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Horniman Museum

Compost Area

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 for pre-construction phase of 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
100 London Road
Forest Hill
London
SE23 3PQ

2.1.2 Description of the Project

External works including:

- Repair and alteration to existing kingpost retaining walls
- Remedial work to existing concrete ground slab
- Construction of new kingpost retaining walls
- New entry gate
- New ground slab

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

2.1.3 Programme

The work is to be phased. The start date for Phase 1 is to be confirmed but anticipated to be mid-February 2025.

All Phase 1 works to be completed by 31st March 2025.

The start of Phase 2 is TBC but will not be prior to April 2025.

Contractor's mobilisation period is 2 weeks.

2.2 Project Team

2.2.1 Client

The Horniman Museum
100 London Road
Forest Hill
London
SE23 3PQ

Contact: Beth Hodges (Estates Manager)
Tel: 020 8291 8680
Email: bhodges@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

A J Oakes & Partners
Unit 83
Capital Business Centre
South Croydon
CR2 0BS

Contact: Chris Whalley
Tel: 020 8777 8251
Email: chris.walley@ajoakes.co.uk

2.2.5 Principal Contactor

To be confirmed

2.3 HSE Notification (CDM Regulation 6)

2.3.1 This project is not anticipated to be notifiable under the CDM regulations as the construction period will not last longer than 30 working days and will not have more than 20 workers working at the same time or exceed 500 person days. If this is anticipated to change for any reason, the Principal Contractor must notify the project to the HSE.

2.4 Use as a Workplace

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

2.5 Existing Health and Safety File & Operation and Maintenance Files

2.5.1 None are available for the areas affected by the works.

2.6 Drawings (Appendix B)

- Plan of site work areas, site compound location and access points

2.7 Survey Information

2.7.1 No asbestos survey information exists for the work areas and no asbestos containing materials are known or expected to be present.

3.0 CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1 Structure and Organisation

- 3.1.1 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.
- 3.1.2 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.
- 3.1.3 Co-ordination and liaison on health and safety will be principally through the Contract Administrator for client matters.
- 3.1.4 Where site works interact/overlap with Client and/or adjoining owner 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.
- 3.1.5 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.
- 3.1.6 The Principal Contractor must also consider how to maintain health, safety and welfare in the context of the COVID 19 pandemic. All legal requirements and best practice advice and guidance that may apply during the contract period must be followed.

3.2 CDM Health and Safety Objectives for the Project

- 3.2.1 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.
- 3.2.2 The safety of Museum visitors, staff and inhabitants of adjoining properties must be maintained at all times.
- 3.2.3 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:

- 1. Health and safety incidents

2. Time lost due to accidents
3. Safety Inspections and Audits (key issues, action)
4. HSE visits (observations, enforcement notices, action)
5. Implications of developing design issues and changes

3.3 Communication

- 3.3.1 The Principal Contractor will be required to ensure that all site operatives and visitors have received appropriate inductions and training related to health and safety matters.
- 3.3.2 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 Museum staff when needed. The Principal Contractor's site manager will be primarily responsible.

3.4 Site Security

- 3.4.1 The Museum and Gardens will remain fully occupied during the works. The Principal Contractor will be responsible for the security of the works and materials on site. Entry to the work site areas by unauthorised persons is to be barred.
- 3.4.2 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

6. Monday to Sunday - 08.00 to 17.00
7. No work must be executed outside these hours without prior approval.
8. Wherever possible deliveries to and from the site should take place between the hours 07.00am and 09.00am.

3.6 Welfare Provisions

- 3.6.1 The Principal Contractor is to provide suitable welfare facilities in accordance with Schedule 2 of the CDM Regulations 2015. For this project, the contractor must provide a welfare unit including cooking and dining facilities and a seating and rest area and maintain the facilities for the duration of the project. The welfare unit is to be located within the site compound (see Appendix B).
- 3.6.2 Existing WC and washing facilities will be made available by the client for the Contractor's use during the contract period. Location of facilities to be confirmed by the client. All shared facilities to be kept in clean and tidy condition at all times.

