

## INSURANCE SERVICES



### Invitation to Tender – Suppliers' clarification queries:

**Updated 31 May 2018**

#### Portsmouth Historic Dockyard, HM Naval Base

1. HMS Warrior jetty – note a sum insured of £2,602,718 in respect of the HMS Warrior jetty.
  - a. How has this sum insured been derived (does it include the allowance for the significant engineering work that would be required to reinstate?)

The jetty is leased from Portsmouth City Council who determine the full reinstatement cost to be insured.

- b. Is marine impact cover included?

Yes

2. The tenants improvements sum insured is significant, please provide details of what this includes?

Substantial internal partitioning and other internal fittings

3. In respect of the exhibits, please advise
  - a. What are the exhibits and where are they situated?

<https://www.hms-victory.com/>

<http://www.nmrn-portsmouth.org.uk/>

<https://www.nmrn.org.uk/exhibitions-projects/monitor-hms-m33>

<http://www.hmswarrior.org/>

General comment on the Museum's collections can be found at the foot of these questions. The HMS Naval Base has various exhibitions throughout the historic buildings, many from the 18th century, on the site plus others in storage.

Featured exhibitions include:

- a) the Victory Gallery, the exhibits tell the story of the ship from the laying of her keel in 1759 to her restoration and preservation and also focus on the stories of those who lived, worked and fought in her.
- b) the multi-media show 'Trafalgar!' based on historical research, which introduces you to Nelson and Napoleon, puts you in the middle of the smell and noise of a gun deck during the Battle and in the cockpit as the Surgeon treats the wounded.
- c) the 42 feet long painting The Panorama of the Battle of Trafalgar. Get your hands on the activities on the quarter-deck.
- d) the 'Spirit of the Figurehead' display which showcases the Museum's collection of ship figureheads from the late 18th century.
- e) The Trafalgar sail, the fore topsail is recognised by experts and historians worldwide as the largest single original artefact from the Battle of Trafalgar

- f) The Sailing Navy Gallery, offers an entirely new view of the Sailing Navy, based on the very latest research. Interactive and very much 'hands-on', it is specially designed to engage the interest and imagination of visitors of all ages and abilities
- g) The Special Exhibitions Gallery, which hosts a variety of special exhibitions that change regularly, allowing the public to see much more of the Museum's and visiting collections.

b. What is the single article limit?

The Museum has not previously been requested this information by insurers and such does not quote a single article limit. Assets acquired prior to March 2000 are not valued and the current market value of many articles is difficult to determine owing to their historic and inalienable nature. Assets acquired since April 2000 are valued at the time of accession, however, these are not revalued. It is not possible to obtain a reliable value of the collection without incurring a disproportionate cost.

c. Are professional valuations in place in respect of the exhibits?

See 3b above. Assets acquired since April 2000 are valued by the Museum's curatorial team determined by their professional experience and judgement.

4. What security provisions are in place?

The Museum is located in an operational naval base and benefits from overnight security from the MOD Guard Service. During operational hours, all buildings are staffed and MOD security CCTV is operational across the site. In addition, the main museum buildings have the following maintained security systems in place:

SH10 – Contact sensors, PIR detectors, CCTV  
 SH11– Contact sensors, PIR detectors, CCTV  
 SH12 – Contact sensors, PIR detectors  
 Visitor Centre – Contact sensors, PIR detectors  
 BH5 – Contact sensors, PIR detectors  
 Victory Gallery – Contact sensors, PIR detectors, CCTV

5. What fire protections are in place?

The Museum buildings have fire extinguishers throughout according to FRA requirements and the following maintained and tested fire protections:

Mix of ionising and optical beam detectors, remotely monitored by the Portsmouth Naval Base control room.

6. In respect of HMS M33 Monitor, please advise

a. Where is it situated, and is there any requirement for marine cover?

HMS M33 Monitor is in No.1 Dry Dock within the historic dockyard so no requirement for Marine cover.

b. What basis of settlement is required?

Cost of repairs to restore to exhibition standard.

c. What is the basis of the sum insured?

Estimated cost of rebuild of the ship and exhibition.

7. In respect of HMS Victory:

a. What is the full reinstatement value?

Full value or the “book value” is GBP 50 million based on the uplifted original build cost apportioned for value on completion of the restoration project.

b. Where is the ship located?

HMS Victory is in No.2 Dry Dock within the historic dockyard.

c. What fire protections are in place?

