



Tag Industrial Scaffolding Limited
West Float, Dock Road
Birkenhead
CH41 1FD
0151 638 4838

Email: admin@tag-scaffolding.com

SAFETY LOG

This document records vital information about job specific documents. It should be completed fully by all relevant people and must be kept with the documents it refers to.

Reference:	Description:	Created By:	Date:	Signature:
MS/74643	Method Statement 34 Charlotte Street	Jon McHale	13/05/24	
TBRA/74643	Risk assessment 34 Charlotte Street	Jon McHale	13/05/24	

The documents listed above should be communicated to all relevant people, they should be read and if accepted each individual involved should sign & date below. Circumstances can change over time and there is a duty placed upon us to consider the effects of any changes on our working environment. Any significant changes must be documented and communicated to all people involved. To comply with this duty, task based documents should be reviewed and updated on a regular basis and regular toolbox talks should be given providing the relevant information & instruction.

Next Review:	Reviewed By:	Findings:	Signature:

I have read the documents listed above and fully understand what is required, I agree to follow this safe method of work and if for any reason it can't be followed I will stop work and seek advice from the person named in the "Created By:" section.

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

[illegible]



Tag Industrial Scaffolding Limited
West Float, Dock Road
Birkenhead
CH41 1FD

0151 638 4838

REFERENCE: MS/64922

Email: admin@tag-scaffolding.com

METHOD STATEMENT

SITE: 34 Charlotte Street

CLIENT: TJM Projects

CONTACT: Brandon Wright

AREA: 34 Charlotte Street

DATE: 13/05/24

TASK: Erect/dismantle a tied independent scaffold for safe access to the windows & roof, Charlotte Street, Faulkner Street & Reyner Street elevations.

SECTION 1 Access and Works

1: Site Access

All access will be external. All employees must then register on site in the main reception, where a daily pass will be issued (must be returned upon signing out). All staff will then undergo a full TJM PROJECTS site induction. Once inductions are complete TAG's Site Supervisor will brief all TAG operatives on this MS and associated RA's, and answer any relevant queries.

All TAG staff will then sign the MS and RA's, and this will be retained on site in TJM PROJECTS's Site Management File for inspection at any time.

2: Traffic Management Plan (TMP)

All site traffic will comply with TJM PROJECTS's TMP, especially the 5mph site speed limit. All vehicles will be marshalled by either TAG's staff or TJM PROJECTS Banksman. We will use low level crowd control fencing to barrier off any temporary lay down area, ensuring access or emergency egress routes are not restricted at any time.

3: Material Delivery

Once signed onto site TAG's vehicle(s) will be carefully positioned next to the unloading and / or work area. Prior to any off loading or loading of vehicles suitable harnesses will be attached to each vehicles side rail system, to prevent falls from height from the loading decks. High viz clothing must be worn and a banksman will be used for any vehicle movements during off loading and loading. The vehicle will be parked as close to the works as possible, to prevent carrying materials across the path of pedestrians or other site vehicles or RESTAURANT deliveries.

4: Area Designation

Before starting work, we will designate an agreed safe area, which excludes all other people from our working area and prevents unauthorised access. We will use black & yellow hazard tape with men working overhead signs. Fire escapes and other will access points will be maintained at all times.

5: Erection and Dismantling of the Scaffolds

The scaffold conforms to standard design set out in TG20 so requires no further design. TG20 compliance sheet attached.

The scaffold will incorporate a full pavement lift to allow pedestrians safe passage below. Please see TG20 Compliance sheet.

Once the work area is designated we may erect, modify or dismantle the scaffold. Safety harnesses must be worn and used in accordance with SG4 training. Ladders must be used for access & egress which must be tied or footed at all times. Materials must be passed (not thrown) and should be stacked neatly at the base of the scaffold. Any standards or tube in the direct path of pedestrians must be fully protected with high visibility foam padding. A scaffold incomplete Scafftag will be fitted as soon as scaffolding operation begins. Only qualified scaffolder must carry out this task.

Ties

This is a listed building and damage must be prevented at all costs. The building has been scaffolded in the past and there is a large number of historical fixing which are the old style expanding Hilti Ties. Some are just holes with no insert and a number have inserts which are corroding. None of the inserts have the required telltale mark which shows the setting tool was sent home correctly and if it was it would have certainly cracked every piece of stone. For me to attempt to use any of the existing ties I'd need to use a setting tool striking it with a lump hammer to expand the insert properly. I'm not prepared to carry out this task as it will cause untold damage to the fabric of the building. Therefore, it's my opinion we can't use the existing ties and must create new ones following tie pattern A as per the TG20 compliance sheet. This will place ties on a 4m grid over the façade of the building however this may fluctuate if there are obstacles windows etc preventing ties. This pattern is universal, therefore any ties we install could be re-used in the future.

Fixing into the mortar joints: We have assessed this as an option, the joints are only 5mm and we'd need a 14mm hole. This would create a semi-circle cut into the brick top & bottom of the hole which would be impossible to repair to any standard. We intend to carry out a test tie using 8mm self tapping fixings to check for suitability

Only butt tube up to the building at each tie location, tube contacting the building must be protected with plastic end caps.

On Reyner street the pavement is narrow, to accommodate this we will need to install sheer ties on this elevation to allow an external cantilever above traffic height. The sheer ties will follow the same tie pattern but require a double tie in a 4m grid.

