

Topic	Information Presented	Originator
1. Project Description		
(a) Project Description	The work consists of fitting out Bughouse area, with new bespoke furniture, this includes new case surround for the large display case, which will also provide storage facilities behind, island table to house 9no. existing drawer units and act as a table to carry out activities/presentations, and 2no new bespoke seating benches which will be positioned in between two of the windows in the area and will be moulded around existing wall pillars. Works will also include for the connection of power supplies, which need to be provided as part of the table island.	
(b) Appointments		
<ul style="list-style-type: none"> ▪ Client 	The Board of Trustees of the National Museums and Galleries on Merseyside (trading as National Museums Liverpool)	
<ul style="list-style-type: none"> ▪ CDM Contractor 	To be confirmed	
<ul style="list-style-type: none"> ▪ Contract Administrator 	National Museums Liverpool Estate Management Department 127 Dale Street Liverpool L2 2JH.	
(b) Key date – Start of the Construction Phase	19 August 2019	
(c) Key date – Finish of the Construction Phase	27 September 2019	
(d) Mobilisation period	1 Week During the mobilisation period the contractor will develop this document into the construction phase plan (which must be agreed by NML before any work commences on site.	

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(e) Will structure be used as a workplace?	The museum is open to the public and will operate normally during the course of the work. Strict access limitations will apply. Material will need to be brought onto site between the hours of 8am to 10am, materials cannot be brought to site after 10am, as the main Bughouse gallery will be open to the public between 10am and 5pm.	
(f) Is there an existing health & Safety File?	Construction Phased Health & Safety plan located on site. Asbestos Register and any other site specific documents are available for reference at site entrance from the Client.	
(g) Are there any existing drawings, calculations, design philosophies or building reports?	Existing drawings contained in Construction Phased Health & Safety plan	
(h) Is there an Asbestos Register or Asbestos Reports?	The Asbestos Register is available although no asbestos materials are recorded as present on site.	
(j) Have any of the following surveys been undertaken? <ul style="list-style-type: none"> ▪ Asbestos ▪ Timber ▪ Structural ▪ Ground ▪ Topographical ▪ 	Asbestos Register available on request	
2. Client's Considerations		
(a) Arrangements for; <ul style="list-style-type: none"> ▪ Planning and managing the construction work 	Site progress meetings chaired by NML Estate Management Department. These meetings shall be attended by representatives of each Contractor(s).	

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<ul style="list-style-type: none"> ▪ Health and safety goals for the project 	<p>There should be zero accidents and the client requires the contractors to ensure thorough and robust policies and procedures to ensure the competence of those on site is ensured and that the management of the works are adequately controlled.</p>	
<ul style="list-style-type: none"> ▪ Communication and liaison from Client to others 	<p>All communication will be made through the Estate Management Department.</p>	
<ul style="list-style-type: none"> ▪ Security of the site 	<p>All personnel will be required to attend an induction course prior to entering the Site. The induction courses will be held on site on a day agreed with the Client/Estate Management Department. A security pass system will be in operation on Site and the Contractor shall adhere to directions given by authorised security personnel and the Client. Details for signing in and out of the building will be advised during the site induction process.</p> <p>The Contractor shall comply with all regulations and operating restrictions imposed by the Client with regard to access routes throughout the site. In addition the Contractor shall liaise with the Client to obtain building security badges for staff during the carrying out of the works.</p> <p>The Contractor shall give the Client 48 hours' notice of personnel visiting the site.</p>	
<ul style="list-style-type: none"> ▪ Provision of welfare 	<p>The Contractor shall be responsible for the provision of first aid trained representatives and first aid equipment for his own staff and workmen at all times.</p> <p>The Client will ensure that provision is made for accommodation for WCs and messing facilities.</p>	
(b) Requirements relating to the		

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health and safety of the client's employees, customers or those involved in the project such as;		
<ul style="list-style-type: none"> ▪ Site hoardings 	Area of work is carried out behind secure doors prohibiting access by the public.	
<ul style="list-style-type: none"> ▪ Site transport arrangements or vehicle movement restrictions 	The Contractor shall ensure that all delivery vehicles and refuse vehicles are of a size suitable to negotiate the surrounding roads and area in a safe manner. A one way system operates around the site and a defined vehicular route is identified within the hard landscaping. The area around the building is a pedestrian zone and drivers must comply with site rules when driving / operating vehicles or machinery in this area.	
<ul style="list-style-type: none"> ▪ Client permit-to-work systems 	Permit systems will be administered on behalf of the Client. Permits will be required, but not limited to; Hot works, Access to plant rooms, Access to risers, Access to the roof, Access to electrical equipment rooms,	
<ul style="list-style-type: none"> ▪ Existing fire precautions 	<p>The building has an active automatic fire detection system. The Contractor must advise the Client if it is necessary to isolate areas / zones within the building whilst works are being undertaken.</p> <p>Burning of materials on site arising from the works will not be permitted. Smoking (or e-cigarettes) will not be permitted anywhere on site.</p> <p>The use of naked lights will not be permitted except in cases of absolute necessity and extreme care shall be taken in the use of all equipment likely to cause fire. Hot works permits will be issued if these works are necessary. Hot Work Permits will be issued by the Client as</p>	