The Ship has 24hr Royal Navy presence of not less than three people on board. Fire extinguishers throughout the ship according to requirements of the FRA. New fire detection system installed in 2014 which delivers L1 performance as specified in BS5839-1 N.B. This is an L5 system due to the ship’s construction negating the efficacy of flat-ceiling derived detector head spacing. The system has a repeater panel in a building separate to the ship, and is monitored by the Portsmouth Naval Base control room in addition to the crew on board. In 2015, a low-pressure water mist fire suppression system was installed into the ship.

d. What is the basis of settlement?

The basis of settlement is the cost of repair following an insured loss in order to preserve the ship.

8. What are the ‘non-marine risks’ requiring cover under the material damage lot for HMS Warrior?

Shop contents and museum exhibits.

**Explosion! Museum of Naval Firepower**

9. What are the exhibits and where are they situated?

<http://www.historicdockyard.co.uk/site-attractions/off-site-attractions/explosion-museum-of-naval-firepower>

General comment on the Museum’s collections can be found at the foot of these questions. Explosion! is a Museum of Naval Firepower created within 18th century buildings at the Royal Navy's former armaments depot of Priddy's Hard in Gosport. It tells the story of naval warfare from the days of gunpowder to modern missiles and includes a multi-media film show set in the original 18th century gunpowder vault. Exhibits include armaments and missiles (not “live”).

b. What is the single article limit?

The Museum has not previously been requested this information by insurers and such does not quote a single article limit. Assets acquired prior to March 2000 are not valued and the current market value of many articles is difficult to determine owing to their historic and inalienable nature. Assets acquired since April 2000 are valued at the time of accession, however, these are not revalued. It is not possible to obtain a reliable value of the collection without incurring a disproportionate cost.

c. Are professional valuations in place in respect of the exhibits?

See 9b above. Assets acquired since April 2000 are valued by the Museum's curatorial team determined by their professional experience and judgement.

10. What security provisions are in place?

The main Museum buildings have contact sensors, PIR detectors and CCTV with remote monitoring by East Midlands Alarm Monitoring centre.

11. What fire protections are in place?

The Museum buildings have fire extinguishers throughout according to FRA requirements and the following maintained and tested fire protections:

Mix of ionising and optical beam detectors, remotely monitored by the East Midlands Alarm Monitoring Centre.

### **Fleet Air Arm Museums/Cobham Hall**

12. What are the exhibits and where are they situated?

<http://www.fleetairarm.com/>

General comment on the Museum's collections can be found at the foot of these questions. The exhibits are within the Museum on RNAS Yeovilton airfield and/or at the overflow site at Cobham Hall which is not usually open to the general public. The Museum comprises four large halls, each having ground floor and upper levels telling the stories of naval aviation from the first manned kites towed behind naval vessels, to helium filled airships, seaplanes, bi-planes and the carrier borne aircraft of WW2 and modern Sea Harriers and helicopters. Exhibits include an extensive collection of military and civilian aircraft, aero engines, models of aircraft and Royal Navy ships, and paintings and drawings related to naval aviation.

b. What is the single article limit?

The Museum has not previously been requested this information by insurers and such does not quote a single article limit. Assets acquired prior to March 2000 are not valued and the current market value of many articles is difficult to determine owing to their historic and inalienable nature. Assets acquired since April 2000 are valued at the time of accession, however, these are not revalued. It is not possible to obtain a reliable value of the collection without incurring a disproportionate cost.

c. Are professional valuations in place in respect of the exhibits?

See 3b above. Assets acquired since April 2000 are valued by the Museum's curatorial team determined by their professional experience and judgement.

13. What is the basis of settlement for BAC Concorde 002?

The insured value for Concorde 002 should be £2.625m (not £2.5m as listed in the ITT, Lot 1 – Property Damage & Business Interruption – Exposure Information and Claims Data)

which is specified as the minimum liability amount to be covered by the Museum under its loan agreement with the Science Museum. In accordance with s6.4 of the Government Indemnity Scheme Guidelines, the Science Museum as lender will bear the risk of total loss.

14. What security provisions are in place?

The main Museum building is located in an operational military airbase which benefits from overnight security and 24/7 patrols. All external doors have contact sensors linked to the airbase monitoring station. In addition, the building has PIR detectors and CCTV. During operational hours, all buildings are staffed and CCTV is operational in main galleries.

