



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

**PRE-CONSTRUCTION
INFORMATION**

For

Butterfly House Project

at

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

**427.003/AG/PCIP
18th November 2016**

REVISION HISTORY

REVISION	DATE	REVISION DETAILS
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SITE LOCATION

HORNIMAN MUSEUM



100 LONDON ROAD, FOREST HILL, LONDON, SE23 3PQ



1.0 INTRODUCTION AND INSTRUCTIONS TO TENDERERS

- 1.1 Pellings LLP are the Principal Designer under the Construction (Design and Management) Regulations 2015 for this project Assisted by Pellings LLP as CDM Advisors (CDMA). Details of the client, Pellings and all other parties to the project are shown with a description of the project in Section 2.
- 1.2 The Construction (Design and Management) Regulations 2015 require a Construction Phase Plan to be prepared prior to the tender stage of the project and maintained until the end 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.
- 1.3 A description of the works covered by this plan is provided in part 2. The plan draws 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.
- 1.4 This Pre – Construction Information addresses the requirements of the Construction (Design and Management) Regulations 2015.
- 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.

It should be noted that 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 DESCRIPTION OF PROJECT

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

The project consists of removal of asbestos, soft strip, demolition of the existing Lodge Building and relocation/disposal of the existing sheds/structures.

Installation of three bay glass house to act as Butterfly House in the same location as Lodge.

For full details, the Principal Contractor should refer to the Client's specifications.

2.1.3 Programme

Anticipated site start is: 3rd January 2017

Overall site works duration is: 15 weeks (up to 17 April 2017)

Contractor's mobilisation period 4 weeks.

2.2 Details of Project Team

2.2.1 Client

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

Contact: Tim Hopkins (Estates Manager)
Tel: 0208 699 1872
Email: thopkins@horniman.ac.uk

2.2.2 Contract Administrator

Ridge & Partners
Beaumont House
59 High Street
Theale
Reading, RG7 5AL

Contact: Ruth Wells
Tel: 0118 932 3088
Email: RWells@ridge.co.uk

2.23 **Principal Designer**

Pellings LLP
24 Widmore Road
Bromley
BR1 1RY

Contact: Anita Gavryliv
Tel: 0208 460 9114
Email: AGavryliv@pellings.co.uk

2.2.4 **Designer**

Principal Contractor

2.2.5 **Principal Contractor**

No Contractors have been appointed.

This Pre-construction information is to assist tendering contractors in identifying issues that have been identified as part of the design process.

The successful 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 successful Principal Contractor should use it to address issues in their Construction Phase Plan.

2.2.6 **Use as a Workplace**

On completion of the works, parts of the project will be used as a workplace. The finished design will therefore need to take into account the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 for these elements.

2.2.7 **Statutory Notice Sent to HSE**

The F10 notice will be issued after reviewing the Construction Phase Health & Safety Plan from the appointed Principal Contractor.

2.3 **Extent and location of existing records and plans**

2.3.1 **Existing Health and Safety File & Operation and Maintenance Files (O&M)**

Included in tender package.

Contractor to advise if further investigation is required.

2.3.2 Existing Drawings

The following drawings can be found within the Tender Documents:

- HMBH 1000 Setting as Existing
- HMBH 1001 Roof Plan as Existing
- HMBH 1200_Elevations as Existing
- HMBH 2000 Setting as Proposed
- HMBH 2001 Roof Plan as Proposed
- HMBH 2200 Proposed Elevation – please note the drawing show a single external door. A double external door is required as specified above.
- HMBH 3000 View from North
- HMBH 4001 Location Plan
- HMBH 4002 Block Plan
- HMBH 5000 Setting Demolition

2.3.3 Survey Information

Refer to Tender Appendices.

2.3.4 Asbestos Register / Report / Survey

An R&D Asbestos Survey has been carried out by the Client. Refer to Tender Instruction & Client Requirement document. Contractor to review prior to work commencing. The report indicates that ACMs are present.

3.0 CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1 Structure and Organisation

The Principal Contractor will be required to appoint a person who has responsibility for planning and managing the works as defined within the Construction (Design & Management) Regulations 2015.

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

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

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

The Principal Contractor must assess the health and safety implications of any design changes, contract instructions or unforeseen eventualities. The Contract Administrator and the principal Designer must be advised of any significant health and

safety risks or significant changes to programme or methods of working resulting from these changes.