3.7 Separation of the Works

- 3.7.1 The Principal Contractor must ensure that the work areas are safely separated from areas used by the general public and site staff.
- 3.7.2 Suitable fencing, barriers, tape, signage, and any other appropriate measures must be provided to maintain separation.

3.8 Site Traffic Management

- 3.8.1 The Museum and Gardens are to remain open to the public during the works and the Principal Contractor must manage site traffic to prevent interactions with members of the public and neighbours.
- 3.8.2 Materials deliveries and waste collection should be scheduled wherever possible between 07.00 and 09.00. All vehicle movements to be completed and vehicles off site before the Museum opens to the public at 10.00. If vehicles are required to enter the site during public opening hours, the Contractor must notify Beth Hodges in advance for written agreement.
- 3.8.3 It is assumed that construction materials and waste will be stored in the agreed site compound. Subject to works being undertaken at any particular time, deliveries and collections should normally be via the Hill Rise entrance and only enter via Horniman Drive if Hill Rise is temporarily inaccessible due to works.
- 3.8.4 Movements of small wheeled or tracked plant around and between the site areas are acceptable during opening hours, subject to use of trained banksmen in attendance at all times. Every care must be taken to avoid interactions with museum visitors.
- 3.8.5 All vehicle movements on site are not to exceed 5mph with hazard lights on. Banksmen must be in attendance at all times.

3.9 Non-Working Hours

- 3.9.1 Note that the client's security staff may need access to the sites during non-working hours. Such staff may be unfamiliar with construction sites and may not be wearing personal protective equipment appropriate to construction sites.
- 3.9.2 At the end of each working day, leave the sites in a tidy condition free from hazards. In particular, any excavations must be suitably protected. If hazards remain which cannot be made safe, provide written notice each day to the client.

3.10 Museum Events

3.10.1 There are regular events on site, particularly during holiday periods. The work area is relatively isolated from event spaces however the site may be busier than usual during these periods.

3.11 Access for Deliveries, Disabled Visitors & Other Contractors

3.11.1 A vehicular access route for Café delivery vehicles, other contractors, and vehicles used by disabled museum visitors must be maintained at all times either via Hill Rise or Horniman Drive.

3.11.2 The Contractor must permit vehicles operated by others to traverse their work areas if and when necessary and must notify museum staff in advance of any times when vehicle access will be restricted to any particular area(s) so that such vehicles requiring access can be directed via the appropriate route.

3.12 Access for Emergency Vehicles

3.12.1 A vehicular access route for emergency vehicles must be always maintained either via Hill Rise or Horniman Drive. The Contractor must provide advance notification to museum staff of any circumstance that means parts of the roadways are not trafficable. If emergency vehicles require access via a work area that remains trafficable, the contractor must stop work and immediately move plant and equipment as required for access.

3.13 Waste Management

3.13.1 The Museum's environmental policy requires all removed materials to be recycled either on site or off site and waste notes provided confirming disposal methods and destinations.

3.14 Client Rules and Restrictions

3.14.1 The Museum Rules for Visiting Contractors must be followed (see Appendix A).

3.14.2 In addition, the Principal Contractor's site rules must include the following:

9. Workers to wear visible ID cards and or corporate clothing.
10. All visitors to site to report to site manager and sign in/out.
11. All deliveries to and from vehicles must be fully supervised by a banksman.
12. Agreed access routes to the site must be observed at all times.
13. All roads and footpaths where works are not underway must be protected and maintained in a condition suitable for vehicular and pedestrian traffic.