The Cobham building has contact sensors and PIR detectors. It has a CCTV system covering the fire exit doors and entrance. Whilst it is not on the military site, it sits adjacent to it and is bordered on 3 sides by it, a public road runs past the 4th side. The road is patrolled by the military as part of their routine patrols and looks like part of the airfield military infrastructure.

15. What fire protections are in place?

The Museum buildings have fire extinguishers throughout according to FRA requirements and the following maintained and tested fire protections:

Mix of maintained beam, Ionising, optical and R/Rise heat detection systems in place.

16. Presumably construction includes some composite panels, can you confirm core composition?

The Museum's buildings have been constructed at different times and so have a variety of compositions.

Roof coverings - some are Big 6 shaped roof sheets with the inside layer being plasterboard, between which is a traditional fibre glass insulation material. One roof has a rubber membrane cover with a steel under-tray between which is an insulation material. Another roof is a composite panel.

Most walls are made up of metal outer sheet with a plasterboard inside surface between which is again fibre glass insulation. The front elevation of the Concorde Hall and a small part of the side is made up of composite panels, there are also some composite panels up on the roof which divide the upper section of Hall 2 from the outside roof of Hall 3.

Cobham Hall is of a composite material construction built 18 years ago to standards then in force. It also has a single layer steel sheet roof skin laid over the original composite roof panels.

### **Royal Navy Submarine Museum**

<http://www.historicdockyard.co.uk/site-attractions/off-site-attractions/hms-alliance>

17. HMS Alliance can you confirm:

- a. Full value, as current cover is 'first loss', and the basis of the full value calculation

Full value or the “book value” is GBP 18.5 million based on the uplifted original build cost apportioned for value on completion of the restoration project (the restoration project completed in 2014 cost GBP 7 million).

b. Basis of settlement?

Cost of repairs to restore to exhibition standard

c. Situation of the exhibit?

In dry dock at the Museum.

18. Holland 1 torpedo boat – can you confirm the basis of the sum insured?

Estimated cost of rebuild of the boat and exhibition.

19. X24 submarine – can you confirm the basis of the sum insured?

Estimated cost of rebuild of the boat and exhibition.

### **Royal Marines Museum**

20. What is the proposed date for handover to Portsmouth Historic Dockyard?

The contents will remain in situ until the Museum has built a new Collections Centre, in Portsmouth Historic Dockyard opening in 2020. It is estimated that it will take approximately 6 months to complete the move from the RMM to the Collections Centre/new museum. Some items may be relocated to other sites in the interim.

21. What is the current level of occupation – how many conferences/weddings are held at the site?

The site is currently occupied by approximately 6 members of the curatorial team plus volunteers on a daily basis. Approximately 35 events/ conferences. Weddings will be held from 1 July until the 30 November 2018 after which no future bookings are being taken.

22. Construction details

The Museum is located in Eastney Barracks (Grade 2 listed), built as headquarters for the Royal Marine Artillery in 1867, from flint, red brick and ashlar.

23. Fire protection details

The Museum buildings have fire extinguishers throughout according to FRA requirements and the following maintained and tested fire protections:

Mix of ionising and optical beam detectors, remotely monitored by the East Midlands Alarm Monitoring Centre.

24. Security details

The Museum building has contact sensors, PIR detectors, motion cameras and CCTV with remote monitoring by East Midlands Alarm Monitoring centre. An overnight/ weekend visiting guard service is also in place.

25. What fire protections are in place?

The Museum buildings have fire extinguishers throughout according to FRA requirements and the following maintained and tested fire protections:

Mix of ionising and optical beam detectors, remotely monitored by the East Midlands Alarm Monitoring Centre.

26. What is the £650,000 'other exhibits' item comprised of, and what is the single article limit?

One of the most outstanding parts of the "other exhibits" collection is the medal collection consisting of over 8,000 items including gallantry, campaign and foreign awards. The Museum has not previously been requested this information by insurers and such does not quote a single article limit. Assets acquired prior to March 2000 are not valued and the current market value of many articles is difficult to determine owing to their historic and inalienable nature. Assets acquired since April 2000 are valued at the time of accession, however, these are not revalued. It is not possible to obtain a reliable value of the collection without incurring a disproportionate cost.

### **National Museum of the Royal Navy Hartlepool (Maritime Experience)**

27. Construction details

Cavity construction with brick, stone, painted render and timber boarded finishes. Roof slopes are covered with natural slate, stone and clay tile coverings fixed to timber battens.

