

FUNDACIÓN MUSEO PICASSO MÁLAGA - INFORMATION AND INSTRUCTIONS FOR BUSINESSES  
AND PROFESSIONALS CARRYING OUT ACTIVITIES IN THE MUSEUM

Dear Sirs,

In accordance with Chapter III of Royal Decree 171/2004 of January 30, implementing article 24 of Spanish Law 31/1995 of November 8, regarding Health and Safety at Work and the coordination of business activities, I hereby inform you as proprietor of the workplace and before the start of your activities of the risks inherent to the workplace, of the measures for the prevention of said risks and the applicable emergency measures, so that you may pass these on to your employees.

Given that employees of your company will carry out activities at our workplace, instructions are also provided, as established in article 8 of the aforementioned Royal Decree 171/2004 of January 30, regarding the prevention of risks for employees of companies carrying out activities in the Museum, as well as applicable measures in the event of an emergency situation.

Information on risks, preventive measures in the workplace and instructions for risk prevention and emergency measures are all specified in the attached document.

You are advised that Museo Picasso Málaga has its own Self-Protection Plan, and that in the event of an emergency, our personnel will be in charge of coordinating the evacuation of your employees.

Please do not hesitate to contact the following people to clarify any doubts or report any incidents:

- Regarding safety and emergencies: Mr. Joaquín Peralta, Safety Director, Museo Picasso Málaga
- Regarding installations and equipment: Mr. Sergio Cabrera, Head of Facilities, Museo Picasso Málaga

We would also like to kindly request you send us, before the start of your activity, information regarding risks (should there be any) for our personnel or employees of other companies carrying out their activity in our workplace, that may result from your own activities (art. 4.2 RD 171/2004), as well as a signed delivery receipt.

Before starting the activities, you shall send the following information:

1. Do the services you provide generate hazards that may affect the Museo Picasso Málaga's employees or professional carrying? No Yes

If the answer is yes, please indicate what they are and the corresponding preventive measures.

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2. If you are going to make in our workplace some of the following activities, please check the appropriate box:

- Welding                       Work with radial                       Working at heights over 3.5 mt
- Work with electrical connection                       Work in confined spaces.

Execution of any of these activities, require a work permit and compliance with specific instructions to the effect will advise the contact you specify in Application for new professionals/artists/suppliers

Yours Sincerely

  
**Fundación Museo Picasso Málaga**

Signed: Raquel Merino Marbán  
Head of Human Resources and Administration Services

Delivery Receipt: .....

Company: .....

Position: .....

Please send to email address [rrhh@mpicassom.org](mailto:rrhh@mpicassom.org) or to fax no. 952604570