14. 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.
15. Work will cease in an area if material suspected as being asbestos or hazardous in nature is discovered in an unexpected location.
16. Provide appropriate fire-fighting equipment and establish a safety zone whenever site welding or any other form of hot work takes place.
17. Task appropriate PPE is to be worn at all times on site.
18. Drugs and alcohol policy to be applied by the Principal Contractor.
19. No smoking on site or anywhere within the buildings.
20. No parking on site (unless agreed by the client).
21. No radios/personal sound equipment

3.15 Permits to Work

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

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

22. Water supply isolation and reconnection
23. Electrical isolation and reconnection
24. Any external site activities

3.16 Fire Prevention

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

3.16.2 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

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

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

3.17 Emergency Procedures

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

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

3.18 Restricted Access Areas

3.18.1 Operatives are not permitted to enter areas of the Museum and Gardens occupied by the client (other than public areas).

3.19 Confined Spaces

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

3.20 Working at Height

3.20.1 Works at height are not anticipated, but should they become necessary, the Principal Contractor is to confirm appropriate control measures within their Construction Phase Plan.

3.21 Reportable Occurrences

3.21.1 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 and the Principal Designer are to be notified immediately following the occurrence.

3.22 HSE and Local Authority Notices

3.22.1 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.

4.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1 Safety Hazards

4.1.1 Site Boundaries and Access

Refer to plan drawing DR-C-5000 in Appendix B. This shows all areas where works are anticipated.

Any areas where works are taking place will require individual boundaries demarcated by fencing or other barriers.

The site compound will require permanent secure fencing with lockable gates to prevent unauthorised access.

All locations are within or in close proximity to public areas and access routes are shared with the public and museum staff. Measures to protect both pedestrians and vehicles may be required.

4.1.2 Restrictions on Deliveries, Waste Collection or Storage

Deliveries and collections should generally be undertaken outside of Museum opening hours (see also section 3.8).

Waste must only be stored with the work site areas and must be regularly removed using the closest agreed access point. Movement of materials and waste between the site areas should ideally be avoided wherever possible during working hours but is permissible if control measures are rigorously applied.

4.1.3 Adjacent Land Uses

The areas surrounding the work sites are the Horniman Museum and Gardens, a public footpath and private residential properties.

Liaison and coordination with other contractors may be required.

4.1.4 Existing Storage of Hazardous Materials

None known.

Report any other hazardous materials identified to the Client, Contract Administrator and Principal Designer.

4.1.5 Location of Existing Services

Services present on the Museum and Gardens site include gas, electricity, mains water and telephone/data supplies.

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

Records drawings showing approximate locations of known services will be provided to the Contractor prior to the start of works. The accuracy of these drawings cannot be guaranteed and 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

The ground conditions with the Museum and Gardens site are predominantly of London Clay however due to the presence of earlier buildings in some areas, made ground may also be locally present.

No contamination is known to be present.

4.1.7 Existing Structures

Historic and modern buildings – not anticipated to be affected by the works.

4.1.8 Previous Structural Modifications

Not applicable.

4.1.9 Fire Damage, Ground Shrinkage, Movement, Poor Maintenance

Some damage has occurred to the existing retaining walls due to vehicles and plant, together with expansion and contraction of shrinkable clay soils. The ground bearing slab in the existing Compost Area footprint is in poor condition in parts.

4.1.10 Existing Plant & Equipment

Not applicable.

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

No Asbestos Containing Materials (ACMs) are known to be present in the areas affected by the works.

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

Contaminated land has not been reported and is not expected based on known historical land uses.

4.2.4 Existing Structures containing Hazardous Materials

Existing timber sleepers may be treated with Creosote or other preservative substances.

4.2.5 Health Risks Arising from Client's Activities

None known.

4.2.6 Control of Noise and Vibration

Minimise noise and vibration through good management and best practice.

All plant and equipment is to be fitted with the correct and working exhaust mufflers and noise suppression kits.

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

- 5.1.1 See the Structural Engineer's Construction Hazard Assessments at Appendix C.
- 5.1.2 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

- 5.2.1 The Principal Contractor should provide details of any contractor-designed temporary works required to maintain stability during the works to the Principal Designer and ensure that sufficient information is included in the Construction Phase Plan and provided to the Contract Administrator for timely review prior to commencement.
- 5.2.2 Regular site and project team meetings will also be held during the works.