3.2 **Safety goals for the project and arrangements for monitoring and review**

The safety goals for this project are:

- No fatalities
- No major injuries
- No dangerous occurrences
- No exposure to substances and processes hazardous to health
- Minimise and/or remove, where reasonably practicable, the risk of ill health or injury to employees, subcontractors and others, including the general public

The Principal Contractor will manage, monitor and review on an ongoing basis health and safety implementation and performance and copy reports etc. to the Contract Administrator and the Principal Designer.

Health and Safety will be an item on the agenda of all project progress meetings. The Principal Contractor will be expected to provide a report on any health and safety issues that have arisen since the previous meeting. As a minimum, this will include:

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

3.3 **Safety goals for the project and arrangements for monitoring and review (continued)**

The Principal Contractor will make suitable safe provision for the following:

- Management of construction tasks,
- Arrangements for any “No-Go Areas or Authorised Areas Only” on the site that has been highlighted by the Client
- Arrangements for working at height,
- entry into confined spaces,
- Adequate site accommodation and welfare facilities;
- Loading and unloading of materials and equipment;
- Safe storage of materials, plant and equipment, etc.
- Access and egress to the site and security and isolation of the works;
- Dealing with live and active utility and private services;
- Dealing with waste etc in compliance with environmental legislation;
- Minimising exposure to dusts, noise, vibration and heat;
- Provision and maintenance of a suitable Fire Plan;

- Suitable competent and trained staff and operatives; including allowing for those who cannot read and those that cannot understand English.
- Suitable plant and equipment properly maintained;
- Site traffic management plan and provision of banksman when required;
- Preparation and maintenance of suitable and sufficient risk assessments and method statements;
- Appropriate site rules – Section 3.14 of this document.
- Site safety induction
- Site safety toolbox talks.
- Segregation of site traffic and pedestrians, including on site activity
- No - Smoking on site
- No Parking on site
- No radio's, MP3's, on site
- No Mobile Phone used in cab's of plant and vehicles
- Safe mobile phone use area to be sent up.
- Also refer to Horniman Museum Rules for Visiting Contractors.
- Dealing with waste – Contractor to provide Method Statement.

3.4

Communication

Good timely communication is essential for co-operation and co-ordination of activities on this project.

Induction training and toolbox talks help to ensure workers understand the risks and precautions, and are a good opportunity to inform workers of site rules or any special risks relating to the project.

The appointed Principal Contractor must take into consideration allowance for the following means of team communication:

- Design team meetings
- Pre-start meeting
- Progress meeting
- Health and Safety Monitoring Review by Pellings LLP
- Health & Safety File meeting

Details of further communication, information and training needed for this particular work being carried out, such as;

- Everyone working on site must go through a Health & Safety induction process by the Principal Contractor.
- Work activities within an occupied building.
- Communication between residents, operatives and site management.
- Working with existing services and identifying concealed services.
- Traffic management proposals.
- Fire safety plan and evacuation requirements

The responsible person is required to liaise with the Contractors on the adjacent sites.

3.5

Security of the site

The Museum will remain fully occupied during the works. Security of the Museum gardens and site is to be maintained at all times and entry barred to unauthorised persons. The Principal Contractor will be responsible for the security of the works and materials on site.

The Principal Contractor will be in sole possession of the site from commencement of the construction until Practical Completion and he should make allowances for suitable security systems or night-watchman on the proposed site as appropriate.

Security of the site is to be maintained at all times.

The Principal Contractor will be responsible for the security of the works and materials on site.

The Principal Contractor is to ensure all operatives and contractor's employees wear clear, visible identification at all times when on site. Operatives are to wear corporate clothing with the company name/logo printed on them.

The Principal Contractor must take reasonable measures to ensure that no unauthorised persons enter the work areas. Only people who are explicitly authorised by the Principal Contractor should be allowed access to the site. Authorised people should have the relevant site rules explained to them and undertake any necessary safety induction training.

Barriers and means of separation or permits-to-work are required to keep all sub-contractor works away from hazards created by others and other people away from hazards created by the works.

The Construction Phase Health and Safety Plan will need to indicate firm proposals for how the site security will be addressed.