RISKS	PREVENTIVE MEASURES
<p>PEOPLE FALLING ON THE SAME LEVEL</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>• Avoid running inside the facilities, especially when going down the building's stairs.</li> <li>• Notify the Museum's Head of Facilities of any liquids or substances on the floor that may increase the probability of an accident.</li> </ul> <p><b>IF YOU CARRY OUT MAINTENANCE WORK</b></p> <ul style="list-style-type: none"> <li>• If you access the machinery room, pay attention to any installations or ducts passing through transit areas, as well as any possible inclination. You may, at times, also find material stored in hallways.</li> </ul> <p><b>IF YOU CARRY OUT CLEANING TASKS</b></p> <ul style="list-style-type: none"> <li>• Immediately clean any spilled liquids that you find on the floor and signal this with a warning panel.</li> <li>• Wear shoes with a non-sliding sole and heel support.</li> </ul>
<p>ENTRAPMENT IN SERVICE LIFTS, SUPPORT PLATFORM NEXT TO RESTORATION OR OTHER INSTALLATIONS AND MACHINERY.</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>• Using the service lift to transport people is prohibited.</li> <li>• It is also prohibited to manipulate the loading/unloading support platform next to restoration.</li> </ul> <p><b>IF YOU CARRY OUT MAINTENANCE WORK</b></p> <ul style="list-style-type: none"> <li>• Do not carry out maintenance on machines or installations with accessible moving parts, without disconnecting the power beforehand.</li> </ul>
<p>HITTING IMMOBILE OBJECTS.</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>• Pay special attention to areas with elements at low height, such as (for maintenance companies) in the administration building rooftop, in some of the machinery rooms, in the room under ticket offices because of the position of air conditioning, etc.</li> </ul>
<p>CUTS, ENTRAPMENT, PROJECTIONS.</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>• Unless expressly authorised by the Head of Facilities, do not enter the workshops of maintenance personnel (woodwork, workshop in rooftop, etc.).</li> <li>• Do not manipulate any of the machines property of the Museum unless you have been previously authorised to do so by the Head of Facilities.</li> </ul>
<p>PEOPLE FALLING FROM HEIGHTS.</p>	<p><b>IF YOU CARRY OUT MAINTENANCE WORK</b></p> <ul style="list-style-type: none"> <li>• Do not walk or work in areas higher than two metres above ground without using the appropriate protection against the risk of falling. Keep this in mind especially if you access the rooftop.</li> <li>• If you access the skylight, ask for instructions in advance regarding recommended transit areas.</li> <li>• Do not manipulate lifting platforms for Museum personnel if you have not been previously authorised to do so by the Head of Facilities.</li> </ul> <p><b>IF YOU CARRY OUT CLEANING TASKS</b></p> <ul style="list-style-type: none"> <li>• Access the archaeological area (to clean the glass panels) via suitable locations, never by jumping in significantly uneven areas. If necessary, always use adequate auxiliary means (ladders).</li> </ul>
<p>EXPOSURE TO ELECTRICAL CONTACTS.</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>• Do not manipulate, under any circumstances, the electrical installation, except for basic operations such as connecting or disconnecting equipment to wall sockets. Do not operate any equipment or installation if there are accessible active parts (this activity should only be carried out by qualified personnel).</li> </ul> <p><b>IF YOU CARRY OUT CLEANING TASKS</b></p> <ul style="list-style-type: none"> <li>• Do not carry out any cleaning tasks with water or damp cloths on equipment powered by electricity, without unplugging it beforehand.</li> </ul>

<p>EXPOSURE TO HARMFUL SUBSTANCES.</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>● Unless you have express authorisation from curatorial staff, do not manipulate chemical products property of the Museum, especially if you access the Conservation department.</li> </ul> <p><b>IF YOU CARRY OUT CLEANING TASKS</b></p> <ul style="list-style-type: none"> <li>● Manipulate only and exclusively chemical cleaning products provided by your company, using the necessary individual protection equipment. Be aware of each product's properties and their incompatibilities (do not mix bleach and ammonia, for example).</li> </ul>
<p>NOISE</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>● Though unusual, from time to time there may be high acoustic levels in the Museum (pressure washers, garden leaf blowers outside the building, etc.). Use hearing protection.</li> </ul> <p><b>IF YOU CARRY OUT GARDENING, MAINTENANCE OR CLEANING TASKS</b></p> <ul style="list-style-type: none"> <li>● If you work with any tool that produces high acoustic levels, bear in mind that the use of hearing protection is mandatory while you are using said equipment.</li> </ul>
<p>RUN OVERS AND VEHICLE COLLISIONS.</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>● If you carry out tasks outside the Museum, in areas with car traffic, pay special attention to moving vehicles. Observe all transit rules for pedestrians on public roads (avoid crossing in unsuitable places, walk on the pavement) and make yourself seen by wearing high visibility clothing.</li> </ul>
<p>THERMAL DISCOMFORT.</p>	<p><b>IN GENERAL</b></p> <ul style="list-style-type: none"> <li>● If you work in the exhibition area, avoid constantly entering and exiting the building, as abrupt changes in temperature favour the appearance of respiratory pathologies. Remember that temperature inside the exhibition areas needs to be constant for the correct maintenance of exhibited works.</li> </ul>