

Horniman Rules for Visiting Contractors

This sheet sets out the Horniman site rules for all visiting contractors and should be issued to every person for information: We are required under the Health and Safety at Work Act 1974 to ensure that a safe place of work exists for all those who have cause to use the premises.

It is the responsibility of every contractor that their employees and subcontractors are informed of these rules. The Horniman requires, as part of the work contract, that they are strictly adhered to.

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 the Horniman sites in future.

Any wilful ignoring of these rules will result in the person being banned from Horniman sites and any further breach may result in the company being barred from any further work for the Horniman.

Title	Description
Access Control	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 Horniman.
Accidents	All accidents should be reported to the Security Desk and the relevant forms filled in.
Asbestos	It must be assumed by all those planning to move or carry out any works on any historic object, Horniman building, building service, showcase or historic tool of trade that asbestos containing materials are present until proven otherwise, by either documented evidence providing details of all the materials present in the object, or through inspection by a qualified and competent person. Contractors must be made aware that asbestos containing materials are present in the Horniman Estate and historic objects.
CDM	It is a requirement under the Construction (Design and Management) Regulations 2015, the Principal Contractor ensures contractors and self-employed people working on the site are made aware of the relevant portions of the Health and Safety plan. All contractors must ensure that full induction of his/her own staff, sub-contractors staff and the self-employed is carried out and that these site rules are fully understood by all persons employed on site. The Principle Contractor is required to check the competence of any named or nominated contractor for the purposes of complying with the Construction (Design and Management) Regulations 2015.
Equipment	All equipment used by a Contractor must comply with appropriate safety and electrical legislation. Equipment left on site shall be kept in a safe and secure manner and at the risk of the Contractor. All portable appliances used outside of buildings and on construction sites should be suitable for use, suitably tested, with 110 volt power supply, where possible.
Fire alarms and Evacuations	The Main Museum fire alarms are tested every Thursday morning at 07.00 and at 09.45. They will sound for a few seconds only and then stop. This activation is repeated several times. Outbuilding's alarms are tested on a Saturday At all other times when the fire alarm sounds, all contractors must evacuate the building immediately by the nearest exit and gather in the car park 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.
First Aid	First aid is available from security reception, contactable via Radio, Channel 1

Flags and Banners	All flags and banners must have the written permission of the Horniman prior to being displayed.
Food and drink	No food or drink of any type may be taken into, or consumed outside of designated areas; such as staff room and café.
Uniform	Every person working onsite should be in uniform or have clear company identifiers visible. In hot weather shirts must be kept on at all-times across the site.
Language	Foul, offensive or immoderate language is not acceptable at any time.
Late/Lone Working	Any contractor working outside of opening 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.
Materials	The delivery and storage of materials and the routes and times of entry into the Horniman must be agreed with the works Manager in advance.
Parking	<p>There is limited parking space onsite. The Horniman 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 works Manager 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.</p> <p>Any vehicles attending site will need to provide their name and registration for security to log.</p>
Speakers	No radios, speakers or music devices may be used within the Museum or Gardens at any time.
RAMS	Risk Assessment and Method Statements must be provided and approved prior to any works taking place. RAMS should be site specific and take into account that the Horniman is a family focused public estate.
Rubbish	The Contractor is responsible for removing all unused materials and/or rubbish by the completion of the works and at the end of each work period.
Safeguarding	<p>We have a legal and moral obligation to protect children, young people and adults at risk from harm whilst visiting our site. Good safeguarding is to be aware of any situation that may suggest abuse (physical, emotional, sexual, etc.) or neglect. And to not be the cause of any perceived abuse.</p> <p>There are two main ways you will become aware of a safeguarding incident: you might see or suspect signs of abuse or neglect, or someone might tell you about one. Assess if a safeguarding incident is an emergency, put out a radio call immediately stating Safeguarding Incident emergency, in the meantime listen to and observe the incident carefully.</p> <p>Do</p> <p>Talk to children and adults at risk</p> <p>Let someone else know if you feel uneasy about something you've observed</p> <p>Keep your eyes open across the whole site and pay particular attention near gates, especially London Road gate (traffic)</p> <p>Put the needs of the child or adult at risk first in a situation where you have to use your own judgement</p> <p>Don't</p> <p>Don't touch a child or initiate touch</p> <p>Be alone with a child or adult at risk – radio/call for a second person</p> <p>Take photos of visitors (Press/marketing teams use consent forms)</p> <p>Share details of safeguarding incidents with anyone other than members of safeguarding group</p>

Safety Equipment	<p>Barriers must be used when working in public or high traffic areas, the method of cordoning off areas must take in to consideration children's ability to run under barriers.</p> <p>Personal Protection will be worn wherever risk exists, both inside and outside of the buildings. Contractors should ensure they wear appropriate personal protective clothing including hard hats, footwear and remain highly visible when working onsite.</p>
Smoking	<p>Smoking is not permitted anywhere in the Museum at any time, including courtyard areas.</p> <p>Designated smoking areas include:</p> <p>Next to the gates in the car park of the Michael Horniman Building.</p> <p>The picnic benches in the car park of the Study Collections Centre.</p> <p>In the public garden area, provided uniforms or badges are not visible.</p>
Telephones	<p>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.</p>
Toilets	<p>Contractors may use only the toilets designated by the Horniman.</p>
Vehicle Access	<p>All means of access must be agreed in advance by the works Manager. The normal access route is via the Horniman Drive gate. Contractors should be reminded of the rules while driving a vehicle on site and must be observed.</p> <p>When onsite: Speed limit onsite is 5 mph, Hazard lights remain on, Pedestrians have right of way, No reversing without a banksman present, no driving on grass or stone verges</p>
Work Permits	<p>All works which have any element of increased risk must be agreed in advance with the Facilities Manager or Head of Estates and an additional Permit to Work submitted. This may require isolation of the fire alarm system prior to the commencement of any hot 'work'. Work may not commence until this precaution has been confirmed by Security.</p> <p>Any deactivation of alarms should be logged in the security log book.</p>
Work Site	<p>Contractors should restrict their movements to the designated work site and agreed access routes.</p>