

Topic	Information Presented	Originator
<b>1. Project Description</b>		
(a) Project Description	The work consists of erection of timber partitions in preparation for forthcoming exhibition.	
(b) Appointments		
▪ Client	The Board of Trustees of the National Museums and Galleries on Merseyside (trading as National Museums Liverpool)	
▪ CDM Co-ordinator	National Museums Liverpool Estate Management Department 127 Dale Street Liverpool L2 2JH.	
▪ Contract Administrator	National Museums Liverpool Estate Management Department 127 Dale Street Liverpool L2 2JH.	
(b) Key date – Start of the Construction Phase	2 <sup>nd</sup> October 2017	
(c) Key date – Finish of the Construction Phase	1 <sup>st</sup> December 2017	
(d) Mobilisation period	1 Week	

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	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.	
(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	
(f) Is there an existing health & Safety File?	No specific Health & Safety file is on site. However the Asbestos Register and any other site specific documents are available for reference from the CA.	
(g) Are there any existing drawings, calculations, design philosophies or building reports?	Existing drawings are available upon request.	
(h) Is there an Asbestos Register or Asbestos Reports?	The Asbestos Register is available Although no asbestos materials are present on site.	
(j) Have any of the following surveys been undertaken? <ul style="list-style-type: none"> <li>▪ Asbestos</li> <li>▪ Timber</li> <li>▪ Structural</li> <li>▪ Ground</li> <li>▪ Topographical</li> </ul>	Asbestos Register available on request	
<b>2. Client's Considerations</b>		
(a) Arrangements for;		

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<ul style="list-style-type: none"> <li>Planning and managing the construction work</li> </ul>	<p>Site progress meetings chaired by NML Estate Management Department and will be held fortnightly on site. These meetings shall be attended by representatives of each of the Contractors.</p>	
<ul style="list-style-type: none"> <li>Health and safety goals for the project</li> </ul>	<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"> <li>Communication and liaison from Client to others</li> </ul>	<p>All communication will be made through the Contract Administrator</p>	
<ul style="list-style-type: none"> <li>Security of the site</li> </ul>	<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 Contract Administrator. A security pass system will be in operation on Site and the Contractor shall adhere to directions given by authorised security personnel and the Contract Administrator. 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 / Contract Administrator with regard to access routes throughout the site. In addition the Contractor shall liaise with the Contract Administrator to obtain building security badges for staff during the carrying out of the works.</p> <p>The Contractor shall give the Contract Administrator 48 hours notice of personnel visiting the site.</p>	
<ul style="list-style-type: none"> <li>Provision of welfare</li> </ul>	<p>The Contractor shall be responsible for the provision of first aid trained representatives and</p>	

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	<p>first aid equipment for his own staff and workmen at all times.</p> <p>The Client / Contract Administrator will ensure that provision is made for accommodation for WCs and messing facilities.</p>	
(b) Requirements relating to the health and safety of the client's employees, customers or those involved in the project such as;		
<ul style="list-style-type: none"> <li>Site hoardings</li> </ul>	All areas of work are .carried out behind secure doors prohibiting access by the public with the exception of the 5 <sup>th</sup> floor lunchroom screen. A lightweight screen is available to temporarily partition off the works.	
<ul style="list-style-type: none"> <li>Site transport arrangements or vehicle movement restrictions</li> </ul>	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"> <li>Client permit-to-work systems</li> </ul>	<p>Permit systems will be administered on behalf of the Client by the Contracts Administrator. Permits will be required, but not limited to;</p> <p>Hot works, Access to plant rooms, Access to risers, Access to the roof, Access to electrical equipment rooms,</p>	
<ul style="list-style-type: none"> <li>Existing fire precautions</li> </ul>	The building has an active automatic fire detection system. The Contractor must advise the	

