



Guidance for Contractors working with National Museums Northern Ireland

Health and Safety

Security

Collections Care

June 2020

V1.4



Guidance for Contractors working with NMNI

This guidance is designed to ensure contractors comply with National Museums NI's health and safety, security and collections requirements. The Guidance ensures a safe and secure environment for Contractors, National Museums NI staff, visitors and our Collections. Everyone needs to take the right precautions to reduce the risk of workplace accidents, breaches in our security system or damage to our Collections.

Considerate Contractors

We expect Contractors to promote, encourage and achieve best practice as established in the Construction Industry Code of Considerate Practice. Contractors should:-

- Be organised and professional at all times
- Consider their impact on NMNI and our neighbours and visitors
- Protect and enhance the environment by controlling waste and using sustainable systems of work
- Aim for the highest levels of safety and security performance at all times
- Provide a supportive and caring working environment

Facilities

Contractors will normally be allowed to use NMNI facilities such as toilets and restaurants. This permission is subject to considerate use of our facilities by contractors. Considerate use means:

- Operatives must only use cafes and restaurants if they are wearing clean clothing / overalls and their contractors pass is clearly displayed.
- Toilets must be left in a clean condition.

If we find that our facilities are being abused then we may withdraw permission to use them. If permission to use our facilities is withdrawn contractors will be required to provide full welfare facilities, at their own cost.

Safeguarding

As part of our procurement procedures contractors are advised that they are required to accept our Safeguarding Children and Vulnerable Adults Policy and Procedures. All purchase orders

will carry a statement to this effect and will direct you to a link to this policy on our website.

Behaviour and Dress

Contractors must respect our museums in terms of language and personal interaction with co-workers and others. Playing of radios or other amplified sound systems is not permitted on NMNI sites to prevent disturbance to other activities or visitors.

Contractors should refrain from loud or abusive behaviour; racist, sexist or homophobic behaviour will not be tolerated under any circumstances and anyone presenting such behaviour will be removed from site. We require contractors to maintain reasonable standards of dress at all times.

Alcohol and Drugs

The use or possession of restricted drugs on NMNI premises, except those prescribed by a doctor, is forbidden. Any contractor found to be in breach of this requirement will be removed from site. Where prescribed medicines could impact upon a person's ability to carry out their duties, including carrying out safety-critical roles such as operating plant and machinery, they should be removed from these activities.

Contractors are not permitted to consume alcohol on NMNI premises during working hours. Any individual found consuming alcohol will be required to leave site. Additionally, any individual suspected of being under the influence of alcohol or drugs when arriving on site will not be permitted to commence work. We expect contractors to fully co-operate with NMNI.

Smoking

All NMNI premises are designated as "non-smoking" this includes the use of e-cigarettes. Our smoking policy includes any buildings, or parts of buildings, handed over to a Contractor. Any persons found breaching these requirements may be asked to leave site.

Mobile Telephones

The use of mobile phones is permitted on site. However, users are asked to do so considerately, i.e. no loud conversations in occupied buildings where others are working. Phones must not be used where this could endanger safety, e.g. when driving on site, on ladders or operating machinery.

Vehicles

Onsite parking is available by prior agreement. Vehicles must be identifiable and parked in designated areas.

In particular, Contractors must:

- Only drive vehicles which they hold the appropriate licences for;
- Observe relevant NMNI speed limits;
- Not use mobile phones when driving.

Vehicles should not be driven within the museums during visitor opening hours. There are restrictions on vehicle movement at this time and only authorised vehicles are permitted within the museums. Where permission has been granted by a Manager then hazard warning lights must be used

and speed is restricted to 10mph. Failure to comply with this instruction may mean the vehicles are not permitted within the museum.

Museums opening times:

Ulster Folk Museum and Ulster Transport Museum

March to September

Tuesday to Sunday 10:00 – 17:00

October to February

Tuesday to Friday 10:00 – 16:00

Saturday & Sunday 11:00 – 16:00

The Ulster American Folk Park

March, April, May, June & September

Tuesday to Sunday 10:00 – 17:00

July & August

Monday to Sunday 10:00 – 17:00

October to February

Tuesday to Friday 10:00 – 16:00

Saturday & Sunday 11:00 – 16:00

Housekeeping

Poor housekeeping creates a number of issues for NMNI. People are more likely to trip and fall, fires are more likely and poor housekeeping is also increases security and pest risks.

