

**CDM PRE-CONSTRUCTION
INFORMATION
FOR THE REPLACEMENT OF THE
ACCESS CONTROL SYSTEM
FOR
THE HORNIMAN PUBLIC MUSEUM
&
PUBLIC PARK TRUST**

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Version 1_0

Document Information

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1.1.2 The Works to be Undertaken

1.1.2.1 Replacement of the Access Control System

- Install new Access Control System software
- Replace all of the existing Access Control System door controllers across the Museum
- Replace all of the existing Access Control Door credential readers across the Museum
- Commission the new Access Control System door controllers onto the new Access Control System software
- Provide training on the Access Control System software

1.1.3 This Pre-construction Information (PCI) covers: The entire project.

1.2 Anticipated Project Programme

- As described in the Contract Data document.

1.3 Notification of the Project

1.3.1 An on-line F10 Notification of Project has not been submitted as the project is less than twenty (20) workers simultaneously or five hundred (500) person days of work.

1.4 Project Directory

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Main Contractor:	TBC	TBC
Local Authority:	London Borough of Lewisham Laurence House 1 Catford Road London SE6 4RU	020 8314 6000
Building Control:	London Borough of Lewisham Fourth Floor Laurence House 1 Catford Road London SE6 4RU	020 8314 8233 building.control@lewisham.gov.uk
HSE Local Office:	Health and Safety Executive Rose Court Southwark Bridge LONDON SE1 9HS	National Helpline: 0845 345 0055 Web: www.hse.gov.uk RIDDOR Reporting: Tel. 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm) Or Online: http://www.hse.gov.uk/riddor/report.htm (24 Hour)

Environmental Agency:	National Customer Contact Centre: PO Box 544, Rotherham, S60 1BY	<p>National Helpline: 03708 506 506 (Mon-Fri 8-6)</p> <p>Incident Hotline to report an environmental incident: 0800 807060 (24 Hour)</p> <p>Web: www.environment-agency.gov.uk</p> <p>Email: enquiries@environment-agency.gov.uk (except for reporting environmental incidents).</p>
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1.5 Existing Information

1.5.1 Existing information and supporting documentation are detailed in Appendix B.

2 Client's Considerations and Management Requirements

2.1 Planning and Managing Works

- 2.1.1 The Client must ensure that all the companies appointed as Designers or as Principal Contractor are competent and fully resourced to undertake the roles.
- 2.1.2 All designers must incorporate 'The Principles of Prevention' as shown in Appendix 1 of the CDM2015 L Series Guidance.
- 2.1.3 The Principal Contractor is to ensure that his Construction Phase Plan is available to, and implemented by, all contractors and site operatives. The 'Plan must be reviewed on a regular basis and revised as necessary to reflect the current site situation. Any shortcomings noted by site operatives are to be recorded and addressed as necessary.

2.2 Health and Safety Goals

- 2.2.1 The designers and Principal Contractor should consider incorporating the latest HSE safety goals and initiatives, into their designs and the Construction Phase Plan. These goals and initiatives are available on the HSE website www.HSE.gov.uk.
- 2.2.2 The designers should consider incorporating Health & Safety Objectives to avoid or reduce Schedule 3 Risks as laid down by the CDM 2015 L Series Guidance within their designs for the Principal Contractor to consider and manage within his developed Construction Phase Plan they are:
 - Design avoidance, methods or arrangements for reducing work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
 - Design avoidance, methods or arrangements for reducing work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.
 - Design avoidance, methods or arrangements for reducing work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.
 - Design avoidance, methods or arrangements for reducing work near high voltage power lines.
 - Design avoidance, methods or arrangements for reducing work exposing workers to the risk of drowning.
 - Design avoidance, methods or arrangements for reducing work on wells, underground earthworks and tunnels.
 - Design avoidance, methods or arrangements for reducing work carried out by divers having a system of air supply.