The Principal Contractor must review the following details:

- All operatives will wear ID photo cards and/or corporate clothing throughout the period of works and sign in and out in order that a record is kept of all operatives and visitors to site during the project.
- Adequate / appropriate signage is to be erected for the duration of the works.
- The Principal Contractor will be responsible for security of the works and materials on site.
- Suitable and sufficient segregation of Museum staff/the public and workers will be needed during the works.
- The Principal Contractor will need to ensure adequate security of the site at all times.

The Client or a nominated representative may carry out health and safety inspections of the construction work. The purpose of these inspections is to ensure that the Client is not in breach of their own statutory obligations. The Principal Contractor will be expected to co-operate and assist the Client with these inspections and to act on any reasonable suggestions that are offered.

3.6 **Welfare Provisions**

The client will make full provision / arrangements for site welfare facilities for all its site operatives and visitors by providing the welfare set up. This will be located in an area of the Car Park adjacent to the Conservatory. Refer to Appendix B.

Access times to be agreed with the Client.

Working Times:

- Monday to Friday - 7.00am to 6.00pm
- Saturday - 9.00am to 1.00pm
- No work on Sundays or Bank Holidays
- **Noisy works are restricted to the hours of 8am – 10.30am.**
- No work must be executed outside these hours without prior approval.
- Wherever possible deliveries to and from the site should take place between the hours 7.30am and 10.30am.

Under CDM 2015, the Client has a duty to ensure that adequate welfare facilities are provided, thus the Principal Contractor shall not compromise the client's responsibility.

Details of what is required is available in Schedule 2 of the CDM Regulations, including but not limited to: -

- First-aid cover
- Sanitary conveniences
- Washing facilities including hot and cold running water.
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- Facilities for rest

The Client reserves the option to provide site cabins and welfare, subject to cost.

3.7 **Site hoarding requirements**

The Principal Contractor must ensure that temporary hoarding is provided to all boundaries of the site which do not already have permanent fencing.

Any temporary fencing should take the form of a hoarding or proprietary fencing not less than 2.4m high, and be of a sufficiently solid construction to prevent access to the site by unauthorised persons, particularly children, and should be difficult to climb, whilst also ensuring children cannot gain access through gaps under any temporary fencing.

The entrance gates to the site will be secure, kept locked at all times when not in use. There is a security presence 24/7.

The Principal Contractor is to review the effectiveness of the site perimeter including arrangements for maintaining this particularly where there is evidence that person can breach it.

The Principal Contractor will have to ensure the site is safe and that unauthorised access is prevented whilst the works are occurring, and at the end of each working day.

3.8 **Traffic Management**

The Principal Contractor must include as part of their Construction Phase Plan a Traffic Management Plan; This must be based upon site specific information and cover issues such as;

- Traffic routes,
- type of roads
- bus routes,
- site access,
- delivery times,
- any restricted parking
- Arrangements for deliveries and /or collections (including waste)
- Segregation of site traffic and pedestrians
- Low bridges close to the site restricting the height of loads
- Provision of banksmen

In addition, due cognisance must be given to emergency access vehicle routes for nearby buildings, and busy periods for local businesses.

When vehicle movements are required within the site, all movements must be controlled by a trained banksmen.

Your Traffic management Plan is to follow the HSE Guidance (HSG136 Workplace Transport Safety, HSG144 the Safe Use of Vehicles on Construction Sites and INDG148 Reversing Vehicles).

3.9 **Permits to Work and authorisation requirements**

Where appropriate the Principal Contractor is to seek a permit to work and/or formal authorisation to commence works from the Client.

In addition to the above, it is suggested that the following activities are covered by the Principal Contractor:

- Demolition
- Any activity that requires hot works
- Electrical isolation and re connection
- Confined Space working
- External site activities

This is not a definitive list and all site activities should be risk assessed to identify any that require additional controls.

All hot work is to be actively monitored for at least one hour after completion and the area must be revisited two hours later. This will mean that any hot work cannot be carried out near the end of the day (within the last two hours prior to the site being vacated).

The Responsible Person is to take responsibility for ensuring all Permits to Work and authorisation are in line with Museum policies.

3.10 **Fire Precautions**

The Principal Contractor is to review the latest guidance from the HSE “Fire Safety in Construction” (HSG168) and manage the significant fire risks to the project. This is available as a free download from the HSE website and should be regarded as best practice on this project.