5.3 Significant Risks Identified during Design

- 5.3.1 Segregation between the works areas and the remainder of the Museum and Gardens.

5.4 Materials Requiring Particular Precautions

- 5.4.1 Existing timber sleepers may be creosote treated.

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.
2. 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.
3. The control of any significant site-specific risks relevant to the project. To include method statements/safe systems of work for:
 - Excavations and avoidance of damage to underground/concealed services.
 - Works undertaken adjacent to occupied areas.
 - Work at height.
 - Structural stability during demolition/excavation works.
 - Construction traffic management on site.
4. Provision of Health and Safety File information.

APPENDIX A – 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

APPENDIX B – SITE AREA & LOGISTICS PLAN

GENERAL NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECTS, ENGINEERS AND SPECIALIST DRAWINGS AND SPECIFICATIONS
2. DO NOT SCALE FROM THIS DRAWING IN EITHER PAPER OR DIGITAL FORM. USE WRITTEN DIMENSIONS ONLY.

NOTES

1. REFER TO CONISBEE DRAWINGS 210881-CON-XX-XX-DR-S-1000 & 1001 FOR FURTHER DETAILS OF WORKS REQUIRED
2. VEHICLE AND PLANT ACCESS ROUTES ACROSS THE SITE FROM THE ACCESS ROADS TO BE AGREED.



VEHICLE ACCESS ROUTE
VIA HORNIMAN DRIVE

COMPOST AREA SITE

APPROX. SITE COMPOUND
AREA (TBC)



NOT FOR CONSTRUCTION

| | | | | |
|----|----------|--------------|----|----|
| T1 | 09.01.25 | TENDER ISSUE | SW | SW |
|----|----------|--------------|----|----|

| Rev | Date | Description | Drawn | Check |
|-----|------|-------------|-------|-------|
|-----|------|-------------|-------|-------|

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Drawing Status
FOR INFORMATION