- Design avoidance, methods or arrangements for reducing work carried out by workers in caissons with a compressed air atmosphere.
- Design avoidance, methods or arrangements for reducing work involving the use of explosives.
- Design avoidance, methods or arrangements for reducing work involving the assembly or dismantling of heavy prefabricated components.
- Additional objectives as required by site conditions;
 - Design avoidance, methods or arrangements for reducing plant or vehicle movements through public areas
 - Design avoidance, methods or arrangements for reducing materials handling through public areas
 - Design avoidance, methods or arrangements for reducing noise and dust
 - Design avoidance, methods or arrangements for reducing high level work
 - Design avoidance, methods or arrangements for reducing site work to cut or adapt pre-fabricated elements
 - Design avoidance, methods or arrangements for reducing hot works
 - Design avoidance, methods or arrangements for reducing potential asbestos exposure

2.2.3 The Client has key Health & Safety Objectives that should be considered for any impact on design work and incorporated in the Principal Contractor's Construction Phase Plan as required they are:

- To meet HSE priorities and strive to raise the standards above legal compliance;
- To ensure co-operation between all parties involved to complete the project safely.
- To raise the awareness of interaction between members of the public, site operatives and operations, preventing trespass etc and ensure liaison with the community occurs at all stages of the project;
- To have the works carried out in a manner which seeks to safeguard the safety, health and welfare of all those engaged in, or affected by, the works including site operatives, Client's staff and members of the public.
- Endeavour to achieve ZERO reportable RIDDOR accidents / incidents. Minimise the potential for falls from height, pedestrian / vehicular accidents, potential for slips, trips and falls. Any accident is to be properly investigated and recorded.
- Additional objectives - to be confirmed in progress meetings.

2.3 Communication and Liaison Between Client and Others

- 2.3.1 In accordance with CDM 2015 all members of the design team shall ensure that there is reciprocal exchange of information particularly where designs of one designer impacts on others. The Principal Designer should be the focal point for these exchanges, therefore ensure that the Principal Designer is included on significant exchanges of information between all parties during the design stages.
- 2.3.2 Clear lines of communications are to be established as required to ensure full reciprocal exchanges of information between all parties, particularly for the following situations:
- The Principal Contractor is to ensure that any existing fire and emergency procedures are discussed with the Client and incorporated as required into his Construction Phase Plan and communicated to all site operatives and suppliers. All resultant temporary changes to the existing procedures are to be communicated to affected parties.
 - The Principal Contractor is to ensure that any existing delivery / traffic systems or restrictions and noise / dust issues are discussed with the client and incorporated as required into his Construction Phase Plan and communicated to all site operatives and suppliers. All resultant temporary changes to the existing procedures are to be communicated to affected parties.
 - If other construction projects are being undertaken in the immediate vicinity, clear segregation and demarcation of each 'site' and communication to avoid potential hazards.
 - Works in occupied areas will be fully co-ordinated with the Client liaison on a daily basis, a safe system of work must be followed for all such works, utilising a permit to work regime if necessary.
 - See section 4 of this document with regard to significant design changes.
- 2.3.3 The Principal Contractor must develop the Construction Phase Plan as required by the regulations and this should include initial development of management and operational systems to safely manage the potential hazards highlighted in this document. His plan must be issued for the Client to review prior to the commencement of works.
- 2.3.4 The Principal Contractor is to ensure that all contractors' relevant information, risk assessments, method statements, COSHH assessments and product data is collected, reviewed, collated and incorporated into his Construction Phase Plan. All such information must be communicated to all other parties affected by it.

2.4 Site Security

- 2.4.1 All persons working on or visiting the site should be required to sign in on arrival and sign out on departure. No persons should be allowed on site unaccompanied unless they have received a site specific induction.

2.5 Welfare Provision / Compound

- 2.5.1 The Client has agreed that site operatives may have limited use of their existing facilities, however they must be treated with respect and kept clean and tidy at all times. Site operatives are to remove dirty boots and overalls before entering the occupied parts of the client's premises. The facilities that are to be made available are: Toilets sited adjacent to the work area, the meal room. These facilities will only be available Monday to Friday during the course of the normal working day, the hours being 07.00–18.00 hours. The Principal Contractor may wish to consider provision of additional facilities if the site is likely to be operating outside those hours. Note that these facilities are shared with other museum staff and contractors.
- 2.5.2 Other welfare arrangements are to be provided by the Principal Contractor from the beginning of the project to the end, they are to be in accordance with Schedule 2 of the CDM 2015 Regulations, suitable and sufficient for the nature of the works to be undertaken and number of operatives expected on the site. These facilities are kept in a clean and orderly condition, as far as reasonably practicable.
- 2.5.3 All materials brought to site must be stored in a safe and stable manner, therefore the Principal Contractor should consider specific requirements for storage, distribution and use of vulnerable and hazardous materials.