- All materials must be kept in an orderly state in the designated place.
- All debris or waste must be cleared as soon as possible.
- Waste not cleared will be removed by NMNI and the cost charged to the contractor involved.

1 NMNI Health and Safety

2 NMNI Security

3 NMNI Collections Care

1 NMNI Health and Safety Guidance for Contractors

1.1 Your Responsibilities

Contractors must co-operate with NMNI on matters relating to health, safety and welfare at all times

1.2 Commencement of Work

Risk assessments and method statements should be completed in advance of any work and shared with NMNI.

Contractors must report to their nominated NMNI contact on site before work starts.

When Contractors have finished they should sign out every day and return any visitor badges on every visit.

NMNI Project and Facilities Managers have authority to suspend work if contractors fail to meet their responsibilities for health, safety and welfare

NMNI reserves the right to take photographs, measurements, review documents and inspect work and work areas, etc. to confirm compliance with health and safety legislation and best practice.

1.3 Training and Competence of your Employees

Employees should be suitably and sufficiently trained and experienced to carry out their work safely.

1.4 Enforcement Notices

Where any Enforcement Notice is served you must notify NMNI immediately about the Notice and the action you intend to take.

1.5 Plant and Equipment

Plant and equipment must be of good construction, sound material, and adequate strength, free from patent defects, properly maintained, competently operated and routinely inspected.

All electrical work and work using electrical tools and equipment must be carried out in accordance with the Electricity at Work Regulations.

1.6 Waste Materials

Skips should be located in a safe area, more than 6m from the glazed face of a building and away from gas cylinder stores.

Skips must be the covered.

1.7 Safety Equipment and Clothing

Contractors should provide all the necessary Personal Protection Equipment (PPE) for their staff and ensure that it is used properly.

1.8 Supervision

A competent person must always be present to supervise, direct work and implement any instructions from NMNI.

1.9 Permits to Work

Hazardous work situations requiring a Permit to Work include: Hot Work, Pressure Systems, High & Low Voltage Systems and work involving Asbestos. Where appropriate the NMNI Permit to Work System will be used.

1.10 Electrical Plant

Contractors should not enter any sub-station, switch room or similar area without permission from NMNI and an authorised and signed Permit to Work.

1.11 Underground/Overhead Services

Method Statements are required where underground or overhead services may exist. Contractors must take adequate steps to locate, identify and mark such services.

1.12 Noise and Vibration

Work noise must be kept to a minimum at all times and must not exceed acceptable levels.

Particularly noisy work should be brought to the attention of staff working in the area in advance.

1.13 Plant Operation

Contractors should be aware that some NMNI plant and equipment may be remotely and automatically controlled through our Computerised Building Management System.

1.14 Asbestos

Before starting any work Contractors should consult the NMNI Asbestos Register.

If accidental disturbance occurs or where a material suspected as being asbestos is found, work should cease immediately and the Facilities Manager informed as soon as possible.

1.15 Fire Precautions

If you discover or suspect a fire, raise the alarm immediately by operating the nearest fire alarm call point.

When you hear the alarm evacuate the building by the nearest available exit and go to the assembly point.

If the alarm has been activated as a result of your activities everyone must still evacuate.

Do not re-enter the building until you are told it is safe to do so by National Museums NI Managers.

Before commencing work:

Make sure that you are familiar with the routes of escape, including alternative routes.

Where work is to be carried out which requires temporary closures or restrictions of designated exits alternative routes must be clearly marked and agreed with NMNI in advance.

Store, secure and stack materials, plant and machinery safely.

Exit routes must not be obstructed and all doors and staircases kept clear at all times.

The following is strictly controlled:

Use of equipment, materials and processes which could cause a fire or increase its severity

Containers containing flammable liquids, vapours or gases must be stored in a safe place, agreed with NMNI, and returned to the safe place after use every day.

The NMNI Safety Manager must be consulted before flammable materials are stored on any site.

Suitable fire extinguishers must be available close to any hot work. NMNI extinguishers cannot be used for this purpose

1.16 Working Areas

Apart from access, do not leave or extend your working area without NMNI approval.

1.17 Services

Do not make any connections to electricity, gas or other services without NMNI authorisation

1.18 Excavations

All excavation work requires a Method Statement.

- Consult with the Head of Buildings and Estates and Facilities Manager, who will authorise the work and advise on electrical cables, drains, gas, water mains etc., likely to be affected.