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	required. These will include details of extinguishers, personnel, how long a fire watch is to be maintained after hot works and how long before closure of the site these should be completed and any other rules and restrictions. The Contractor will however be expected to utilise any method other than hot works if deemed practical and economical by the Client/Contract Administrator.	
<ul style="list-style-type: none"> ▪ Existing emergency procedures 	The building has a major / minor incident emergency plan together with emergency evacuation procedures. These will be explained to the Contractor during the site induction.	
<ul style="list-style-type: none"> ▪ Areas excluded from the works – authorised requirements 	The Contractor will only be able to work in the building as agreed with the Client/Contract Administrator. Safe means of access to work areas will be detailed in the construction phase health and safety plan, induction process and coordination meetings.	
<ul style="list-style-type: none"> ▪ Existing smoking restrictions 	The building is a no smoking area. Designated smoking areas are to be identified in the construction phase health and safety plan.	
<ul style="list-style-type: none"> ▪ Existing parking restrictions 	The Contractor will have access to the limited parking at the rear of the building for the duration of the contract.	
(c) Format of Health & Safety File and any conditions relating to its content	On completion of the works, the Contractor should provide two copies of the Health and Safety File, Operation and Maintenance instructions in hardback ring binders plus one copy electronically on a CD.	
3. Existing on-site risks and environmental restrictions		
(a) Safety hazards including;		
<ul style="list-style-type: none"> ▪ Boundaries and means of access 	Access on gallery will be from the rear loading bay area, via an agreed route.	

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<ul style="list-style-type: none"> ▪ Any restrictions on deliveries or waste collection or storage 	<p>All deliveries are to be made to the building at a time agreed with the Contract.</p> <p>All materials to be removed from gallery can be done via the hours of 8.00am -10.00am, or after 17.00pm once museum is closed to the public.</p> <p>The Contractor will ensure nothing is damaged within gallery, and must take extreme care when transporting scaffolding and/or materials are brought through the building.</p> <p>Roads, loading bays and access lifts shall be left clean and clear to allow access for emergency vehicles at all times.</p> <p>The Contractor will be responsible for removal of all debris and rubbish arising from the Contract Works and must maintain a clean and clutter free environment.</p> <p>Storage space is limited and the Contractor shall agree with the Client/Contract Administrator locations for storage of materials and shall relocate them if so requested by the Contract Administrator within 24 hours of such request being made or immediately if so requested.</p> <p>The Contractor shall thoroughly clean the working and storage areas daily as the works proceed to the satisfaction of the Client/ Contract Administrator and remove rubbish, debris and surplus materials daily.</p>	
<ul style="list-style-type: none"> ▪ Adjacent land uses 	<p>The building is located in a pedestrianised area, largely used for recreational and commercial activities.</p>	
<ul style="list-style-type: none"> ▪ Existing storage of hazardous materials 	<p>Not Applicable</p>	

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<ul style="list-style-type: none"> ▪ Location of existing services (particularly those concealed) 	<p>The Contractor shall protect, uphold and maintain all existing pipes, ducts, sewers, service, mains, cables, etc. during the execution of the Works.</p>	
<ul style="list-style-type: none"> ▪ Ground conditions, underground structures or water courses 	<p>Not Applicable</p>	
<ul style="list-style-type: none"> ▪ Information about existing structures (stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems) 	<p>Not Applicable</p>	
<ul style="list-style-type: none"> ▪ Previous structural modifications (weakening or strengthening) 	<p>Not Applicable</p>	
<ul style="list-style-type: none"> ▪ Fire damage, ground shrinkage, movement or poor maintenance which may adversely affect structure 	<p>Not Applicable</p>	
<ul style="list-style-type: none"> ▪ Any difficulties relating to plant and equipment 	<p>Not Applicable</p>	

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<ul style="list-style-type: none"> ▪ Any stressed or post tensioned structures 	Not Applicable	
<ul style="list-style-type: none"> ▪ Other H&S information from earlier designs 	Not Applicable	
(b) Health hazards including		
<ul style="list-style-type: none"> ▪ Asbestos 	Asbestos register is available upon request.	
<ul style="list-style-type: none"> ▪ Existing storage of hazardous materials 	Not Applicable	
<ul style="list-style-type: none"> ▪ Contaminated land 	Not Applicable	
<ul style="list-style-type: none"> ▪ Existing structures containing hazardous materials 	Not Applicable	
<ul style="list-style-type: none"> ▪ Health risks from Client's activities 	Not Applicable	
<ul style="list-style-type: none"> ▪ Working near water (leptospirosis, drowning) 	Not Applicable	
<ul style="list-style-type: none"> ▪ Working at height 	Ensure all scaffolding access have guard rails and toe boards and are suitably braced.	
<p>4. Significant Design and Construction Hazards</p>		
(a) Significant design assumptions	Please refer to attached design risk assessments.	
(b) Suggested work methods / sequences	No Applicable	

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(c) Other control measures	<p>The internal scaffold, working platform and crash deck design for these works are to be designed by the design contractor.</p> <p>All Site personnel shall wear safety footwear. Eye protection and gloves shall be worn when drilling, cutting or grinding work is being carried out.</p>	
(d) Arrangements for co-ordination of ongoing design work and handling design changes	<p>The Contractor shall confirm any changes of design with the Client/Contract Administrator before carrying out any works.</p>	
(e) Information on significant risks identified during design	<p>Please refer to attached design risk assessments.</p>	
(f) Materials requiring particular precautions	<p>No specific materials on site</p>	