The Principal Contractor is to develop fire management procedures, in line with this guidance as the project develops. This will include a fire risk assessment and fire plan for the project. As the site is close to another construction site, this must take their existing fire safety plan and evacuation procedures into account.

All LPG cylinders and other flammable materials are to be properly stored. LPG should be stored outside buildings in well-ventilated and secure areas. Flammable materials such as solvents and adhesives should be stored in lockable steel containers.

The Principal Contractor is to make sure that fire extinguishers are on hand and that sparks or heat cannot set fire to surrounding materials. After the work has finished, the Principal Contractor is to have suitable arrangements to check the worksite to make sure that there are no smoldering materials.

The Principal Contractor is to keep a tidy site and make sure rubbish is cleared away promptly and regularly, and avoid unnecessary stockpiling of combustible materials.

The Principal Contractor should prevent personal injury, death and damage to the works or other property from fire.

Compliance with the Joint Code of Practice ‘Fire Prevention on Construction Sites’ published by the construction confederation and the Fire Prevention Association (The ‘Joint Fire Code’) is expected.

BURNING ON SITE is not permitted.

The above are condensed in the HSE guidance document HS(G)168 "Fire Safety in Construction" which is available as a free download from the HSE website.

SMOKING ON SITE – is to be prevented except in designated areas that are carefully controlled, equipped with the firefighting equipment and receptacles for the safe disposal of smoker's materials and inspected to guard against the risk of fire.

3.11 **Emergency Procedures**

The purposes of emergency procedure plans are to ensure that everyone on site reaches a place of safety.

An emergency plan should:

- be available before construction starts;
- be up to date and appropriate for the circumstances concerned;
- make clear who does what during a fire;

The Principal Contractor is to prepare a suitable emergency plan detailing procedures to be taken in the event of serious and imminent danger. The procedures may require evacuation of the site or involve the rescue of an injured person and should take into account the any existing emergency plan.

The following information is to be communicated down to the work force on the project and displayed on the fire plan;

- The main access for the fire and other emergency services is; London Road
- The available area for the assembly point is; as Appendix A.
- The existing emergency arrangements for the buildings are; As Client requirements to be agreed at Prestart Meeting

The Principal contractor must provide adequate first aid facilities and sufficient numbers of qualified first aiders based on an assessment of the risk of injury and ill health on site.

All site operatives are to be kept informed at all times of any changes to temporary means of escape routes before they are implemented.

The Principal Contractor is to develop this plan as works progress.

3.12 **Means of escape**

Works in buildings under construction can pose particular problems because the routes in and out may change or be obstructed at certain times. In enclosed buildings people can easily become trapped. In such cases means of escape need careful consideration.

Make sure that:

- Wherever possible, there are at least two escape routes in different directions;
- Travel distances to safety are reduced to a minimum;
- Enclosed escape routes, for example corridors or stairwells, can resist fire and smoke ingress from the surrounding site. Where fire doors are needed for this make sure they are provided and kept closed.
- Escape routes and emergency exits are clearly signed;
- Escape routes and exits are kept clear. Emergency exits should **never** be locked when people are on the site;
- Emergency lighting is installed if necessary to enable escape. This is especially important in enclosed stairways in multi-storey structures which will be in total darkness if the normal lighting fails during a fire;
- An assembly point is identified so everyone can gather and be accounted for.

3.13 **No Go areas**

Operatives are not permitted to enter areas of the Museum outside of the site boundaries or access routes without prior consent from the Client.

All works will be within the confines of the site area hoardings.

Any off site working must be covered by a permit to work system, ensuring that any permits required are also in place prior to work starting, taking into account the public and staff

3.14 **Areas the client has designated as confined spaces**

There have not been any areas designated as confined spaces within the site working area.

If any works in confined spaces becomes apparent during the works, such as the excavations or internal rooms, the Principal Contractor will have to undertake a review of the risk of this task and permit to work procedures followed.

3.15 **Site Rules and other restrictions on contractors, suppliers and others**

The Principal Contractor will be required to establish site rules as part of the developed Construction Phase Plan.

