



PURCELL

Project address: The Horniman Museum and Gardens
 100 London Road
 London SE2 3PQ

Pre Construction Information

Project number

Date

Client

23 May 2019

The Horniman Museum and Gardens

PRE CONSTRUCTION INFORMATION

FOR

Plant Room 3 Water Works

ON BEHALF OF

The Horniman Museum and Gardens

Prepared in accordance with the requirements of Regulation 4(4) and Appendix 2 of the
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015
and for no other purpose

ISSUE LOG

Prepared by:

Cameron Miller

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CONTENTS

- 1 Description of Project
- 2 Client's Considerations and Management Requirements
- 3 Environmental Restrictions and Existing On-site Risks
- 4 Significant Design and Construction Hazards
- 5 The Health and Safety File

APPENDICES

- | | |
|------------|---------------------------------------|
| Appendix A | Construction Phase Plan Content |
| Appendix B | Welfare Facilities |
| Appendix C | Museum Rules for Visiting Contractors |

I Description of Project

I.1 Project description

The works to be carried out are the installation of a new incoming water main to plant room 3.

I.2 Planned start date to be agreed

I.3 Planned completion date to be agreed

I.4 Time planned for mobilisation two weeks

CDM Duty Holders

I.5 Client Tim Hopkins

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I.8 Principal Contractor to be advised

HSE Notification

- 1.9 The project may not be considered notifiable under the CDM regulations.

Other Parties

- 1.10 Not applicable

Workplace Regulations

- 1.11 The project is for a structure that shall be used as a workplace within the meaning of the Workplace (Health, Safety & Welfare) Regulations.

Existing Records

- 1.12 All records available may be inspected by arrangement with the Estates Manager

2 Client's Considerations and Management Requirements

2.1 Planning for and Managing the Construction Work

The work shall be managed by the Principal Contractor.

The health and safety objective is to carry out the construction works with due regard to the health, safety and welfare of all operatives engaged on the project and members of the public without putting anybody's health and safety at risk.

The Principal Contractor will name a point of contact to liaise with the Contract Administrator and Client for management issues.

2.2 Health and Safety Goals for the Project

The overall goal is to complete the project with zero lost time or reportable injuries, diseases or dangerous occurrences affecting those involved in the construction work, members of the general public or others and to ensure that no long term health effects are brought about or exacerbated by activities involved in the project.

The aim is also to provide a safe and secure interface throughout the project between work areas and those occupied by staff and visitors.

The Principal Contractor is to specify within the Construction Phase Plan the initiatives which are to be followed to meet this goal, e.g. induction, supervision, tool box talks, training, monitoring, welfare etc.

2.3 Communication and Liaison between Client and Others

Part of the Principal Contractor's role is to ensure that all operatives have received appropriate health and safety training.

The Principal Contractor shall ensure that daily consultation takes place between all contractors and others affected to discuss risk controls and safety procedures and to ensure that necessary information is with those who need it. This will be the responsibility of the Principal Contractor's site manager.

2.4 Construction Phase Design

The Principal Contractor shall cooperate with the Principal Designer in liaising with any Designers carrying out design work during the Construction Phase, including temporary works Designers.

2.5 Security of the Site

The Principal Contractor is to secure the work areas to deter entry by unauthorized persons.

2.6 Working Hours

Working hours are restricted by agreement with the client. Noisy operations may be further restricted. Note that the museum opens to visitors at 10:00 and activities may be restricted after that time.

2.7 Welfare Arrangements

The client has made welfare facilities available. The Principal Contractor shall maintain the welfare facilities for site personnel in accordance with the appropriate standard laid down in the CDM Regulations 2015 and HSE information sheets, provision of welfare facilities at construction sites (see Appendix B). The facilities are to be located within the contractor's parking area.

Arrangements for maintaining welfare facilities and first aid provision shall be detailed in the Construction Phase Plan.