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	<p>Contract Administrator 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 Trade Contract Works will not be permitted. Smoking 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 Contract Administrator as 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 Contract Administrator.</p>	
<ul style="list-style-type: none"> <li>Existing emergency procedures</li> </ul>	<p>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.</p>	
<ul style="list-style-type: none"> <li>Areas excluded from the works – authorised requirements</li> </ul>	<p>The Contractor will only be able to work in the building as agreed with the 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.</p>	
<ul style="list-style-type: none"> <li>Existing smoking restrictions</li> </ul>	<p>The building is a no smoking area. Designated smoking areas are to be identified in the construction phase health and safety plan.</p>	
<ul style="list-style-type: none"> <li>Existing parking restrictions</li> </ul>	<p>The Contractor will have access to the limited parking space at the rear of the building with the use of 1 space for the duration of the contract</p>	

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(c) Format of Health & Safety File and any conditions relating to its content	On completion of his 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.	
<b>3. Existing on-site risks and environmental restrictions</b>		
(a) Safety hazards including;		
<ul style="list-style-type: none"> <li>Boundaries and means of access</li> </ul>	All access to the roof will be via the external scaffolding the Contractor will erect during the works	
<ul style="list-style-type: none"> <li>Any restrictions on deliveries or waste collection or storage</li> </ul>	<p>All deliveries are to be made to the building at a time agreed with the Contract. The materials required to erect the scaffolding, will only be brought through the building up to 10am each day or after 5.00 p.m. The Contractor will ensure nothing is damaged within the building as materials are brought through. Items such as long lengths of timber and MDF boards must be carried with at least one person at each end.</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 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</p>	

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	<p>proceed to the satisfaction of the Contract Administrator and remove rubbish, debris and surplus materials daily.</p> <p>No flammable materials are to be stored on the Site.</p>	
<ul style="list-style-type: none"> <li>▪ Adjacent land uses</li> </ul>	<p>The building is located in a pedestrianised area, largely used for recreational and commercial activities.</p>	
<ul style="list-style-type: none"> <li>▪ Existing storage of hazardous materials</li> </ul>	<p>Not Applicable</p>	
<ul style="list-style-type: none"> <li>▪ Location of existing services (particularly those concealed)</li> </ul>	<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"> <li>▪ Ground conditions, underground structures or water courses</li> </ul>	<p>Not Applicable</p>	
<ul style="list-style-type: none"> <li>▪ Information about existing structures (stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems)</li> </ul>	<p>Care must be taken when dismantling ceiling tiles to ensure that ceiling grid and its supports are not damaged.</p>	
<ul style="list-style-type: none"> <li>▪ Previous structural modifications (weakening or strengthening)</li> </ul>	<p>Not Applicable</p>	
<ul style="list-style-type: none"> <li>▪ Fire damage, ground</li> </ul>	<p>Not Applicable</p>	

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shrinkage, movement or poor maintenance which may adversely affect structure		
<ul style="list-style-type: none"> <li>Any difficulties relating to plant and equipment</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Any stressed or post tensioned structures</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Other health &amp; safety information from earlier designs</li> </ul>	Not Applicable	
(b) Health hazards including		
<ul style="list-style-type: none"> <li>Asbestos</li> </ul>	Asbestos register is available upon request.	
<ul style="list-style-type: none"> <li>Existing storage of hazardous materials</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Contaminated land</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Existing structures containing hazardous materials</li> </ul>	Not Applicable	



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<ul style="list-style-type: none"> <li>Health risks from Client's activities</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Working near water (leptospirosis, drowning)</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Working at height</li> </ul>	Ensure all scaffolding access have guard rails and toe boards and are suitably braced.	
<b>4. Significant Design and Construction Hazards</b>		
(a) Significant design assumptions	Please refer to attached design risk assessments.	
(b) Suggested work methods / sequences		
(c) Other control measures	<p>The internal scaffold to erect partitions and undertake ceiling works to be designed by the 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	The Contractor shall confirm any changes of design with the CA before carrying out any works.	
(e) Information on significant risks identified during design	Please refer to attached design risk assessments.	

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(f) Materials requiring particular precautions	No specific materials on site	

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