As a minimum, these will include:

- As per the clients security arrangements
- Workers to wear visible ID cards and or corporate clothing
- All visitors to site to report to site office and sign in/out
- All deliveries to and from vehicles must be fully supervised by a banksman.
- Agreed access routes to the site must be observed at all times.
- All roads and footpaths must be protected and maintained in a condition suitable for vehicular and pedestrian traffic.

- Adequate safety signs and notices will be displayed indicating the construction area and sufficient lookouts must be provided to prevent unauthorised people entering the construction site
- All delivery vehicles will use the designated entrance and comply with any site restrictions
- Work will cease in an area if material suspected as being asbestos or hazardous in nature is discovered in an unexpected location.
- Provide appropriate fire fighting equipment and establish a safety zone whenever site welding or any other form of hot work takes place.
- PPE is to be worn at all times on site
- Drugs and alcohol policy to be in place by the Principal Contractor
- No smoking on site or anywhere within the buildings
- No Parking on site (unless agreed by the client)
- No radios/MP3's/personnel stereo's
- Principal Contractors own Site Safety Rules
- No Mobile Phone use on site unless in a safe area.
- Also refer to the "Museum Rules for Visiting Contractors" which is included in Appendix C.

4.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1 Safety hazards

4.1.1 Boundaries and access, including temporary access.

The safety hazards associated with the boundaries and access could be as follows:

- Access and egress has to come across an existing pavement and pedestrian zones and pedestrians use these locations. See Appendix B.
- The location of existing public and private amenities.
- Measures to protect both pedestrians and vehicles in the areas surrounding the site during the works need to be put in place
- Measures will need to be in place to ensure safe entry and exit of all deliveries and collections to the building.

4.1.2 Any restrictions on deliveries or waste collection or storage

The delivery of plant and equipment must be carefully considered with the construction works.

The management of the traffic for all deliveries and waste from the site is to be covered within a risk assessment and method statements. These should include issues such as:

- Access for delivery vehicles will need to be prior arranged to prevent a build-up of vehicles on nearby roads.
- Access from the main entrance to site must be accompanied by trained banksmen.
- Close liaison with the Museum is to be maintained in order to establish periods when there may be potential clashes between contractor's deliveries and Museum users.

- Access to the site will be through a residential area which has vehicles parked on the roads and includes tight corners which may inhibit the use of large or articulated vehicles.

A suitable time for these should be discussed and agreed with the Museum, as the area will be busy at certain times due to dropping off and pick up times and other nearby facilities.

The Principal Contractor will need to prepare a detailed site layout drawing showing perimeter fencing, access provisions, location of stores and storage areas, and welfare facilities, for inclusion in his developed Construction Health & Safety Plan.

4.1.3 **Adjacent land uses**

The area comprises of residential properties and the Museum Gardens.

There will be various other public amenities within the surrounding roads that the Principal Contractor will have to make themselves aware of prior to works commencing on site.

It should be noted that there may be another construction sites immediately adjacent to the site.

4.1.4 **Existing storage of hazardous materials**

None reported to the Principal Designer.

The Principal Contractor must remain vigilant for any such materials.

4.1.5 **Location of Existing Services – Water, Electricity, Gas, etc.**

The Museum is served with gas, electric, mains water and telephone supplies.

As the Museum will remain operational throughout parts of the works the Principal Contractor is to agree with the Museum the set standards for the services that need to be maintained during the works.

These should be reviewed by the Principal Contractor prior to any works on the services in order to identify any services using appropriate tracing equipment and techniques to determine and mark the location of any exposed services before carrying out any works.

Refer to Tender Instruction & Client Requirement document. Contractor to review prior to work commencing.

When dealing with services, the Principal Contractor is to follow the following HSE guidance

- Electrical safety on construction sites (HS(G)141)
- Electricity at Work (HS(G)85).

4.1.6 **Ground conditions**

Refer to Tender Instruction & Client Requirement document.
Contractor to review prior to work commencing.

4.1.7 **Existing structures – stability or fragile materials**

Refer to Tender Instruction & Client Requirement document.
Contractor to review prior to work commencing.

4.1.8 **Information about existing structures materials and previous structural modifications, including weakening or strengthening of the structure**

Not applicable.

4.1.9 **Fire damage, ground shrinkage, movement or poor maintenance**

Refer to Tender Instruction & Client Requirement document.
Contractor to review prior to work commencing.