2.6 Health and Safety Requirements

2.6.1 Site Segregation

- In respect of the position of the site in relation to the surrounding staff area, the site must be segregated with barriers/screens as appropriate and all statutory and information signage.

2.6.2 Site Transport and Traffic Management

- In accordance with CDM 2015 the Principal Contractor must include within his developed Construction Phase Plan a Traffic Management Procedure which should include:
 - Arrangements for delivery and removal of equipment, materials / waste and on site storage
 - On site traffic routes and segregation of vehicular and pedestrian routes
 - Contractor and Visitor parking arrangements

- 2.6.3 The Principal Contractor must establish the initial procedure prior to commencing works giving due cognisance to the site specific requirements. The procedure is to be regularly monitored, reviewed and revised to reflect the changing conditions on site to ensure site safety and security and appropriate and adequate segregation of site operatives and members of the public.

- 2.6.4 The restrictions and requirements of the procedure are to be included in Site Induction, inform all contractors and organise toolbox talks if the procedure is substantially altered.

2.7 Client Permit-to-Work Systems

- 2.7.1 In accordance with Client requirements and industry good practice, a permit to work system is to be used for all Hot Works and Live Electrical Apparatus Works.
- 2.7.2 All works deemed to require a Permit to Work are to be fully discussed prior to the works being carried out and the appropriate permit(s) completed. The Principal Contractor is to include in his developed Construction Phase Plan a detailed system for managing all works in progress being carried out under a Permit to Work with permits 'closed' and filed when works completed.

2.8 Fire Precautions and Emergency Procedures

- 2.8.1 In accordance with CDM 2015 the Principal Contractor must include within his developed Construction Phase Plan a comprehensive management and operating procedure for monitoring and recording fire precautions including site specific arrangements for safe egress from the buildings or areas affected. The Fire Management Procedure should include:
- Provision of suitable and sufficient fire fighting equipment, located in suitable positions on site – will be provided by the client.
 - Position of assembly points (likely to be existing assembly points)
 - Regime of testing and inspecting all temporary electric supplies and electrical equipment
 - Regime for fire drills, procedures in the event of a fire and control of hot works
 - Ensure site tidiness and regular waste removal to prevent build up of rubbish, particularly flammable materials
- 2.8.2 The Principal Contractor must confirm compliance with the **clients site rules and emergency procedures** prior to commencing works giving due cognisance to the site specific requirements, ensuring interface with any / all existing procedures. The procedure is to be regularly monitored, reviewed and revised to reflect changes on site.
- 2.8.3 The restrictions and requirements of the Procedure are to be included in Site Induction, inform all contractors and organise toolbox talks if the procedure is substantially altered.
- 2.8.4 Additional guidance can be obtained from the HSE publication ref: HSG 168 – 'Fire Safety in Construction Work'.
- ## **2.9 Site Restrictions / Authorisation Requirements**
- 2.9.1 The project will be undertaken in accordance with all relevant Health and Safety Legislation including Approved Codes of Practice, Health and Safety Executive Guidance Notes, Health and Safety Standards, the Principal Contractor's Health and Safety Policy and Safety Rules.
- 2.9.2 The Principal Contractor is required to draw up a set of site rules; these rules should be specific to the site and pertain to site conditions and operations. The rules must be in writing, easy to understand, brought to everyone's attention and displayed on the site notice boards. Notice should be given to sub-contractors that these Rules will be enforced absolutely. All imposed site rules are listed in Appendix F / detailed within the preliminaries, preambles and specification and contract documents which form the basis of the tender documents.

- 2.9.3 The Principal Contractor's staff wishing to smoke must use the clients designated smoking area, clear of all welfare facilities and existing / newly completed or partially completed building/s including the courtyard areas to cause least nuisance to others.
- 2.9.4 The Principal Contractor shall protect all adjacent facilities and site features against damage.
- 2.9.5 There is a restriction regarding advertising including site notices which are all subject to the approval of the Project Coordinator. This excludes the displaying of safety notices.
- 2.9.6 To comply with the requirement of a tidy site on a day-to-day basis and due to a relatively small site, the materials brought into the main work area, (to the workface), should only be sufficient for short term needs.
- 2.9.7 All waste removed from site, must be handled and disposed of in accordance with all applicable regulations and must be accompanied by either a Waste Transfer Note or Hazardous Waste Consignment Note relating to the individual load. Only appropriately licensed waste carriers and disposal facilities may be used. All waste transfer record copies are to be provided to the project manager.
- 2.9.8 The Principal Contractor must ensure that all relevant notifications, licences and authorizations are applied for and in place prior to commencing works on site. The Principal Contractor should ensure that all site operatives adhere to the requirements of all licences pertinent to this site.
- 2.9.9 There are no identified planning restrictions which impact on Health & Safety of the project.

