

Horniman Museum

**Gardener's Yard Retaining Wall Works &
Butterfly House External Works**

Pre-Construction Information

Ref: 190033/S Wilkinson

Approved By: K Clark

Date: 28 Oct 2020

Status: For Information

Version: 1

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1.0 INTRODUCTION AND INSTRUCTIONS TO TENDERERS

- 1.1 The Construction (Design and Management) Regulations 2015 apply to this project and place duties on the Client, Principal Designer, Designers, Principal Contractor and Contractors to plan, manage, monitor and coordinate health and safety in the pre-construction and construction phases of the project. Conisbee Structural Engineers are the Principal Designer under the Construction (Design and Management) Regulations 2015 for this project. Details for the client, Conisbee and all other parties to the project, are found together with a description of the project in Section 2.
- 1.2 This Pre-Construction Information is to assist tendering contractors in identifying issues that have been identified as part of the design process and provides a basis for the Construction Phase Plan including details of any significant or unusual residual health or safety hazards or constraints inherent within the site or adjacent areas. The appointed Principal Contractor should identify these issues in their Construction Phase Plan and state how they will deal with them and what controls will be put in place. This document should be used to assist in addressing all issues identified in tender submissions and the appointed Principal Contractor should use it to address issues in their Construction Phase Plan.
- 1.3 The Construction (Design and Management) Regulations 2015 require a Construction Phase Plan to be prepared prior to the commencement of the construction phase of the project and maintained until completion of the construction phase. The purpose of the Plan is to provide information and describe procedures that will ensure the health and safety of all those involved in the project.
- 1.4 A description of the works covered by this plan is provided in Section 2. The plan will draw together all the project-specific information provided by the Client and Designers during the design and early planning stages. It identifies key health and safety issues, in particular those that a contractor might not reasonably be expected to identify. The level of detail found in the plan will be proportionate to the anticipated risks involved in the project. Little emphasis is given to risks that are commonplace or those that a competent contractor would be expected to recognise. Information contained in this plan is intended to alert the contractor to health and safety issues that may have significant resource implications or may affect the way that work is planned and carried out.

- 1.5 CDM 2015 requires the Client to ensure, the construction phase of any project does not start unless a construction phase plan complying with is in place and is project-specific and suitable for works to start on site. Therefore, prior to the commencement of the construction phase, the Principal Contractor must submit the project-specific construction phase plan to the Client to enable them to ensure compliance with their duties. Where the Client has designated to the Principal Designer the task of reviewing the Construction Phase Plan, a copy of the plan shall also be sent to the Principal Designer.

The Principal Contractor is obliged under Regulation 12 of CDM 2015 to develop the Construction Phase Plan and maintain it until the end of the construction phase.

2.0 PROJECT DESCRIPTION

2.1 Project Description and Programme Details:

2.1.1 Site Address

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

2.1.2 Description of the Project

Replacement of a defective section of retaining wall in Gardener's Yard area. Various external works and repairs in the Butterfly House area including formation of new retaining walls.

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

2.1.3 Programme

Anticipated start date is to be confirmed but anticipated to be early January 2021

Overall site works duration is to be confirmed

Contractor's mobilisation period is 4 weeks

2.2 Project Team

2.2.1 Client

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

Contact: Tim Hopkins (Estates Manager)

Tel: 020 8699 1872

Email: thopkins@horniman.ac.uk

2.2.2 Contract Administrator

Conisbee Structural Engineers
1-5 Offord Street
London
N1 1DH

Contact: Simon Wilkinson
Tel: 07968 856 486
Email: simon.wilkinson@conisbee.co.uk

2.2.3 Principal Designer

Conisbee Structural Engineers
1-5 Offord Street
London
N1 1DH

Contact: Simon Wilkinson
Tel: 07968 856 486
Email: simon.wilkinson@conisbee.co.uk

2.2.4 Quantity Surveyor

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

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

2.2.5 Principal Contactor

To be confirmed

2.3 HSE Notification (CDM Regulation 6)

This project anticipated to be notifiable under the CDM regulations as the construction period will last longer than 30 working days and (may) have more than 20 workers working at the same time or exceed 500 person days. Following appointment of the Principal Contractor and prior to the commencement of work, the project will be notified to the HSE.