4.1.10 **Any difficulties relating to plant and equipment in the premises, such as overhead gantries or other fixtures and fittings whose height restricts access**

Not applicable.

4.1.11 **Health and safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures;**

Refer to Item 4.17.

4.2 **Health hazards**

4.2.1 **Asbestos, including results of surveys/asbestos register**

Refer to Section 2.3.4 of this document.

Should operatives encounter suspected acm, they are to immediately cease work in the area and the client contacted in order for analysis and appropriate action to be taken.

4.2.2 **Existing storage of hazardous materials**

See 4.1.4 above.

The Principal Contractor must remain vigilant as work progresses to ensure that any identified or suspected hazardous substances are suitably managed to preserve the health and safety of operatives.

Store of pressurised cylinders adjacent to welfare facilities.

4.2.3 Contaminated land, including results of surveys

Refer to Tender Instruction & Client Requirement document. Contractor to review prior to work commencing.

4.2.4 Existing structures hazardous materials

None provided to Principal Designer.

4.2.5 Health risks arising from client's activities

Due to the Museum being occupied during the works, close liaison with the Museum is expected on a regular basis. This will identify any client activities which may impact on work practices in order that sufficient controls may be put in place.

4.2.6 Control of Noise and Vibration

Noise and vibration will be minimised through best practice and good management in order to minimise the noise to employees, members of the public and sensitive receivers in the vicinity.

Regular liaison meetings should be held with the Client to identify any periods where noisy works must be avoided.

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

Dust must be controlled through the use of dust sheets and other suitable dust suppressant tools.

5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Design assumptions and suggested works method, sequences or control measures

5.1 Design hazards and risks

A design review have been carried out by the PD and Designer.

These have identified the following issues;

- Working in a live Museum environment.

Any other issues are deemed to be those normally capable of being dealt with by a competent contractor during the normal course of construction.

5.2 Arrangements for co-ordination of on-going design work and handling design changes

In order to monitor this situation and to demonstrate co-operation between designers, we require feedback from you on a regular basis.

We consider that an effective way for designers to record design health and safety review and development is in the minutes of each design team meeting under the general heading of “CDM Issues”:

- a) All matters affecting design, which you or your fellow designers anticipate may result in health and safety issues that would not be obvious to a competent contractor;
- b) Design alterations and control measures envisaged in order to eliminate, minimise and/or control health and safety risks and
- c) Significant changes to the details included on the Health and Safety Executive notification (F10) e.g. programme, project scope, details of parties.
- d) Any other pertinent issue.

The minutes of design meetings will then act as a record of the action taken to fulfil these requirements of the Construction (Design and Management) Regulations 2015.

5.3 Significant design assumptions and suggested work methods, sequences or other control measures

The Principal Contractor is required by current legislation (Management of Health and Safety at Work Regulations 1999) to identify hazards, assess the risks and where appropriate, prepare method statements, for all operations during construction in order to eliminate, minimize or control risks.

No other significant risks have been identified other than those previously described in section 5.1. All other residual design risks are considered to be those that are commonplace in construction work and are easily recognised by competent contractors.

5.4 Arrangements for Co-ordination of ongoing design work and handling design changes.

Arrangements to facilitate ongoing communication and liaison between all parties will need to be established. Construction and design team meetings are to be held at regular intervals throughout the duration of the project. The meetings will cover developing design issues and significant design changes during the construction phase. These will need to be communicated to the Principal Designer.

5.5 Information on significant risks identified during design (health and safety risks)

The following health & safety risks have been identified during design reviews;

- Segregation between site traffic and members of the public/Museum is to be closely policed by trained banksmen.
- Fire evacuation plans being compromised by the blocking of escape routes, lack of communication regarding changes without alternative means of warning being put in place.

All other residual design risks are considered to be those that are commonplace in construction work and are easily recognised by competent contractors.

5.6 **Materials requiring particular precautions**

When the construction phase starts on site the Principal Contractor is required to carry out COSHH assessments for substances used in the execution of the project, this will include consideration for dust and fumes created by the construction operation.

No materials have been identified in the design that require any particular precautions, other than the control measures instructed on the material data sheets provide with the materials to be used.