3 Environmental Restrictions And Existing On-Site Restrictions

3.1 Site and Site Boundary Treatment

3.1.1 Description of the Overall Site – The site is a public museum, comprised of historic buildings and gardens, linked by public open spaces.

3.1.2 Description of the Sites of the Works

3.1.2.1 The site consists of the main museum building along with a number of smaller outlying buildings where the Access Control System is also fitted

3.1.3 Occupied buildings – There should be no need to access other buildings in connection with the works, apart from those building with the Access Control System installed. The Principal Contractor is to establish any requirements arising for site operatives accessing areas outside the work site defined above.

3.2 Access and Delivery Restrictions and Working Hours

3.2.1 In accordance with contract drawings, the site access must be via a specified route, to be re-confirmed prior to commencement of works on site. The Principal Contractor should consider preparing a written route / map for notifying all delivery firms and drivers.

3.2.2 All deliveries must be:

3.2.2.1 Agreed at least 24 hours in advance, via email.

3.2.2.2 Vehicle Reg. number provided to Security in advance.

3.2.2.3 Drivers must maintain 5mph and have hazard lights on.

3.2.2.4 Do not drive on the grass.

3.2.2.5 Deliveries must be completed between 7am - 10am.

3.2.2.6 Trained banksman must be present for vehicles driving on site.

3.2.2.7 Drivers and banksman must be aware of all hazards whilst in the gardens, especially other vehicles and the public, including children.

3.2.2.8 Act according to instructions provided by Horniman security team.

3.2.2.9 When offloading scaffolding ensure surrounding areas are properly separated (chapter 8 barriers) to protect staff

3.2.3 See - Appendix G - Site Logistics and Restrictions Map

3.2.4 There are parking restrictions outside the site; the Principal Contractor is to ensure that all delivery firms and drivers are aware of these restrictions.

3.2.5 No deliveries will be accepted on the site between 07.00 and 10.00 or after 17:30 There will be no waiting allowed on the public road outside the site or in the site entrance before site start time or during the specified times. All lorries will be turned away from the vicinity of the site.

3.3 Access to Site

3.3.1 Initial access to the site is gained by an existing entrance via Horniman Drive and exit via London Road.

3.4 Adjacent Land Uses

3.4.1 The surrounding areas are residential.

3.5 Existing Services

- 3.5.1 Existing services are known to be present at each of the Door Locations, these are indicated on, but not limited to, the drawings given in the tender package. Each of these services should be either traced, marked and protected to avoid damage or cut back and made safe prior to commencement of works as dictated by requirements. There is also the possibility of further unrecorded services to which the Principal Contractor is to remain vigilant. The Principal Contractor should assume that any/all services found as part of the investigation works are live until otherwise proven. Observance of the recommendations in HSE Guidance Note HS(G) 47 'Avoidance of underground services' may be prudent.
- 3.5.2 The Principal Contractor is to ensure that any services connected to adjacent occupied premises or other facilities are not disconnected or interfered with without due notice.

3.6 Existing Structures / Plant & Equipment

- 3.6.1 The existing Access Control Power Supplies are fitted to a variety of surface material around each of the buildings.
- 3.6.2 Door 7 and Door 19 Power Supplies are fitted to the listed part of the building
- 3.6.3 Generally before starting work examine all available information and documentation and discuss any areas of uncertainty with the Design Team. If the available information is considered to be insufficient, carry out appropriate surveys as directed prior to commencing any works to ensure that safe working procedures can be developed.
- 3.6.4 The Principal Contractor must ascertain for himself any further information he may require to ensure the safety of all persons and the Works and compliance with current health and safety regulations.
- 3.6.5 Temporary and permanent works and shoring are to be carried out where necessary to ensure the full safety and structural integrity of the building during demolition
- 3.6.6 The Principal Contractor should consider preparing risk assessments and management systems for the movement of all personnel around the site with special emphasis placed on the internal works; the removal of debris; the delivery of plant and materials, detailing systems proposed to protect members of the public, protecting the structure of the building and ensuring structural members are not overloaded.
- 3.6.7 The Principal Contractor should ensure that all voids are appropriately and adequately protected when left unattended.
- 3.6.8 The Principal Contractor should develop within his Construction Phase Plan safe working methods to ensure that all scaffold and working platforms are kept clear of debris and that during works, the existing structure is not overloaded.

