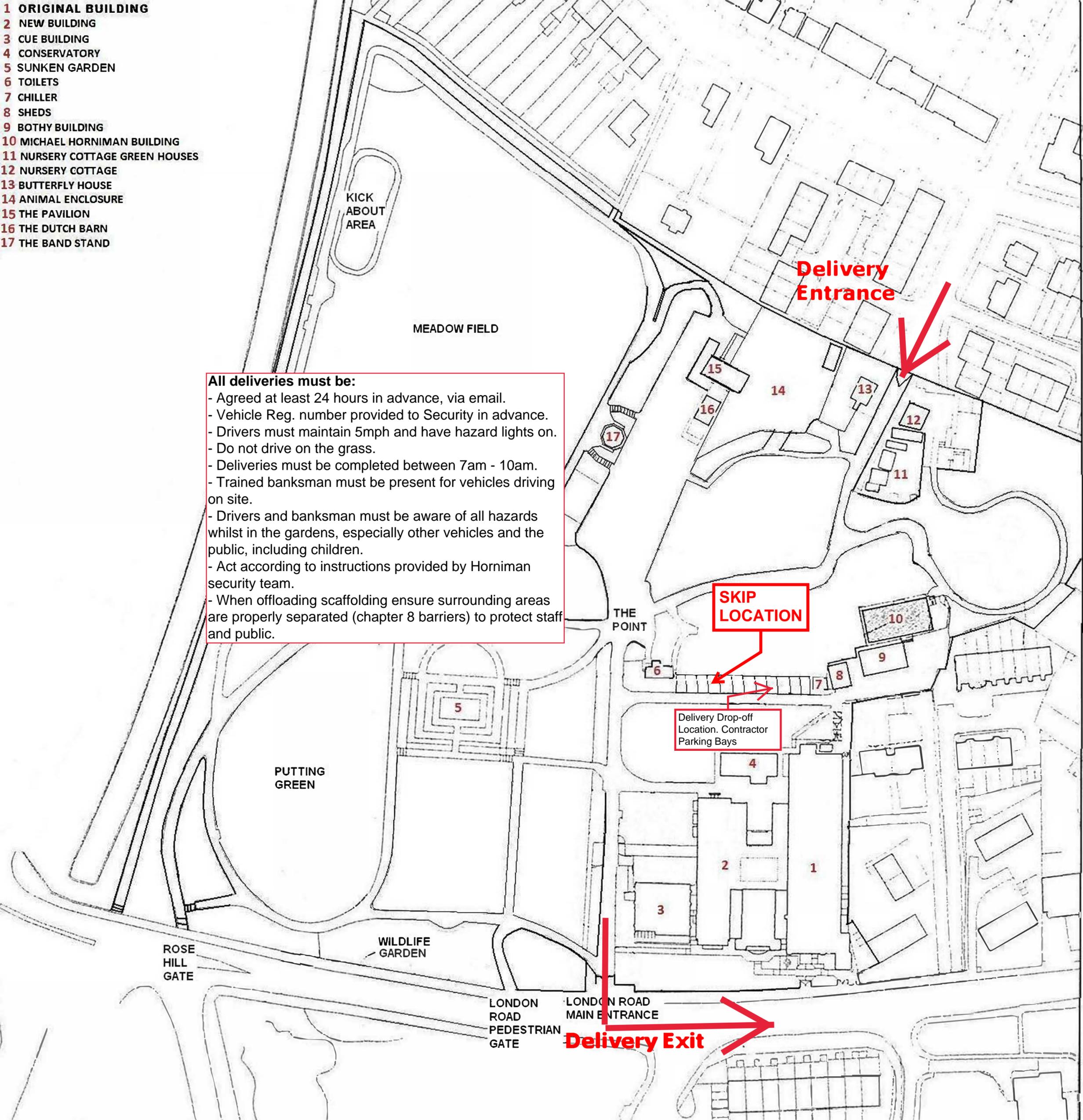
ROSE HILL GATE

WILDLIFE GARDEN

LONDON ROAD PEDESTRIAN GATE

LONDON ROAD MAIN ENTRANCE

Delivery Exit



APPENDIX C – CONISBEE CONSTRUCTION HAZARD ASSESSMENT

CONSTRUCTION HAZARD ASSESSMENT STRUCTURAL DESIGN for

Horniman Museum, Historic Façade & Masonry Repairs

It is assumed that the project is to be undertaken by experienced and competent designers and contractors who are aware of the common risks associated with construction processes.

The summary below is intended to help all parties recognise the less common hazards which may be encountered in this particular project through an understanding of the structural principles involved and the assumptions made by the design engineer.

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Status: For Information

Version: 1

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Project Title: Horniman Museum, Historic Façade & Masonry Repairs		Project No: 211042
Consideration	Yes/No	Comment
1.0 NEW SUBSTRUCTURE AND FOUNDATIONS	NO	No Applicable
1.1 Utilities		
1.1.1 Has a public utilities search been implemented?		
1.1.2 If not why not?		
1.1.3 Which utilities may affect the project?		
1.2 Site Investigations		
1.2.1 Has a desk study been undertaken?		
1.2.2 Has a soil investigation been undertaken?		
1.2.3 If not why not?		
1.2.4 Does the investigation highlight any:		
○ Exceptional strata		
○ Water problems		
○ Contamination		
○ Obstructions		
○ Other issues?		
1.3 Site Strip		
1.3.1 What is the anticipated depth of site strip?		
1.3.2 Are any special precautions needed when excavating and removing material?		
1.4 Foundations		
1.4.1 Describe the proposed foundations in outline.		
1.4.2 Do any excavations that require hand finishing exceed 1.2 m depth?		
1.4.3 Are any excavations envisaged close to		