Requirements relating to the health and safety of the client's employees or visitors or those involved in the project

2.8 Site Hoarding

The Principal Contractor shall make suitable arrangements for securing work areas to exclude all non authorized personnel from entry to any area under his control.

2.9 Site Transport Arrangements and Vehicle Movement Restrictions

The Principal Contractor shall carefully manage any interaction of neighbours and members of the public with site traffic etc. to avoid risk to pedestrians and vehicles.

Materials deliveries shall be via the Horniman Drive gate, which is open from 07:00 hours. This route is through gardens to which the public have access. Vehicles are restricted to 5 mph with hazard lights on. Banksmen must be in attendance if needed for safe movement.

Note that members of the public using the gardens are not expecting traffic and relax their perception of hazards; children may not be under close supervision. Whilst the museum requires all deliveries to be completed and vehicles off site by 10:00 hours, this should be regarded as exceptional. Every effort should be made to ensure vehicles are off site by 08:30, after which time children are more likely to be present.

No parking is permitted on site and parking restrictions apply locally; parking on footpaths is not permitted.

For materials and equipment deliveries, arrangements should be made with the client for short term parking for the duration of off loading.

2.10 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 site in a tidy condition free from hazards. If hazards remain which cannot be made safe, provide written notice each day to the client.

2.11 Client Rules and Restrictions

The Museum Rules for Visiting Contractors are appended. The following shall also apply.

All work will be planned in advance and agreed with all relevant parties with permits being issued by the Principal Contractor as and when required.

The Principal Contractor's site rules shall include the following:

- All people entering site shall report to the site manager upon arrival and sign the site register upon entering and leaving the site.
- Noise shall be kept to a minimum.
- Operatives shall dress appropriately.
- No offensive language, swearing, singing or shouting is permitted.
- No one under the influence of alcohol or drugs shall be permitted on site.
- The site is to be kept tidy and rubbish removed promptly.
- Burning of rubbish on site is not permitted.
- Plant and materials may only be stored within the site compound.

2.12 Fire Precautions

The Principal Contractor shall put in place precautions to prevent fire. Note that acetylene is not permitted on site. All personnel shall be familiar with the emergency procedures to follow in case of fire. The Principal Contractor shall provide appropriate firefighting appliances.

A permit to work system is required for all hot works. Hot works must be agreed in advance with the client, who shall issue a Permit to Work.

Whenever possible, hot works are to be avoided or undertaken off site.

2.13 Emergency Procedures and Means of Escape

A suitable means of escape from site in the event of fire or other emergency shall be maintained.

The alternative means of escape from the south boiler room is through the plant room courtyard; ensure this route is clear upon each occasion of starting work.

2.14 Fire Hydrants and Warning Notices

Do not obstruct fire hydrants or warning notices.

2.15 Restricted Access

Access shall be restricted to those areas occupied by the client or required for staff or visitor access.

Access to the works area shall be agreed.

2.16 Confined Spaces

No areas have been designated as confined spaces.

2.17 Work at Height

Work at height is not anticipated.

2.18 Emergency Escapes

Ensure that emergency escape routes from adjacent premises are maintained.

2.19 Smoking

Smoking is not permitted on the site.

2.20 Reportable Occurrences

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

2.21 HSE and Local Authority Notices

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

3 Environmental Restrictions and Existing On Site Risks

Safety hazards

3.1 Site Boundary

The work area boundaries shall be agreed. The site is set within the Horniman Museum and Gardens, which are bounded by residential properties and public gardens. The Contractor may be required to erect fencing to boundaries.

3.2 Restrictions on Waste Collection or Storage

There are no specific restrictions on waste collection, however busy times are best avoided. Agree the strategy for waste removal with the client.

Waste is to be removed from site on a daily basis as far as is practicable.

3.3 Adjacent Land Uses

The site is set within the Horniman Museum and Gardens. Other contractors may be employed (eg exhibition fit out). Communicate, cooperate and coordinate activities with other contractors.