3.7 Existing Hazardous Materials

- 3.7.1 The Asbestos register to be provided by the client
- 3.7.2 Should lead or other contaminated or harmful material be exposed during the course of the works, the Principal Contractor is to make provision for the identification, controlled removal and disposal of the material taking all necessary precautions to protect the workforce.
- 3.7.3 Storage on site - There are no known hazardous materials currently stored on site.
- 3.7.4 Hazardous / Fragile Materials - The Principal Contractor is to ensure that all existing nearby glass and windows are protected as and when appropriate, to prevent accidental cuts and abrasions.

- 3.7.5 Dust - Minimise the risks of fire, explosion and to health both to operatives on site and the public in adjoining buildings arising from the dust and dirt accumulated within voids (drains etc.) and during the Works.

3.8 Health Risks from Previous Usage and Client Activities

- 3.8.1 No specific issues notified to date other than those included with this plan and the Tender and Contract Documents.

3.9 Environmental Constraints Existing On or Adjacent to Site

- 3.9.1 No environmental issues have been highlighted

3.10 Environmental Constraints Resulting from Construction Works

- 3.10.1 NOISE -The Principal Contractor should request from his contractors noise ratings of all plant and machinery, including hand held power tools and keep the records in his Construction Phase Plan. This will enable the Principal Contractor to identify all activities, which are shared and exceed the noise action levels as defined by GE 700 (Construction Site Safety – Control of Noise). Where applicable these have been communicated to all Supply Chain contractors.
- 3.10.2 VIBRATION -Contractors are to carry out vibration risk assessments for all operations that are identified as exposing their employees to vibration. The Control of Vibration at Work Regulations specifies Exposure Action and Exposure Limit Values. The Principal Contractor should ensure that all risk assessments adequately consider the effects of vibration and that suitable controls are included in the corresponding method statements to manage and reduce those effects. The Method Statements should include controls to reduce individuals' exposure to vibration so that the Exposure Action Value is not exceeded. Contractors are not to expose their operatives to vibration that exceeds the Exposure Limit Value.
- 3.10.3 DUST - It is likely that dust will be created by various construction activities, especially during dry conditions on the site. This could be a particular hazard during the early stages of the project, until all hard surfaces are removed and replaced. Dust should be monitored through the site inspection process and vacuuming or bagged tools used as appropriate.

4 Significant Design And Construction Hazards

4.1 Significant Design Assumptions and Suggested Work Methods, Sequences or Other Control Measures

4.1.1 Where possible significant hazardous work methods or sequences have been designed out. However some risks remain and as such are to be identified within the overall assessment. The designers will also provide sufficient information to alert others to the inherent risk in the design and provide others, dependent on it, with that information which they cannot reasonably be expected to know. Any / all significant construction risks associated with the design are to be highlighted on their Design Risk Register. Information available at the time of issue of this pre construction information is included in Appendix C.

4.1.2 The following significant hazardous work methods / sequences highlighted in this plan and on the Design Risk Assessments will require management on site. This list is not exhaustive.

- Appropriate management and operational systems specific to the works that are to take place in the public areas, to ensure safe management of public foot traffic and adequate segregation of works from the public thus ensuring safety of both site operatives and the general public
- Appropriate management and operational systems specific to the works that are to take place in the buildings, to ensure safe management of foot traffic and adequate segregation of works from the HMG staff and visitors thus ensuring safety of both site operatives and the HMG Staff.
- Consideration should be given to the early delivery and storage on site.
- Lifting heavy materials and equipment (manual handling)
- Circulation routes; fire escape

4.2 Arrangements for Co-ordination of On-going Work Design Work and Handling Design Changes

4.2.1 Each element of design, including temporary works, designed access equipment, individual specialist contractors and specialist designer packages, is required to be developed with due consideration for the health and safety of all concerned both during construction and subsequent occupancy and maintenance. To facilitate this the following shall apply:-