1.19 Compressed Gas Cylinders

Make adequate arrangements for the safe storage of all your cylinders. Do NOT store cylinders inside our buildings.

1.20 Working at Height and on Roofs

Work carried out on roofs and at height must comply with relevant HSENI guidance.

1.21 Scaffolding

Independent and tower scaffolds must be erected in accordance with BS 5973 and not undermine building security.

- Scaffolding must be erected by competent staff.
- Scaffold in place for more than one week should be inspected each week and after bad weather or an incident.

1.22 Working Alone

Have suitable safety controls in place for any lone worker working on NMNI premises and should inform the Project or Facilities Manager of the lone working requirement in advance

1.23 Persons other than your Employees

In addition to having suitable safety controls in place for their own employees Contractors should ensure the safety of NMNI staff and visitors.

1.24 Welfare Provision

Provide or agree suitable welfare facilities with NMNI in advance.

1.25 Control of Pollution

Do not put waste, chemical or any other substance into an NMNI drain or disposal container.

Toxic substances must be collected and stored separately and disposal arranged in accordance with regulations and in agreement with NMNI

Copies of any record of disposal of waste material should be given to the Facilities Manager.

1.26 Accident Reporting

Record details of all accidents in areas under your control.

- Retain records and provide copies of accident forms to NMNI on request
- Notify the relevant enforcing authority of any injury, dangerous occurrence or disease which is reportable under RIDDOR
- Provide NMNI with a copy of any completed NI2508 RIDDOR form.

1.27 First Aid

NMNI has undertaken first aid assessments for its own activities and staff and for its visitors. NMNI has not carried out any assessments for contractors and Contractors should have their own arrangements in place for the provision of first aid to their staff. Where areas are shared NMNI and the Contractor will agree on how adequate first aid provision will be made.

1.28 NMNI Tools and Equipment

NMNI will not lend or allow contractors to use their equipment, tools, vehicles or appliances.

1.29 COVID 19 Coronavirus

The potential for ill health from Coronavirus is significant and well known. NMNI will ensure that all contractors are operating in as safe a manner as possible.

Commencement of work

Risk assessment and method statements should be provided to NMNI in advance of any work. These documents should make direct reference to Covid 19, assess the risks involved and provide appropriate control measures to be agreed with NMNI in advance.

Control Measures

The most significant control measures are well publicised and everyone will be aware of them.

Where any contractors or their employees have any of the symptoms of COVID 19 they should **NOT** come to work and follow the guidance of the Public Health Agency NI

Anyone working with NMNI should maintain a social distance of 2m where at all possible and to wash their hands frequently and regularly with soap and hot water and sanitiser if soap and water are not available.

Arrival on site

In addition to already established security protocols additional measures may be in place to limit the spread of COVID 19. These measures will be explained during the signing in process at each site and further displayed on appropriate signage.

2 NMNI Security Guidance for Contractors

Physical security means the positioning of physical and procedural obstacles to prevent unauthorised access to our buildings and other physical assets. For NMNI this is a combination of:-

- **Intruder Alarm Systems** including area surveillance sensors, perimeter protection, infra-red devices, etc.

- **Access Control Systems** including card systems, intercom and keys held by authorised persons
- **Closed Circuit Television (CCTV) Systems** including video surveillance, cameras and recording systems.

Contractors are required to comply with NMNI security protocols at all times.

Where appropriate NMNI will undertake security risk assessments for projects and activities. The assessments may require change or modification to the protocols with additional or alternative systems put in place. All contractors will be advised on any changes and are required to comply with them.

2.1 Arrival on Site

Do not arrive unannounced to carry out any work – you will be refused access. Make sure that the Facilities Manager knows when you are to arrive and they will make sure that Security are aware of you and what you are doing.

2.2 Report to Security

On arrival report to Security, do not off load any materials or equipment until you have approval to be on-site.

2.3 Sign in and Identity Badge

Contractors are required to sign in and may be asked to produce evidence of their identity. NMNI has an identity badge system to enable staff to identify authorised visitors in non-public areas. These badges are required to be visible at all times. It is the responsibility of Contractors to make sure that their staff wear appropriate badges.

NMNI staff are instructed to challenge, politely, any person not displaying identification and escort them to the main reception area.

2.4 Staff Working on NMNI sites

When working in specific areas you may be asked to provide a list of staff who will be working with you in advance of work starting. You may also be asked for evidence of ID for such staff. Under these circumstances personnel other than those listed may not be allowed access.