6.0 **HEALTH AND SAFETY FILE**

6.1 As the project progresses the Principal Contractor is required to collect all 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;

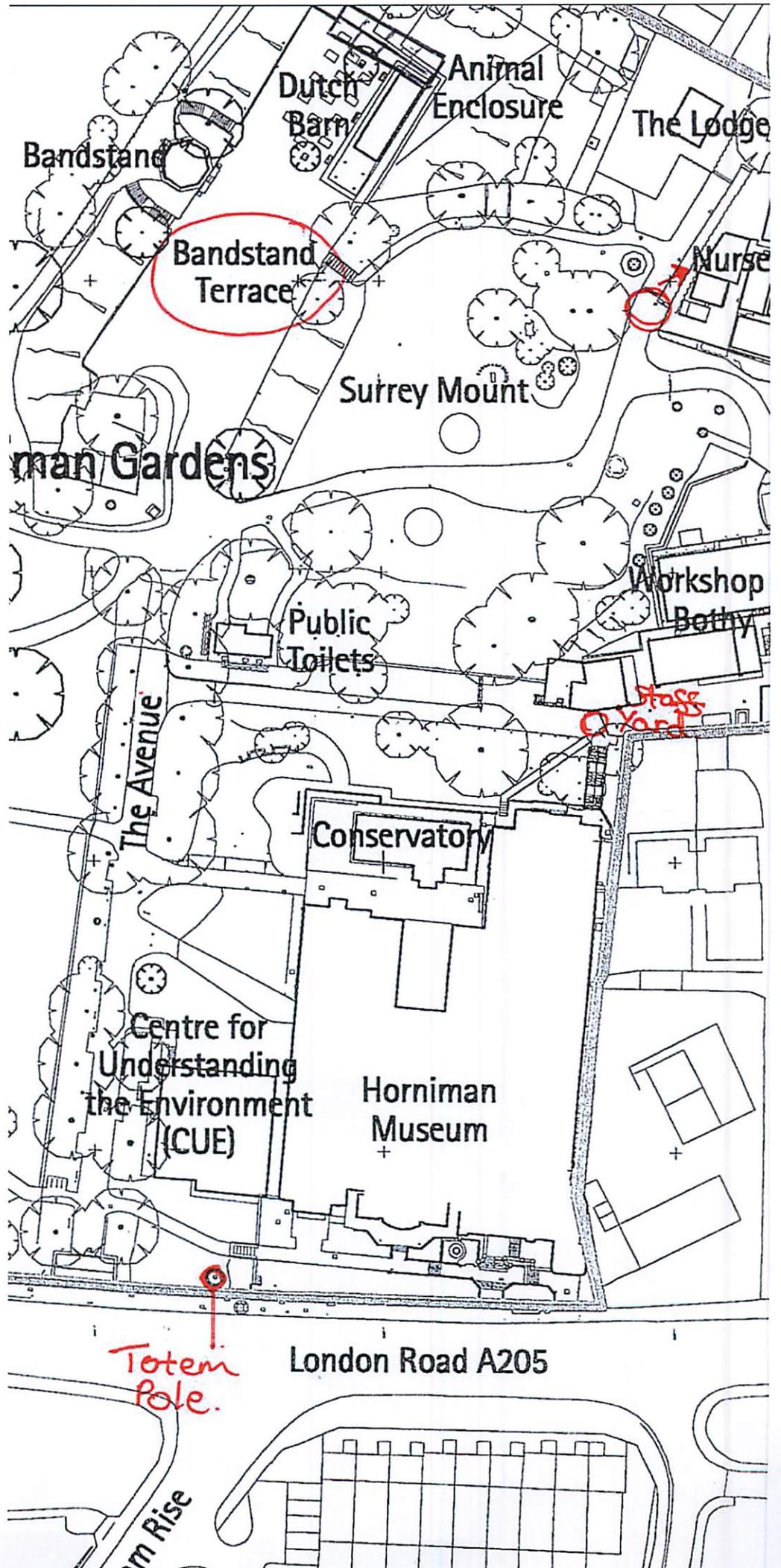
1. A brief description of the work carried out.
2. Residual hazards and how they have been dealt with (e.g. surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services, etc.)
3. Key structural principles incorporated into the design of the structure (e.g. bracing, sources of substantial stored energy – including pre or post tensioned members and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.)
4. Any hazards associated with the materials used (e.g. hazardous substances, lead paint, 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, its plant and equipment e.g. the means of safe access to and from the services voids and risers, fire doors and safe fire compartments.