- The Principal Contractor shall ensure that any designer appointed by him shall be provided with all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options;
- Each element of the design shall be developed by the designer on the basis of risk assessments regarding: execution, maintenance, repair and subsequent demolition and dismantling.
- Each element of the design shall be submitted in sufficient time to permit proper consideration of health and safety and review of the design itself

- The Principal Contractor shall be required to update, amend and modify the detailed Construction Phase Plan to address any health and safety risk associated with individual design elements developed during the works

4.2.2 Regular progress meetings will be held on site following an agreed agenda to include Design and Health and Safety considerations. The frequency, agenda and form of the meeting is to be agreed at the start of the construction period.

4.3 Information on Design Risks Identified During Design

4.3.1 As part of his duties, the designer shall ensure that where possible, significant construction health and safety risks have been designed out. However where significant risks remain they are to be reviewed, identified and communicated to others as described in section 4.1 above

4.3.2 The Residual Risk Register is to be issued to the Principal Designer and other design team members during the design period and to the Principal Contractor with drawings for tendering purposes.

4.3.3 The following significant construction risks highlighted in this plan and on the Design Risk Assessments may require specific method statements from either the Principal Contractor or his specialist contractors and will require management on site:

- Working at Heights – suitable precautions to prevent operatives falling and being injured are to be considered and implemented where necessary.
- Hot Works – including soldering– use Permit to Work system for all hot works.

4.4 Materials Requiring Particular Precautions

4.4.1 Although it is not anticipated that unusual materials will be specified, all designers should, within the Design Risk Register, provide details of the significant risks associated with the use of specified materials and substances;

4.4.2 Each contractor should provide COSHH assessments and product information for control of any materials and or substances specified within the construction carrying foreseeable significant potential hazards and / or requiring particular management methods i.e. wearing specialised PPE, use in well-ventilated areas, fire precautions for flammable substances etc.

4.4.3 COSHH assessments and product data for any materials incorporated into the final structure that carry on-going risks for, or require particular precautions by, persons engaged in maintenance, repair and subsequent demolition and dismantling works, must be passed to the Principal Designer for inclusion in the Health and Safety File.

5 Health and Safety File

5.1 Health and Safety File Format

5.1.1 The following is the standard format recommended in Appendix 4 of the CDM2015 L Series Guidance.

- (a) a brief description of the work carried out;
- (b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- (c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- (d) hazardous materials used (e.g. lead paints and special coatings);
- (e) information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- (f) health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- (h) information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

5.1.2 Additional Site Specific considerations, not listed above, which are to be included in the file are to be agreed in progress meetings.

5.2 Health & Safety File Programme

5.2.1 The File information is to be collated during the construction period, the programme for production of information is to be discussed and agreed with the Principal Designer.

5.2.2 The programme for the production of information confirmed and passed to the Principal Designer

6 Appendices

Appendix A - HSE F10 Notification

An on-line F10 Notification of Project has not been submitted as the project is less than twenty (20) workers simultaneously or five hundred (500) person days of work.

Appendix B - Documents supporting the Pre-Construction Information

- Existing architectural drawings held by HMG Estates
- Existing services drawings held by HMG Estates
- Security System Upgrade tender package held by Principal Contractor
- Security System Upgrade 'Pre-tender H&S Plan', attached
- Asbestos Register excerpt
- Project programme held by Principal Contractor

Appendix C - Identified Design Risks

Architectural items of risk identified

- Asbestos; check the asbestos register
- Drilling into a listed building wall. Existing mounting holes to be reused

Structural items of risk identified

- None

Contractor items of risk identified

- No specific others significantly exceeding regular construction risks.

Appendix D - Summary of Key project specific hazards - Initial items to be considered

- Appropriate management and operational systems specific to the works that are to take place in the public areas, to ensure safe management of public foot traffic and adequate segregation of works from the public thus ensuring safety of both site operatives and the general public
- Consideration should be given to the early delivery and storage on site
- Lifting heavy materials and equipment (manual handling)
- Circulation routes; fire escape

Appendix E - Drawings issued with Tender Information

- Refer to the Drawings within the Tender

Appendix F - Site Rules



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 Homiman 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 Homiman 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 Homiman 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 Homiman 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 G - Site Logistics and Restrictions Map

