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**Museum Rules for Visiting Contractors**

This sheet sets out the Museum rules for all visiting contractors, and should be issued to every 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 wilful 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.

**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. 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 (over 2 metres), Electrical Work**

All works which have any element as above must be agreed in advance with the Estates Manager or Deputy Facilities Manager and a Permit to Work obtained from the security desk. This may also require isolation of the fire alarm system prior to the commencement of any hot ‘work’. Work may not commence until this precaution has been confirmed by Security.

Suitable risk assessments should be available as required by the Work at Height regulations 2005.

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

Any deactivation of alarms should be logged in the security log book.

**Equipment brought on site**

All equipment used by a Contractor or Supplier must comply with appropriate safety and electrical legislation.

Equipment left on site shall be kept in a safe and secure manner 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 suitable for use with 110 volt power supply.

**Personal protection**

Hard hats will be worn wherever risk of head injury exists, both inside and outside of the buildings. Contractors should ensure they wear appropriate personal protective clothing and footwear.

**Competence**

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.

**Contractors and self-employed people**

Where applicable, it is a requirement under the Construction (Design and Management) Regulations 2015, the Principal Contractor (the principle contractor manages the construction phase plan, contractors and designers will be appointed) ensures contractors and self-employed people working on the site are made aware of the relevant portions of the Health and Safety plan. All contractors must ensure that full induction of his/her own staff, sub-contractors staff and the self-employed is carried out and that these site rules are fully understood by all persons employed on site.

**Food and drink**

No food or drink of any type may be taken into, or consumed within the Museum.

**Radios**

No radios, 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 wilful 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 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**

All accidents 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 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.

**Access**

All means of access must be agreed in advance by the Estates Manager or Deputy Facilities Manager. The normal access route is via the Horniman Drive gate. Contractors should be reminded of the rules while driving a vehicle on site and must be observed. Hazard warning lights should be on and the speed limit is 5 mph.

**Materials**

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

**Rubbish**

The Contractor is responsible for removing all unused materials and/or waste/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 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)……………………………………………………………..

Revised March 2016 Quadriga. Reviewed April 2016 PW.