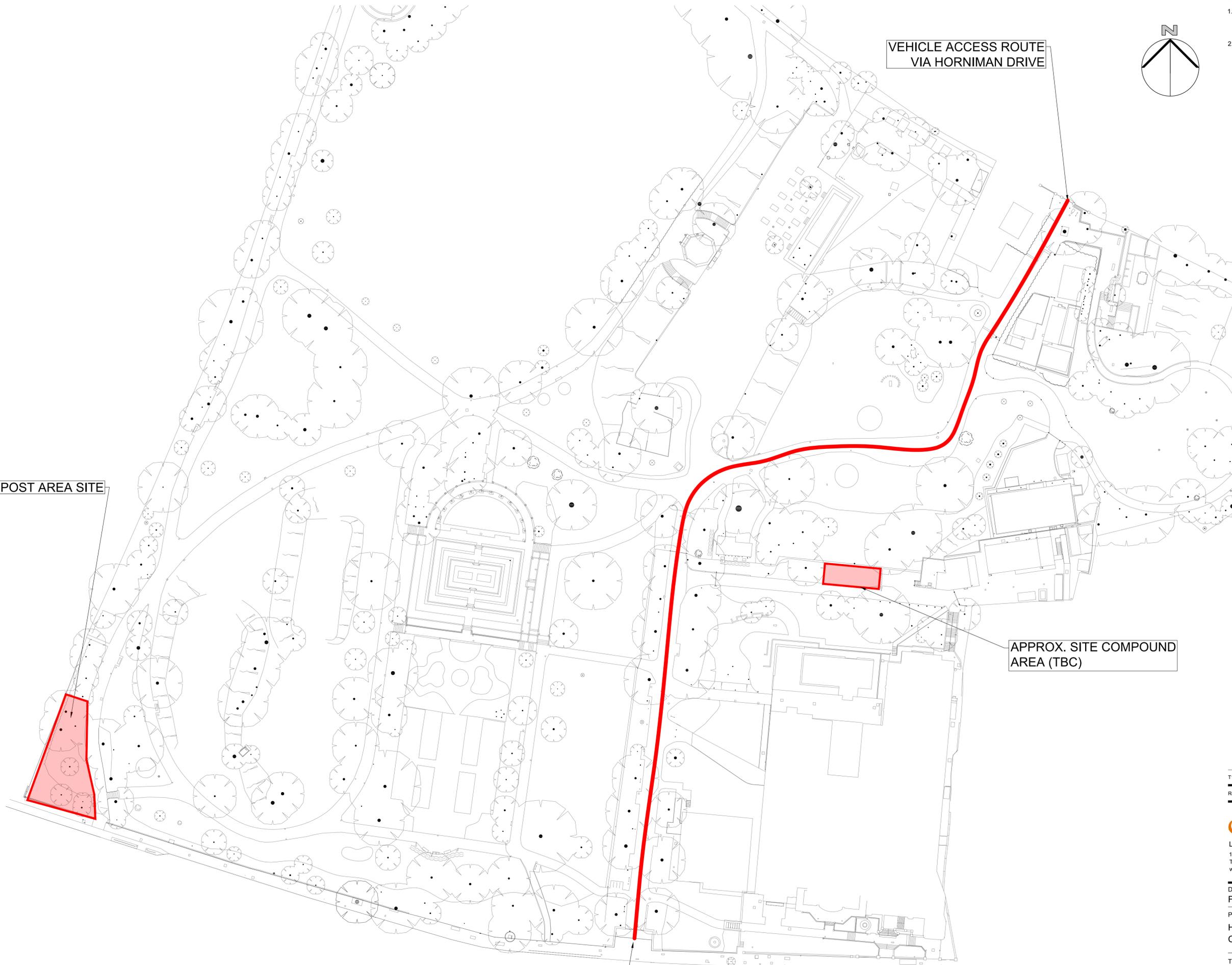
| | | |
|---------------------------------|-------|----------|
| Project | Date | JAN 2024 |
| HORNIMAN MUSEUM COMPOST AREA | Scale | 1:100@A1 |
| | Drawn | SW |

| | | |
|-------|----------|----|
| Title | Engineer | SW |
|-------|----------|----|

| | | |
|---|------------|--------|
| REPAIR & EXTENSION WORKS SITE LOGISTICS PLAN | Project No | 220331 |
|---|------------|--------|

| | |
|------------------------|----------|
| Drawing No | Revision |
| 210881-XX-XX-DR-S-5000 | T1 |

VEHICLE ACCESS ROUTE VIA LONDON ROAD



APPENDIX C – CONISBEE CONSTRUCTION HAZARD ASSESSMENT

CONSTRUCTION HAZARD ASSESSMENT STRUCTURAL DESIGN for

Horniman Museum - Pergola & Compost Area Wall

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.

Ref: 210881/E Painter

Date: 9 Jan 2025

Status: For Information

Version: 1



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Conisbee is a trading name of
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Registered in England No. 3958459

| Project Title: Horniman Museum - Pergola & Compost Area Wall | | Project No: 210881 | |
|---|--------|---|--|
| Consideration | Yes/No | Comment | |
| 1.0 NEW SUBSTRUCTURE AND FOUNDATIONS | | | |
| 1.1 Utilities | | | |
| 1.1.1 Has a public utilities search been implemented? | N | | |
| 1.1.2 If not why not? | - | Contractor's responsibility to undertake prior to commencement of works. | |
| 1.1.3 Which utilities may affect the project? | - | Unknown. | |
| 1.2 Site Investigations | | | |
| 1.2.1 Has a desk study been undertaken? | N | | |
| 1.2.2 Has a soil investigation been undertaken? | N | | |
| 1.2.3 If not why not? | - | Contractor's responsibility to undertake prior to commencement of works. | |
| 1.2.4 Does the investigation highlight any: | | | |
| o Exceptional strata | - | Unknown | |
| o Water problems | - | Unknown | |
| o Contamination | - | Unknown | |
| o Obstructions | - | Unknown | |
| o Other issues? | - | Unknown | |
| 1.3 Site Strip | | | |
| 1.3.1 What is the anticipated depth of site strip? | - | 600mm | |
| 1.3.2 Are any special precautions needed when excavating and removing material? | Y | Special precautions will be dependent on the findings of the SI report and specifically on the extent of contamination on the site. | |
| 1.4 Foundations | | | |