28. Fire protection details

The Museum buildings have fire extinguishers throughout according to FRA requirements and the following maintained and tested fire protections:

Smoke detectors in Museum and Quayside buildings.

29. Security details

The Museum building has contact sensors, PIR detectors and CCTV. There are external CCTV cameras for the whole site. HMS Trincomalee has PIR detectors. There is a night security guard service.

### **HMS Caroline Pump House and Offices**

30. Construction details

Thompson Dock Pump House (offices and exhibition space) red brick construction.

Portakabins (offices) – modular steel construction

31. Fire protection details

The Museum buildings have fire extinguishers throughout according to FRA requirements.

Further fire protections TBC

### 32. Security details

TBC

### General queries

#### 33. Please provide income splits by Revenue source and premises

£'000s	HQ	PHD	RMM	RNSM	FAAM	NMRNH	HMSC	Total
Admissions		5613			838	285	291	<b>7027</b>
Fundraising events	50							<b>50</b>
Trading activity	156	2703	143		738	323	172	<b>4235</b>
Grant funding				60		509	457	<b>1026</b>
Learning	20							<b>20</b>
Memberships	50							<b>50</b>
Rent						20		<b>20</b>
Services	308							<b>308</b>
Donations	1069							<b>1069</b>
Misc	21							<b>21</b>
<b>TOTAL</b>	<b>1673</b>	<b>8316</b>	<b>143</b>	<b>60</b>	<b>1576</b>	<b>1137</b>	<b>920</b>	<b>13826</b>

NB: Portsmouth Historic Dockyard (PHD) includes Portsmouth Historic Dockyard, HMS Victory, Royal Navy Submarine Museum and Explosion! for admissions and trading activities.

In addition to the above, the Museum receives £3.3m per annum in grant in aid from the MOD.

#### 34. Goods in Transit – please advise what sort of items do the insured require this cover for?

Primarily on-loan exhibits from/to the owner/Museum.

#### 35. How many vehicles does the insured operate themselves, and what type of vehicles are they?

As stated within the Exposure and Claims Data for Lot 5 i.e. 1 car and 3 goods carrying vehicles (vans) plus 3 special types.

#### 36. What is the insured's approach to electrical inspections?

The Museum employs a number of qualified electricians, and uses competent specialist contractors where appropriate to install and maintain its electrical installations and equipment. The Museum ensures fixed wiring inspections are completed in accordance with the EAWR 1989, other applicable HSE Regulations and associated guidance. The Museum has recently reviewed its procedures for PAT testing and inspection including the retraining of staff and purchase of additional test equipment.

#### 37. Does the insured have a programme of planned preventative maintenance?

Planned preventative maintenance programmes are in place for historic ships. Maintenance for buildings within the insured's responsibility is planned on an annual basis and delivered by an in-house facilities team supported by external contractors as appropriate.

#### 38. Cafeterias – is any processing taking place where there is an increased inception hazard?



The cafeteria kitchens have ovens, hob rings (gas or electric), grills and bain maries with appropriate canopy systems/ mechanical extracts. All equipment is serviced and maintained. The kitchen at FAAM has gas fryers fitted with thermostat controlled overheat cut-out.

39. Employers Liability – please advise

a. Detail on the rigging activity – what does this entail, and how is it managed?

We have an in-house Master Rigger who is Suitably Qualified and Experienced, and we are in the process of appointing two riggers, to report to the MR, but also SQEP. From time to time we will look to bolster this figure with the use of casual staff, also all SQEP. The work involves two strands: manufacture of rigging lines from wire and fibre rope, repair and maintenance of rigging elements such as blocks and deadeyes etc. takes place at ground level, generally within the workshop; and, survey, maintenance and replacement of rigging aloft on our ships (mainly Warrior, Trincomalee and Victory).

The Master Rigger is responsible for implementing the schedule of planned maintenance and inspection, which has itself been developed in order to meet legislative requirements and ensure the rig remains safe based upon our own experience with the ships. The reports generated from surveys are then used to define and plan emergent work.

b. What trades are included within the ‘other non-hazardous manual work’ wage roll?

Shipwrights, painters, electricians, conservators, shipkeepers (cleaners) and buildings maintenance staff (caretakers). Painters, buildings maintenance and shipwrights undertake working at height from cherrypickers, and all have appropriate certification in the use of MEWPs. Shipwrights also work with large scale industrial woodworking machinery, such as planers, thicknessers, bandsaws, table saws, bobbin sanders, disc sanders, etc. All staff will, on occasions work from scaffolding.