Project Title: Horniman Museum, Historic Façade & Masonry Repairs		Project No: 211042
Consideration	Yes/No	Comment
adjoining structures?		
1.4.4 If yes, have their foundations been examined and recorded?		
1.4.5 Are any special shoring procedures needed?		
1.4.6 Have any existing underground services or obstructions been identified?		
1.4.7 Are any excavations close to existing services?		
2.0 SUPERSTRUCTURE – NEW BUILD AND EXTENSIONS	NO	Not Applicable
2.1 General		
2.1.1 What structural system is proposed?		
2.1.2 How is stability to be achieved?		
2.1.3 If a frame is being used will any special sequence of craneage be needed?		
2.1.4 Will any temporary works be necessary to ensure stability during erection?		
2.2 Walling and Cladding		
2.2.1 What construction is envisaged for the external envelope of the building?		
2.2.2 What construction is envisaged for internal partitions?		
2.2.3 Does walling or cladding provide either temporary or long-term stability to the building?		
2.2.4 Can all units be safely lifted and placed in position by one person?		

Project Title: Horniman Museum, Historic Façade & Masonry Repairs		Project No: 211042
Consideration	Yes/No	Comment
2.2.5 Are walls stable in the temporary condition before floors/roofs applied?		
2.3 Beams and Lintels		
2.3.1 What beams and lintels are envisaged in the works?		
2.3.2 Are special (in terms of size, weight, awkward shape or requiring assembly work on site) beams and lintels necessary?		
2.3.3 Are there any special handling and erection sequences which need to be followed?		
Are beam weights, moments and reactions indicated on the drawing?		
2.4 Floors and Stairs		
2.4.1 Outline the proposed construction of floors and stairs.		
2.4.2 Define the imposed load capacity required		
2.4.3 Has any special allowance for construction loads been allowed?		
2.4.4 Is the design by others?		
2.4.5 Is craneage necessary?		
2.5 Roof		
2.5.1 Describe the proposed roof construction.		
2.5.2 Define the imposed load capacity required.		
2.5.3 Is design by others?		
2.5.4 Is craneage necessary?		
2.5.5 Is the erection sequence important for stability during construction?		

Project Title: Horniman Museum, Historic Façade & Masonry Repairs		Project No: 211042
Consideration	Yes/No	Comment
3.0 INFRASTRUCTURE AND EXTERNAL WORKS	NO	Not Applicable
3.1 Describe the Highway works and any issues related to their construction that are unusual or represent significant hazards.		
3.2 Describe the drainage works and any issues related to their construction that are unusual or represent significant hazards		
3.3 Are any excavations close to existing services, or sensitive uses?		
3.4 Describe any external works, retaining walls, earthworks etc.		
3.5 Is design by others?		
3.6 Any special sequence of work or limitation on loading, including temporary loads from construction?		
4.0 SUPERSTRUCTURE REFURBISHMENT, REPAIRS AND STRUCTURAL ALTERATIONS	YES	
4.1 Is there an asbestos register for the building? If yes, are areas to be investigated affected and are precautions required or clearance necessary ahead of any investigations or construction works? If no, lead consultant to organise asbestos survey ahead of any investigations	YES	The contractor should consult the register before commencing work. ACMs are not expected to be encountered in the work areas. All operatives should nonetheless be asbestos aware and halt work if any suspected ACMs are identified.
4.2 What is the construction and load bearing elements of the existing building?	YES	(1911 Building – Tower) Brickwork and stonework walls, steel and concrete filler joist floors and flat roof.

Project Title: Horniman Museum, Historic Façade & Masonry Repairs		Project No: 211042
Consideration	Yes/No	Comment
4.3 What provides stability at present?	YES	Brickwork and stonework walls, steel and concrete filler joist floors and flat roof.
4.4 What is the nature of the proposed works?	YES	Repair and strengthening of a corroded steel beam.
4.5 What will provide stability in future?	YES	Existing structure and repaired and strengthened beam.
4.6 Have any major structural defects been discovered?	YES	Severe corrosion to a steel beam at the eastern tower.
4.7 Are any special precautions or procedures necessary before the works begin in earnest?	YES	The contractor must provide temporary support to stonework and subject to further opening-up – the upper tower wall generally.
4.8 Are any unusual risks anticipated in the execution of the works?	NO	.
4.9 Are there any special sequences of alteration, repair or erection which need to be followed?	YES	Provide temporary support to stone work and (potentially) the tower wall generally (access from stairwell under) when undertaking beam repairs.
4.10 Define imposed load capacities to be achieved.	N/A	
4.11 Are any walls, floors or their coverings being removed in the works which might lead to temporary loss of stability in the building?	NO	
5.0 BUILDING IN USE		
5.1 Are any elements of the structure expected to fatigue or wear or require ongoing maintenance and repair work during the	NO	

Project Title: Horniman Museum, Historic Façade & Masonry Repairs		Project No: 211042
Consideration	Yes/No	Comment
design life of the building?		
5.2 Are there any elements in the civil engineering works (e.g., pumps, catch pits, silt traps, permeable paving) that require maintenance during the design life of the building?	NO	
5.3 Are regular ongoing inspections required – define frequency.	NO	
6.0 DEMOLITION AT THE END OF DESIGN LIFE		
6.1 Are any special procedures needed due to method of construction or erection?	NO	

Signature of Project Engineer:



Date: 16.05.22

Signature of Director/checker



Date: 16.05.22