2.5 Accessible Areas

NMNI has zoned buildings for the security of its collections and will apply appropriate criteria for access to each zone. Where an individual is found in an area without authorisation NMNI will remove them from the site. Contractors will be informed of the security rating of the area they are working in and the appropriate security clearances and requirements.

2.6 NMNI Escorts

In many areas you will be escorted by a member of NMNI staff or security personnel. It is up to NMNI to decide if you can continue to work if no members of NMNI staff are available to accompany you. In some areas security will take precedence over all other issues.

2.7 Vehicle Checks

Depending on the security assessment you may be required to provide details of the vehicles you will be using including the registration numbers in advance.

Vehicles leaving any NMNI site may be subject to random search by NMNI security staff or managers.

2.8 Plant, equipment, materials and tools

All equipment and materials brought onto site by contractors must be kept physically separate from NMNI resources. Contractor equipment should be marked to show its ownership.

2.9 Photography

Photographs may not be taken without approval in advance from the Project or Facilities Manager.

In some areas our security assessment will mean that all photographic devices including mobile telephones will be surrendered at Security for collection later.

3 NMNI Collections Care Guidance for Contractors

NMNI has collections of art, natural history and historic objects which have relevance to the people of this part of Ireland. Museums specimens are unique and, unlike in most other situations, damage may not be repairable.

Some types of specimens are particularly vulnerable. The following features make specimen more susceptible to damage:

- Original paint surfaces
- Original upholstery
- Loose or moving fittings
- Parts that look robust but are often more fragile than they appear e.g. canvas roof
- Manufactured using light weight moulded material e.g. aluminium body work of DeLorean Car

The Collections Care Manager will provide detailed guidance on working in Collections Stores and around objects.

3.1 Access to Collections Stores

Contractors will not have unsupervised access to Collections stores without the approval of the Collections Storage Manager or Collections Care Manager in advance.

3.2 Activities around Collections Stores and Objects

Activity will not be carried out where they might harm an object without an assessment of the work, the hazards it presents and the controls necessary to protect objects by the Collections Care Manager, in advance.

The following precautions are to be taken:

- **Do not touch specimens**
- **Do not place tools or equipment on specimens**
- **Be careful when moving equipment, tools or materials in the vicinity of specimens**

- **If you feel there is risk of damage request that items are covered or padded**
- **Do not move specimens – consult with museum staff to get it moved**
- **Do not move dust covers or other protective coverings**

3.3 Food and Drink

Food and drink may not be taken into or consumed within any Collections Store, Gallery or other area designated by Collections Care Manager.

3.4 Controlling Dust

Dust can be very harmful and it is more difficult to remove than to avoid contamination at source. Abrasive dust from building materials and metal is more damaging than wood dust but all types of dust can cause damage.

Some types of specimens are particularly vulnerable these include specimens:

- Made of textile or finished upholstery
- That have highly reflective paint surfaces
- Made of softer materials such as aluminium or plastic
- That have tacky or waxy surfaces (note some surfaces become tacky with age)

The following precautions are to be taken to reduce dust.

- **Ensure that specimens in areas where dust is generated are covered**
- **Use extraction equipment at the point where the dust is generated where possible – a vacuum cleaner will be effective if other extraction is not available**
- **All work areas must be left clean**
- **Do not use a brush to clean up dust and debris**
- **Vacuum dust where possible**
- **Damp cloths can be useful for removing dust but should not be used on or near specimens**
- **Angle grinding should not be undertaken in areas with specimens**
- **If drilling needs to be carried out extraction should be used**
- **If you feel there is a risk of dust being created ask for items to be covered**

3.5 Damage to any Object

Normal safe working practices should be adopted

- No smoking is permitted in any of the gallery spaces
- Water should only be used in the galleries with caution
- Use of any dangerous substances such as solvents must be reported to museum staff
- Use of any heating equipment / hot work must be reported to museum staff
- Keep the gallery area secure where possible

- Personal belongings and personal storage areas may be inspected at any time
- Only authorised persons are allowed within galleries during closure
- Report any unauthorised person to museum staff

Do NOT attempt to fix any object, move or collect any pieces for repair.

NOTE

Any damage or suspected damage to collection material must be reported immediately to the museum staff on duty

A Damage and Loss Report form must be completed for each incident.

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