3.4 Existing Storage of Hazardous Materials

No storage of hazardous materials is known on site which shall affect the works.

3.5 Location of Existing Services

The Principal Contractor shall undertake suitable precautions to identify and protect existing services.

Note in particular that the new water main follows the route of the existing gas supply. Excavate by hand to locate the gas supply.

Care shall be taken not to break or disrupt existing drainage pipes/conduits running across the site. When undertaking this work the Principal Contractor is required to survey the site to ascertain the position of all services including drainage, electrical power supply lines, gas pipes etc running through the site.

3.6 Ground Conditions, Underground Structures or Water Courses

Not applicable.

3.7 Information about Existing Structures

Not applicable.

3.8 Previous Structural Modifications

None known.

3.9 Fire Damage, Ground Shrinkage, Movement, Poor Maintenance

None known.

3.10 Existing Plant and Equipment

Not applicable.

3.11 Existing Health and Safety Information

No Health and Safety File exists relevant to the works.

No other information is available.

Health hazards

3.12 Asbestos

The point of entry for the new water main was constructed in 2001, so it is not expected to encounter asbestos containing materials. Nevertheless, ensure that all operatives have asbestos awareness training which is up to date.

If suspect material is uncovered, cease work, prevent exposure of workers and others to suspect material and seek instruction from the Contract Administrator.

3.13 Existing Storage of Hazardous Materials

None known.

3.14 Contaminated Land

There are no reports of contaminated land. Based on the history of the site, contamination is not expected.

3.15 Existing Structures containing Hazardous Materials

No hazardous materials have been identified.

3.16 Health Risks arising from Client's Activities

There is a bee hive within the museum, the bees within it exit the building via a pipe along the east elevation at height.

No other risks are known.

4 Significant Design and Construction Hazards

4.1 Design Assumptions and Control Measures

No significant hazards have been identified, over ordinary site hazards that fall within the expertise of a competent contractor.

Significant hazards are defined as those which are unusual, unexpected or difficult to manage.

4.2 Arrangements for Coordination of Ongoing Design Work

Regular site meetings are to be held throughout the programme of works.

4.3 Significant Risks Identified During Design

No significant risks have been identified during the design.

4.4 Materials Requiring Particular Precautions.

None has been identified.

5 The Health and Safety File

The Principal Designer shall be responsible for preparing the Health and Safety File. The Principal Contractor and Designers are required to provide the information necessary for inclusion in the File.

The Contractor shall provide the following information to the Principal Designer for inclusion in the Health and Safety File:

- A brief description of the project
- Project directory listing contractors for the main elements of the works and suppliers of specialist equipment
- Hazards that have not been eliminated through the design and construction processes and how they have been addressed
- Hazardous materials used
- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services and the like
- Information and as built drawings

APPENDIX A
CONSTRUCTION PHASE PLAN CONTENT

1.0 DESCRIPTION OF PROJECT

1.1 Programme details including key dates

1.2 Key members of project team

Client

Principal Designer

Designers

Principal Contractor

2.0 MANAGEMENT OF THE WORK

2.1 Management structure and responsibilities

2.2 Health and safety aims for the project

2.3 Arrangements to ensure cooperation between project team members and coordination of their work

2.4 Arrangements for involving workers

2.5 Site induction

2.6 Welfare facilities

2.7 Fire and emergency procedures

3.0 CONTROL OF SCHEDULE 3 RISKS

3.1 Work which puts workers at risk of burial under earth falls, engulfment in swamp land or falling from height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.

3.2 Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.

3.3 Work with ionising radiation requiring the designation of controlled or supervised areas under Regulation 16 of the Ionising Regulations 1999.

