

	Foreseeable hazard/risk hazard	Period during which risk applies	Comments	Residual risk still present?
	That has potential to cause harm to those constructing, repairing, maintaining, cleaning or using the joinery elements that form the components of the Bughouse Gallery FFE project	<ul style="list-style-type: none"> • Construction • Maintenance • Cleaning • In Use 	<ul style="list-style-type: none"> • Actions taken by the designers to eliminate the risk; • Reasons why remaining risks cannot be eliminated; • Explanation of the reduction and controls necessary and the significance of the residual risk; • Specific instructions (e.g. include any pre-construction information) 	
1.0	Bughouse Gallery FFE Works			
1.1	Organisation of deliveries and waste removal from site	Construction	<ul style="list-style-type: none"> • Contractor to liaise with Museum to agree safe delivery and access methodology. • Contractor access to be managed in accordance with best practice H & S management. • Risks to be identified in Contractor's tender and pre-construction information 	Contractor to confirm if any residual risk remains
1.2	On site works	Construction	<ul style="list-style-type: none"> • Contractor to liaise with Museum to agree safe methodology and working hours for on site works. • Contractor site works to be managed in accordance with best practice H & S management. • Risks to be identified in Contractor's tender and pre-construction information 	Contractor to confirm if any residual risk remains
1.3	Installation of FFE components which exceed safety limits for manual lifting	Construction	<ul style="list-style-type: none"> • It is anticipated that the joinery and FFE components will be prefabricated off-site and then fitted on site. • Contractor to confirm safe methodology for pre-fabrication and installation. • Management of all on and off site works, including all aspects relating to safety limits for manual lifting, by the contractor to be in accordance with best practice H & S management • Risk to be identified in Contractor's tender and pre-construction information 	Contractor to confirm if any residual risk remains
1.4	Securing in place new FFE items to ensure they can not move/fall over	Construction and In Use	<ul style="list-style-type: none"> • All new FFE items are required to be secured in place to prevent them being moved accidentally or falling over. New window bench seats to be securely fixed back to existing walls, existing butterfly case and its new joinery surround all to be securely fixed in place with concealed brackets back to existing walls and floors. • Contractor to design concealed brackets and fixings required to secure all FFE items in place so that no risk remains. All proposed brackets to be structurally calculated and tested prior to installing and commissioning. 	Contractor to confirm if any residual risk remains

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			<ul style="list-style-type: none"> • Concealed brackets and fixings to be designed by contractor in accordance with best practice H & S management. • Contractor's proposals to be included in their tender and pre-construction information. Information on final 'as built' concealed brackets and fixings to be included in Contractor's O and M manual. Museum H & S management policies to be updated in accordance with best practice H & S management to include for the new joinery and FFE works to the Bughouse Gallery. 	
1.5	Electrical works required to be integrated into the new joinery and FFE components (e.g including the new workbench and the butterfly case). The works will sometimes involve existing units with integrated electrical components such as the butterfly case.	Construction	<ul style="list-style-type: none"> • Museum to provide contractor with all information required regarding electrical requirements and current safety testing of existing units etc. • Museum to confirm that for all electrical works an appropriately qualified electrical contractor registered with NIC EIC will be appointed to carry out all electrical works and that all works will be tested prior to commissioning and all required Building Regulation compliance certificates will be provided. • Contractor to confirm in their tender and pre-construction information that an appropriately qualified electrical contractor registered with NIC EIC will carry out all integration electrical works and that all works will be tested prior to commissioning. • Risk to be identified in Contractor's tender and pre-construction information. Contractor to provide full details of all electrical components and integration details in the O & M manual. 	Contractor to confirm if any residual risk remains
2.0	Maintenance and use			
2.1	Furniture store enclosure, potential risk to users in the store enclosure if a fire hazard occurs in adjacent outer room.	In Use	<ul style="list-style-type: none"> • Furniture store enclosure has screen partitions that do not extend to full height so existing fire alarm/detection system is to provide sufficient warning to anyone in the storage area. Furniture store enclosure is for the 	Residual risk managed by existing Museum fire alarm and fire detection

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			storage of furniture only. <ul style="list-style-type: none"> • Furniture storage provided within existing room away from public access • Museum to ensure it has fully compatible fire alarm/detection system to provide suitable warning to users in the furniture store. • Museum H & S management policies and fire safety policies to be updated in accordance with best practice H & S management to include for this. 	system
2.2	Maintaining butterfly case top lighting components, changing light bulbs, cleaning light fittings etc.	Maintenance and Cleaning	<ul style="list-style-type: none"> • High level access panels at top of existing butterfly case provide access for maintaining top level lighting. • New access panels to base of butterfly case provide access to the existing power in the butterfly case. • Joinery Contractor and electrical Contractor to provide full details of all electrical components and integration details in the O & M manual. 	Contractor to confirm if any residual risk remains
2.3	Projecting corners of joinery and furniture, potential risk to children	In Use	<ul style="list-style-type: none"> • All projecting corners to joinery and furniture components designed to have a 3mm eased polished and lacquered edge to reduce the risk. • Robust FFE items required to the room for the function of the Gallery, the FFE items do not produce greater risks than those produced by everyday FFE items • Bughouse Gallery FFE layouts allow generous space between furniture items reducing risk. • Risk to be identified in Contractor's tender and pre-construction information. Museum H & S management policies to be updated in accordance with best practice H & S management to include for the new joinery and FFE works to the Bughouse Gallery. 	Contractor to confirm if any residual risk remains
2.4	Potential finger traps, potential risk to children e.g. gaps between existing furniture items and new joinery components and new door to furniture store enclosure	In Use	<ul style="list-style-type: none"> • All gaps between existing and new furniture to be kept to a minimum of 5mm to reduce risk. • FFE items required to the room for the function of the Gallery, the FFE items do not produce greater risks than those produced by everyday FFE items 	Contractor to confirm if any residual risk remains

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			<ul style="list-style-type: none"> • New door to furniture store enclosure is for staff use only which reduces risk. • Risk to be identified in Contractor's tender and pre-construction information. Museum H & S management policies to be updated in accordance with best practice H & S management to include for the new joinery and FFE works to the Bughouse Gallery. 	

Note:

All of the works including all electrical works and all new joinery and FFE items are to be compliant with all relevant British Standards