2.4 Use as a Workplace

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

2.5 Existing Records and Plans

2.5.1 Existing Health and Safety File & Operation and Maintenance Files

None are available for the areas affected by the works

2.5.2 Drawings (Appendix C)

HMG001 ME-100 Butterfly House - External Services

Gardener's Yard Services - Plan

2.5.3 Survey Information

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

Soil investigation information is provided at Appendix D

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 and/or adjoining owner activities the Principal Contractor must establish procedures for managing these health and safety overlaps and communicating, when appropriate, directly with the Client and/or the Contract Administrator. These arrangements must not compromise contractual arrangements.

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.

The Principal Contractor must also consider how to maintain health, safety and welfare in the context of the COVID 19 pandemic. All applicable legal requirements and best practice advice and guidance must be followed at all times. Construction sector specific guidance is published by the Construction Leadership Council in the current version of the document 'Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)' (see Appendix B).

3.2 CDM Health and Safety Objectives for the Project

The overall objective is to control foreseeable risks to the health or safety of any person carrying out or liable to be affected by the works and to complete the project without fatalities, reportable injuries, diseases or dangerous occurrences affecting employees, sub-contractors and others, including the general public.

The safety of Museum visitors, staff and inhabitants of adjoining properties must be maintained at all times.

At each project meeting the Principal Contractor will be expected to provide a report on any health and safety matters that have arisen, to include:

- 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 Communication

The Principal Contractor will be required to ensure that all site operatives and visitor have received appropriate inductions and training related to health and safety matters.

The Principal Contractor must ensure that all necessary information related to risk controls and procedures is communicated to contractors and any other relevant parties, including Museum staff when needed. The Principal Contractor's site manager will be primarily responsible.

3.4 Site Security

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

The Principal Contractor is to ensure all operatives and contractor's employees wear clear, visible identification and/or clothing with corporate logos at all times when on site.

3.5 Working Hours

- Butterfly House: Monday to Sunday - 7.00am to 6.00pm
- Gardeners Yard Retaining Wall: Monday to Friday 8.00am – 5.00pm
- 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 07.00am and 09.00am, and not outside of gardens opening times.

3.6 Welfare Provisions

The Principal Contractor is to provide suitable welfare facilities in accordance with Schedule 2 of the CDM Regulations 2015, to include toilet/washing facilities and to maintain the facilities for the duration of the project. Current COVID-19 regulations and guidance should be applied where necessary. Location of facilities to be confirmed by the client.

3.7 Separation of the Works

The Principal Contractor must ensure that the work areas are safely separated from Client occupied areas and neighbouring properties and that unauthorised access is prevented.

3.8 Site Traffic Management

The Museum and Gardens are to remain open to the public during the works and the Principal Contractor must manage site traffic to prevent interactions with members of the public and neighbours.

Materials deliveries and waste collection for the Gardener's Yard site area only to be via Hill Rise at any time during normal working hours.

Materials deliveries and waste collection for the Butterfly House site area to be via Horniman Drive and between 07.00 and 09.00 only. All vehicle movements to be completed and vehicles off site before the Museum opens to the public at 10.00.

All vehicles movements on site not to exceed 5mph with hazard lights on. Trained banksmen must be in attendance at all times.

3.9 Non-Working Hours

Note that the client's security staff may need access to the sites during non-working hours. Such staff may be unfamiliar with construction sites and may not be wearing personal protective equipment appropriate to construction sites.

At the end of each working day, leave the sites in a tidy condition free from hazards. In, particular, excavations must be suitably protected. If hazards remain which cannot be made safe, provide written notice each day to the client.