3.4 Work near high voltage power lines.

3.5 Work exposing workers to the risk of drowning.

3.6 Work on wells, underground earthworks and tunnels.

3.7 Work carried out by divers having a system of air supply.

3.8 Work carried out by workers in caissons with a compressed air atmosphere.

3.9 Work involving the use of explosives.

3.10 Work involving the assembly or dismantling of heavy prefabricated components.

APPENDIX B
WELFARE FACILITIES

Provision of welfare facilities during construction work

HSE information sheet

Construction Information Sheet No 59



Introduction

This information sheet is for dutyholders involved in construction work. It replaces previous guidance contained in *Provision of welfare facilities at transient construction sites* and in *Provision of welfare facilities at fixed construction sites*. It gives guidance on the **minimum** welfare facilities that must be provided or made available to workers on construction sites.

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing. However, these basic requirements are often neglected. A cold water tap and chemical toilet on their own are not adequate facilities. Good facilities can positively benefit health and well-being and can help to prevent dermatitis.

General duties (Construction (Design and Management) Regulations 2007)¹

Clients

If you are a client (but not a domestic client, ie you or your family live in the building under construction) then you must ensure that your contractors have arrangements to provide adequate welfare facilities for construction workers. This does not mean that you have to provide the facilities yourself. If the work is notifiable (that is lasts more than 30 days or will involve more than 500 person days of work) then you must ensure that construction work (including demolition) does not start until suitable welfare facilities are in place.

CDM coordinators

You should give suitable and sufficient advice to the client on the measures needed to ensure that suitable welfare is provided during the construction phase.

Principal contractors

You should make sure that suitable welfare facilities are provided from the start and are maintained throughout the construction phase.

Contractors (including the self-employed)

In all cases you should ensure that there are adequate welfare facilities for workers under your control.

Planning

The availability of welfare facilities, their location on site and regular maintenance must be considered at the planning and preparation stages of every construction project, before construction work (including demolition) starts.

When planning welfare provision, consider:

- the nature of the work to be carried out and the health risks associated with it. For example, consider the provision of showers if the project involves hazardous substances or very dirty work, eg sewer maintenance, dusty demolition activities, work with contaminated land or concrete pouring;
- the distance workers will have to travel to the welfare facilities;
- the duration of the work and number of different locations;
- the numbers of people who will use them;
- the cleaning and maintenance of the welfare facilities;
- whether they need to be relocated during the construction phase.

Installing and removing from site

You need to plan how welfare units will be moved from delivery vehicles into position. It is preferable to mechanically move these units; if manual handling cannot be avoided then you should manage the risk effectively. Your plans should cover safe lifting practices and ensure proper protection of workers from falls from vehicles or portable units.

Positioning on site

You should site welfare units and manage traffic effectively to ensure adequate segregation of pedestrians and vehicles.

Toilets

So far as is reasonably practicable you need to provide flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision.

Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

Provide an adequate number of toilets. The number needed will depend on the number of workers on site and the type of facilities provided. Portable toilets have a limited capacity and will need emptying. The number of portable toilets needed depends on the number of persons and the frequency of emptying. BS6465-1:2006 recommends a ratio of 1 toilet to 7 persons where portable toilets are emptied once a week.

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise provide separate toilets. Adequate supplies of toilet paper should always be available.

Sanitary waste disposal should be provided in facilities used by female workers.

Washing facilities

Provide washing facilities next to both toilets **and** changing areas. Consider placing them next to rest areas if these are far from toilets or changing areas. They should include:

- a supply of clean hot and cold, or warm, water (which should be running water so far as is reasonably practicable);
- soap or other suitable means of cleaning;
- towels or other suitable means of drying;
- sufficient ventilation and lighting;
- sinks large enough to wash face, hands and forearms.

Men and women can share sinks used for washing hands, face and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.

Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances (eg development of contaminated land, or demolition of old industrial buildings which are contaminated with toxic substances etc), will need to be separate from the main facilities.

Specialist facilities are needed for certain activities, eg working with lead or asbestos or tunnelling in compressed air.