| Project Title: Horniman Museum - Pergola & Compost Area Wall | | Project No: 210881 |
|---|--------|--|
| Consideration | Yes/No | Comment |
| 1.4.1 Describe the proposed foundations in outline. | Y | The new foundations will consist of piled foundations supporting king posts to form the perimeter fence of the compost area to an approximate depth of 6m, to be designed by the Contractor. The surface of the Phase 2 compost area is to be formed of a 175mm thick RC slab, cast on 15mm Highways Agency Type 1 Sub-base and 210mm capping layer of 6F1, 6F2, 6F4, or 6F5, according to Conisbee drawing 1001. |
| 1.4.2 Do any excavations that require hand finishing exceed 1.2 m depth? | N | |
| 1.4.3 Are any excavations envisaged close to adjoining structures? | N | |
| 1.4.4 If yes, have their foundations been examined and recorded? | - | |
| 1.4.5 Are any special shoring procedures needed? | N | |
| 1.4.6 Have any existing underground services or obstructions been identified? | N | Contractor's responsibility to undertake utilities and services search prior to commencement of works. |
| 1.4.7 Are any excavations close to existing services? | N | Contractor's responsibility to undertake utilities and services search prior to commencement of works. |

| | | | |
|---|--|---------------------------|---|
| Project Title: Horniman Museum - Pergola & Compost Area Wall | | Project No: 210881 | |
| Consideration | Yes/No | Comment | |
| 2.0 SUPERSTRUCTURE – NEW BUILD AND EXTENSIONS | | | |
| 2.1 General | | | |
| 2.1.1 | What structural system is proposed? | Y | The perimeter fence of the compost area is to be formed from steel UC sections set vertically into concrete piles, extending above ground level by 2m. Bays between UC sections are to be infilled with a single precast RC panel and timber sleepers to fill the full height. |
| 2.1.2 | How is stability to be achieved? | Y | The UC sections have been designed as cantilevering elements from the piled based. The piles are a Contractor Design Portion and should be designed to resist the specified 180kN lateral load at the pile head. The precast RC panels and timber sleepers will span between UC sections. |
| 2.1.3 | If a frame is being used will any special sequence of craneage be needed? | - | A frame is not being used, but the precast RC panels will need to be craned into place before the timber sleepers are installed in each bay. Good practice lifting strategies should be used in all instances. |
| 2.1.4 | Will any temporary works be necessary to ensure stability during erection? | N | |
| 2.2 Walling and Cladding | | | |
| 2.2.1 | What construction is envisaged for the | - | |

| Project Title: Horniman Museum - Pergola & Compost Area Wall | | Project No: 210881 |
|---|--------|--|
| Consideration | Yes/No | Comment |
| 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? | - | |
| 2.2.5 Are walls stable in the temporary condition before floors/roofs applied? | - | |
| 2.3 Beams and Lintels | N/A | |
| 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. | Y | The base surface of the Phase 2 compost area is to be formed of a 175mm thick RC slab cast on 150mm of Highways Agency Type 1 sub-base and 210mm capping layer of 6F1, 6F2, 6F4, or 6F5, according to Conisbee drawing 1001. Repairs to the existing base surface of the compost area are to be undertaken |