3.10 Client Rules and Restrictions

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

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

- Workers to wear visible ID cards and or corporate clothing.
- All visitors to site to report to site manager and sign in/out.
- All deliveries to and from vehicles must be fully supervised by a trained banksmen.
- 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.
- 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.
- Task appropriate PPE is to be worn at all times on site.
- Drugs and alcohol policy to be applied by the Principal Contractor.
- No smoking on site or anywhere within the buildings.
- No parking on site (unless agreed by the client).
- No radios/personal sound equipment

3.11 Covid-19

The Principal Contractor must follow all legal requirements that may be applicable and adapt working methods accordingly should these requirements change at any time.

Site rules, method statements and risk assessments should be aligned with guidance contained in most current version of the document 'Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)' published by the Construction Leadership Council (see Appendix B)

3.12 Permits to Work

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

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

- Demolition
- Hot works
- Electrical isolation and reconnection
- Any external site activities

3.13 Fire Prevention

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

The Principal Contractor shall review the most recent guidance edition of 'Fire Safety in Construction Work' (HSE Guidance HSG168) and develop an appropriate site-specific fire risk assessment and plan that incorporates the requirements of

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

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

3.14 Emergency Procedures

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

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

3.15 Restricted Access Areas

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

3.16 Confined Spaces

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

3.17 Working at Height

Where works are undertaken at height, a safe working platform to prevent falls will be required. The Principal Contractor is to confirm appropriate control measures within their Construction Phase Plan.

3.18 Reportable Occurrences

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

3.19 HSE and Local Authority Notices

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

4.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1 Safety Hazards

4.1.1 Site Boundaries and Access

The site boundaries are to be agreed. Two separate work areas (Gardener's Yard and Butterfly House) are present and will require individual boundaries – fencing may be required to the site perimeters in both areas.

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

4.1.2 Restrictions on Deliveries, Waste Collection or Storage

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

Waste must only be stored with the work site areas and must be regularly removed using the closest agreed access point. Movement of materials and waste within or across the Museum and Gardens should be avoided wherever possible during working hours.

4.1.3 Adjacent Land Uses

The areas surrounding the work sites are the Horniman Museum and Gardens and private residential properties.

Liaison and coordination with other contractors may be required.

4.1.4 Existing Storage of Hazardous Materials

A diesel fuel storage tank is present in the Gardener's Yard site area. This will require relocation and reinstatement as part of the works.

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

4.1.5 Location of Existing Services

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

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

Records drawings showing approximate locations of known services are included at Appendix C. The accuracy of these drawings cannot be guaranteed and to avoid damage and/or injury the Principal Contractor will be required to take suitable precautions to identify and protect all existing services that may be affected by the works.

4.1.6 Ground Conditions

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

Site investigation reports previously undertaken in the Gardener's Yard and Butterfly House areas are included at Appendix D. These reports are for information only and conditions may locally differ across the work site areas.

No contamination is known to be present.

4.1.7 Existing Structures

The existing retaining walls in the Gardener's Yard are partially at risk of instability due to tree related actions. These defects will be addressed by the works but will need to taken account of in the Principal Contractor's Construction Phase Plan.

No stability issues are known to be present in the Butterfly House area. The Butterfly House is fully glazed and is vulnerable to damage during the works.

4.1.8 Previous Structural Modifications

None known

4.1.9 Fire Damage, Ground Shrinkage, Movement, Poor Maintenance

See 4.1.7

4.1.10 Existing Plant & Equipment

Decommission, remove and reinstate as specified

4.1.11 Existing Health and Safety Information

No existing Health and Safety File relevant to the works exists

No other information is available

4.2 Health Hazards

4.2.1 Asbestos

No Asbestos Containing Materials (ACMs) are known to be present in the areas affected by the works. Previous soil sampling in the Butterfly House area did not identify any ACMs.