Before the Practical Completion Certificate 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.

Appendix A
Assembly Points

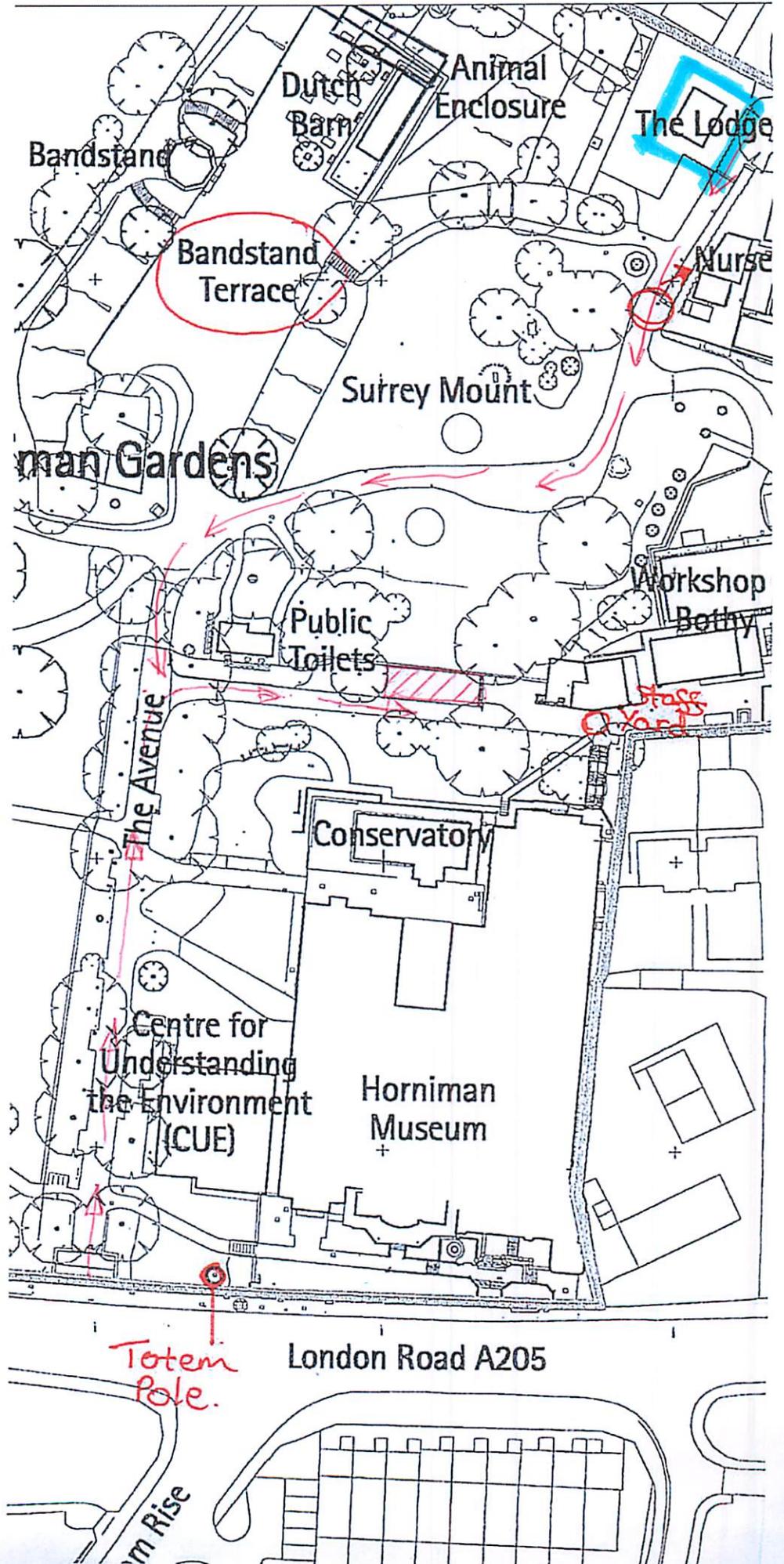
Assembly points indicated thus



Appendix B

Proposed Site Set Up Location

Suggested sit set up shown thus



Appendix C

Horniman 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