| Project Title: Horniman Museum - Pergola & Compost Area Wall | | Project No: 210881 |
|---|--------|--|
| Consideration | Yes/No | Comment |
| | | as required with damaged areas to be square cut, Type 1 fill to be used to fill any soft or low spots and provide a level surface and patch repaired with C28/35 concrete to be level with surrounding slab. The patch repair should be dowelled into the surrounding slab with H10 dowels at 300mm centres and HILTI HIT-HY 200-A adhesive. |
| 2.4.2 Define the imposed load capacity required | Y | The new slab has been designed to support traffic loading by a small to medium-sized tractor and heaps of moist compost up to the height of the top of the king-post fence. |
| 2.4.3 Has any special allowance for construction loads been allowed? | N | Construction loads are not anticipated to exceed operational imposed loads. |
| 2.4.4 Is the design by others? | N | Slabs have been designed by Conisbee. |
| 2.4.5 Is craneage necessary? | N | |
| 2.5 Roof | N/A | |
| 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 - Pergola & Compost Area Wall | | Project No: 210881 |
| Consideration | Yes/No | Comment |
| 3.0 INFRASTRUCTURE AND EXTERNAL WORKS | | |
| 3.1 Describe the Highway works and any issues related to their construction that are unusual or represent significant hazards. | - | N/A |
| 3.2 Describe the drainage works and any issues related to their construction that are unusual or represent significant hazards | - | N/A |
| 3.3 Are any excavations close to existing services, or sensitive uses? | - | Unknown. Contractor's responsibility to undertake utilities and services search prior to commencement of works. |
| 3.4 Describe any external works, retaining walls, earthworks etc. | Y | See previous sections. |
| 3.5 Is design by others? | Y | Pile design is a Contractor Design Portion, as is all required steel connections, and the design of the Phase 2 gate and support structure. |
| 3.6 Any special sequence of work or limitation on loading, including temporary loads from construction? | N | |
| 4.0 SUPERSTRUCTURE REFURBISHMENT, REPAIRS AND STRUCTURAL ALTERATIONS | | |
| 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 | - | N/A |

| Project Title: Horniman Museum - Pergola & Compost Area Wall | | Project No: 210881 |
|---|---------------|---|
| Consideration | Yes/No | Comment |
| survey ahead of any investigations | | |
| 4.2 What is the construction and load bearing elements of the existing building? | Y | Same as proposed. |
| 4.3 What provides stability at present? | Y | Same as proposed. |
| 4.4 What is the nature of the proposed works? | Y | Repair and expand the existing compost area to improve usage and better accommodate the needs of the Horniman Museum. |
| 4.5 What will provide stability in future? | Y | Same as existing. |
| 4.6 Have any major structural defects been discovered? | Y | Several king posts are leaning to a significant degree, likely due to insufficient foundations combined with high loadings from compost heaps and movement of compost with tractor. |
| 4.7 Are any special precautions or procedures necessary before the works begin in earnest? | N | |
| 4.8 Are any unusual risks anticipated in the execution of the works? | N | All works shall be carried out in accordance with all pertinent health and safety regulations. |
| 4.9 Are there any special sequences of alteration, repair or erection which need to be followed? | N | |
| 4.10 Define imposed load capacities to be achieved. | Y | See previous sections. |
| 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? | N | |

| | | |
|---|--|---|
| Project Title: Horniman Museum - Pergola & Compost Area Wall | | Project No: 210881 |
| Consideration | Yes/No | Comment |
| 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 design life of the building? | N None envisaged. |
| 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? | - N/A |
| 5.3 | Are regular ongoing inspections required – define frequency. | - N/A |
| 6.0 DEMOLITION AT THE END OF DESIGN LIFE | | |
| 6.1 | Are any special procedures needed due to method of construction or erection? | N If demolition is required, structure to be deconstructed in reverse order to construction. |

Signature of Project Engineer:



Date: 10 January 2025

Signature of Director/checker



Date: 10 January 2025