If any previously unknown suspected ACMs are encountered, stop work in the area and contact the Client and Contract Administrator immediately for further instructions.

4.2.2 Existing Storage of Hazardous Materials

See 4.1.4 above

4.2.3 Contaminated Land

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

4.2.4 Existing Structures containing Hazardous Materials

None known

4.2.5 Health Risks Arising from Client's Activities

None known. The site areas will be unoccupied by the client during the works

4.2.6 Control of Noise and Vibration

Minimise noise and vibration through good management and best practice.

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

4.2.7 Control of Dust

Control dust (particularly during demolition works) using dust suppressant tools.

5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

5.1 Design Assumptions and Control Measures

See the Structural Engineer's Construction Hazard Assessments at Appendix E

Any other issues are considered capable of being dealt with by a competent contractor during the normal course of construction.

5.2 Arrangements for Coordination of Ongoing Design Work

The Principal Contractor should provide details of contractor-designed temporary works required to maintain stability during the works to the Principal Designer and ensure that sufficient information is included in the Construction Phase Plan and provided to the Structural Engineer for timely review prior to commencement.

Regular site and project team meetings will also be held during the works.

5.3 Significant Risks Identified during Design

Stability of retained ground and adjacent retaining walls not forming part of the works.

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

5.4 Materials Requiring Particular Precautions

None known.

6.0 HEALTH AND SAFETY FILE

6.1 The Principal Contractor is responsible for preparing the Health and Safety File and is required to collect all relevant information, which could be beneficial to those who will be involved in future construction work to the properties and to pass this information to the Principal Designer (if still appointed). This will include:

1. A brief description of the work carried out.
2. Residual hazards and how they have been dealt with (e.g. surveys or other information concerning asbestos, contaminated land, buried services, etc.)
3. Key structural principles
4. Hazardous materials used (e.g. hazardous substances, special coatings which should not be burnt off.)
5. Information regarding the removal or dismantling of installed plant and equipment (e.g. lifting arrangements.)
6. Health and Safety information about equipment provided for cleaning or maintaining the structure.
7. The nature, location and marking of significant services, including underground services, gas supply equipment, firefighting services, etc.
8. Information and as built drawings of the structure, and adjacent or incorporated plant and equipment.

6.2 Before the Certificate of Practical Completion is issued, the Principal Contractor must ensure that all such information has been supplied by themselves and their sub-contractors, to the satisfaction of the Principal Designer. The client's requirements for content and format will be discussed at the pre-start meeting.

7.0 CONSTRUCTION PHASE PLAN CONTENT

7.1 The Principal Contractor's Construction Phase Plan should contain the following information as a minimum:

1. A brief description of the project including key dates and details of key members of the project team.
 - Confirmation of how the project will be managed to include:
 - Health and safety aims for the project.
 - Site rules.
 - Arrangements for cooperation, coordination and liaison between project team members.
 - Arrangements for provision of information and involvement with site workers in respect of health and safety.
 - Site induction arrangements.
 - Details of welfare facilities in compliance with Schedule 2 of the CDM Regulations.
 - Fire prevention and emergency procedures.
 - The control of any significant site-specific risks relevant to the project. To include method statements/safe systems of work for:
 - Excavations and avoidance of damage to underground/concealed services.
 - Works undertaken adjacent to occupied areas.
 - Work at height.
 - Structural stability during demolition/excavation works.
 - Construction traffic management on site
 - Provision of Health and Safety File information.

APPENDIX A – MUSEUM RULES FOR VISITING CONTRACTORS

APPENDIX B – COVID-19 CONSTRUCTION SECTOR GUIDANCE

APPENDIX C – EXISTING SERVICES DRAWINGS

APPENDIX D – SITE INVESTIGATION REPORTS

APPENDIX E – CONISBEE CONSTRUCTION HAZARD ASSESSMENTS