Drinking water

A supply of wholesome drinking water should be readily available. Where possible, it should be supplied direct from the mains. If water is stored, protect it from possible contamination and make sure it is changed often enough to prevent it from becoming stale or contaminated. Where necessary, clearly mark the drinking water supply to prevent it being confused with hazardous liquids or water which is not fit to drink. Provide cups or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (eg a drinking fountain).

Changing rooms and lockers

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately. Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

Provision should be made to allow wet clothing to be dried. As a general rule clothing should not be placed directly on heaters due to the risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device.

Rest facilities

Rest facilities should provide shelter from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (eg a gas or electrical heating ring or microwave oven) and be adequately heated. Rest areas are not to be used to store plant, equipment or materials.

Smoking

Smoking is prohibited in enclosed public places and workplaces such as construction sites or work vehicles. Further information is available at

www.smokefreeengland.co.uk,
www.clearingtheairscotland.com and
www.smokingbanwales.co.uk.

Heating

Rest facilities will normally require heating. Using properly maintained electrical equipment can eliminate the risks associated with LPG heaters. Inadequately ventilated LPG cookers and heaters can produce carbon monoxide, with potentially fatal results. Flammable gas may escape from leaking cylinders, which have not been properly turned off. If LPG is used reduce the risks by:

- using and storing the cylinders in safe, well-ventilated places outside the accommodation (including overnight) or in purpose-built ventilated storage areas;
- ensuring that the appliances have been properly installed, checked and maintained by a competent person;
- providing adequate combustion ventilation (provide fixed grilles at high and low level);
- checking that the ventilation provided is not blocked, eg fixed grilles blocked by newspaper or rags in cold weather to 'stop draughts';
- checking that cylinders are properly turned off when not in use;
- using wall or ceiling-mounted carbon monoxide detectors.

Use of alternative facilities for transient construction sites

For the purpose of this information sheet, a transient construction site is either where short duration work (up to a week) is carried out at one or many locations, or is of a longer duration carried out while moving over a continuous geographical area, eg major roadworks, cable laying contracts etc.

In such cases, it may be appropriate to make arrangements to use facilities provided by the owner of existing premises, in which the work is being done, local public facilities or the facilities of local businesses. Clear agreement should be made with the provider of the facilities; it should not be assumed that local commercial premises can be used without their agreement. In all cases the standards above must be provided or made available. Facilities must be readily accessible to the worksite, open at all relevant times, be at no cost to the workers, be of an acceptable standard in terms of cleanliness and have hand-washing facilities. Workers need to be made aware of the arrangements to use them and be informed of their location.

Table 1 gives an indication of the options available, in order of preference, for providing welfare facilities for transient construction sites.

Table 1 Welfare facilities: the options

Type of installation	Additional notes
1a Fixed installation: connected to mains drainage and water.	Order of preference: ■ on site; ■ at a base location; ■ at a satellite compound. NB This may include the pre-arranged use of private facilities. Permission, preferably in writing, should be obtained from the proprietor in advance of the work starting. The use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
1b Portable water flushing units with water bowser supplies and waste storage tanks.	
2 Portable installation on site.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
3 Suitably designed vehicle.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
4 Facilities which are conveniently accessible to the worksite (includes public toilets).	Use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
5 Portable installation near site.	Incorporating a chemical toilet, washing facilities and sufficient tables and seating.

References

1 *Managing health and safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144* HSE Books 2007 ISBN 978 0 7176 6223 4

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

Further reading

Health and safety in construction HSG150 (Third edition) HSE Books 2006 ISBN 978 0 7176 6182 4
Fire safety in construction work HSG168 HSE Books 2010 ISBN 978 0 7176 6345 3

BS 6465-1: 2006 *Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances*

Further information

Visit www.hse.gov.uk/construction for more specific information on CDM 2007 and health and safety in the construction industry, including a link to additional guidance for CDM dutyholders developed by the construction industry.

HSE priced and free publications can be viewed online or ordered from www.hse.gov.uk or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@connaught.plc.uk or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This information sheet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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APPENDIX C

MUSEUM 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