40. Please advise the insured’s approach to management of slip and trip exposure

The Museum recognises that the management of slip/trip/fall hazards is essential. All sites and vessels are subject to regular H&S inspections (weekly and monthly) that specifically focus on such hazards. In addition, each public space/vessel/gallery is subject to a daily preopening inspection to ensure the venue is safe to open to visitors. All front of house staff receive STF awareness training. The Museum has very responsive incident /near miss investigation procedure.

41. Please provide details of the insured’s general approach to health and safety management, including details of any third party support they benefit from

The Museum has a Professional in house H&S team, supplemented with WS Atkins H&S support specifically for HMS Victory. NMRN has appropriate H&S systems and policies in place to ensure risks are appropriately identified and managed.

42. Have the insured had any recent surveys, and have all risk requirements been complied with?

Yes insurers have undertaken various surveys over the last 12 months including a Flood survey at Portsmouth and visits to the Fleet Air Arm Museum and Royal Marines Museum. Within the last 3 years insurer carried out surveys at Portsmouth, Royal Naval Submarine Museum and Hartlepool. All risk improvement requirements arising therefrom have been completed.

- b. Claims experience, please provide an update on the current-year position and a 5-year claims experience

RSA claims listing 26 June 2010 – 30 June 2015 – please see separate document

QBE claims listing 1 July 2015 to date - TBC

- 43. In terms of the current cover provided, please advise
  - a. What is the PD/BI excess?

GBP 350 increased to GBP 2,500 for subsidence but GBP 25,000 in respect of HMS Victory

- b. Are there any restrictions in cover (e.g. flood or subsidence exclusions) at any of the premises?

No

- 44. In terms of the insured's activities
  - a. Can you confirm the currently-applicable business description?

As stated within the Exposure and Claims Data for Lot 3 i.e. Museum and visitor attraction operators (including special events, conference, and educational facilities, wedding and event facilities, restaurant and catering facilities, corporate entertainment facilities), custodians and operators of HMS Victory. Management of the visitor services operations of HMS Victory. Central Preservation trust for a historic iron hulled warship which operates as a floating museum, function venue and souvenir shop.

- b. Is there any provision of sailing/waterbound experiences, or aviation experiences?

No

- c. Do the insured do any work directly with children beyond hosting school trips?

As a visitor attraction the Museum provides opportunities for children to visit all sites with their families/cares and participate in a range of structured and informal activities as part of their visit. The Museum also provides opportunities for other youth organisations, such as scouting organisations, language schools, etc.

#### **General comment on the nature of the collections held by the National Museum of the Royal Navy**

The National Museum of the Royal Navy tells the epic story of the Royal Navy, its impact on Britain and the world from its origins in 625 AD to the present day. To tell this story the museum holds the most comprehensive collection of Royal Naval heritage in the United Kingdom. It covers both the folk memory of those who have served, and the corporate memory of the Royal Navy and its branches. Significant material is held which is unique to the navy and captures a unique Royal Naval tradition and distinctive ethos.

The collections have an incredible range of material from small items to large Historic Ships, and numbers over 2,500,000 individual items. This varies from figureheads, flags, ship's crests, Royal Marines colours, Submarine Service Jolly Rogers, service personnel oral histories, personal diaries, and nose art from aircraft.

The art collection includes over 4,500 oil paintings, watercolours, drawings, and prints. Its most distinctive works were created by artists who either served in the Royal Navy's

different branches, or were given unique access to the navy. Some of these can be viewed online on the Art UK website.

The museum's significant collection of Historic Ships also forms part of the National Historic Fleet. This includes: HMS Alliance (A Class Submarine); Holland 1 (Submarine); HMS Caroline (Light Cruiser); HMS Victory (Ship of the Line); HMS M33 (Monitor); Landfall (ex-Landing Craft Tank LCT 7074); and HMS Trincomalee (Frigate).

Two major technological collections are also held by the museum held at the Fleet Air Arm Museum and at Explosion! Museum of Naval Fire Power. These respectively include over 100 aircraft and 10,000 supporting parts and equipment; and guns, missiles, torpedoes and small arms.

A significant collection of archives, photographs and library are also held by the museum and include over 2,000,000 individual items. These collections include personnel records from key branches of the Royal Navy, personal collections including journals, letters and diaries from the American War of Independence in 1776 to Afghanistan in 2003, and rich photographic collections.

**END**