The scaffold will be tied into the building using 14mm nylon inserts with rings and hooks as detailed in TG4:19.

Ties must be installed and tested in accordance with TG4:19, the pull tester must be calibrated.

- Drill a 14mm hole in a suitable location in the brick.
- The hole must be properly cleaned using a large volume blower.
- Push the nylon anchor into the hole.
- Screw in the eye bolt to the correct depth.

- Pull test as required using a calibrated test machine. Tags to be installed on all tested ties.
- On completion ties will be removed with the progress of dismantling. Holes will be capped using tight fitting plastic caps which will be red in colour to best match the brick. This prevents water ingress but allows the holes to be re-used in the future for any scaffold operations.

Erect Sequence:

1. Install locking lift at ground level to set out base dimensions and safely hold standards.
2. Erect standards.
3. Install ledgers and transoms for the base lift. (Fix Scaffold Incomplete Sign)
4. Use scaff-step to pre-install guardrails to all sides (Attach harness whilst using the step).
5. Board out the lift
6. Install ladder, tied with 8mm nylon rope.
7. Access the lift safely with guardrails already installed.
8. Install toe boards ledgers and transoms for second lift.
9. Install ties following the tie pattern of TG20:13 and scaffolder training.
10. Use scaff-step to pre-install guardrails to all open sides (Attach harness whilst using the step).
11. Repeat steps 5 – 10 for remaining lifts.
12. Remove all spare materials inspect scaffold and handover to CPW.

Dismantle Sequence:

1. Dismantle lower guardrail and toe board, passing all spare materials down.
2. Climb down ladder to lift below.
3. Remove boards from overhead and the redundant ladder. Again, safely passing all spare materials down.
4. Use scaff-step to remove the redundant rail overhead (attach harness when using the step).
5. Dismantle the redundant lift including braces & ties, safely passing all spare materials down.
6. Repeat steps 1-5 to complete the process.

On completion ties will be removed with the progress of dismantling. All holes both new and existing will be made good by TJM Projects using colour matched mortar filled and smoothed at the brick face.

Once our section is complete it must be inspected by a competent person then further inspections carried out at intervals not greater than 7 days, after adverse weather conditions or alterations to the scaffold.

6: Monitoring, Rescue and Protection of the Works

TAG's permanent on site Supervisor will constantly monitor the daily works, and ensure unsafe working conditions or acts do not arise. Should any situation, change or incident occur where the ongoing safe systems of work (SSOW) may be compromised, work will cease immediately, TJM PROJECTS's Site Management will be notified, and a new or revised SSOW be implemented to accommodate the changes.

TAG's Supervisor (or other nominated competent person) will also implement the required weekly scaffold inspections (or other required inspections such as after adverse weather conditions) and maintain the Scafftags. Duplicate documentation must be issued to TJM PROJECTS's site office for holding in the Site Management File.

RESCUE PLAN NO.1 WITHOUT SPECIALIST RESCUE EQUIPMENT.

In the event of a person falling from an independent, tower, birdcage scaffold, or any other structure where there is access adjacent to the suspended person then the guidance below is to be followed:

1. RESCUE PROCEDURE
 - The priority MUST be to recover the suspended Scaffolder from suspension as quickly as possible, without endangering unnecessarily, the safety of the rescuer(s) or the casualty.
 - Inform the Emergency Services and Site Management as soon as practicable to make them aware that there is an emergency and to request assistance.

- If conscious, can the suspended Scaffolder recover themselves or assist in their own rescue?
- Can they climb back on to a platform?
- Can they support themselves on part of the structure so that they are not solely supported by the harness e.g.: get a foothold on a tube?
- If conscious, can the suspended Scaffolder take steps to reduce the risk of further injury until rescued? e.g.:
 - o Encourage them to keep all four limbs moving to aid blood, by flexing the leg muscle
 - o Transferring body weight from one side to the other.
 - o Make use of foot support straps, if available.
- Colleagues can move to, or create, a working platform at a position adjacent to the casualty, clip-on the guardrail, ledger or other suitable anchorage point, and assist them to get onto the working platform. If the casualty is unconscious, then they must be manoeuvred manually on to the platform. Note: If the lift is a not boarded, then the rescuer(s) should create a temporary platform a minimum of 4 boards wide, to facilitate the rescue. Where guardrail protection is not provided the rescuer(s) must be clipped on at all times.
- Once the casualty is on a safe platform, their fall arrest equipment can be released or the lanyard cut from the anchor point to which it is attached, if it is safe to do so.
- If conscious and mobile, the casualty should be seated in an upright position until fully recovered.
- If unconscious or semi-conscious, the casualty is best managed in the traditional recovery position and steps taken to ensure their airway is open.
- Where possible, the remaining Scaffolder (s) should assist the emergency services by providing safe access to the casualty e.g. positioning a ladder, installing temporary guardrails, securing the platforms boards etc.
- The Emergency Services should then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to be taken to get the casualty to ground level, using either the site emergency response team, or the external emergency services.

IMPORTANT

When an operative has suffered a fall, and is suspended in their harness, the suspension time should be kept to a minimum by getting the person back to a position of safety as soon as possible.

Following any suspension where a scaffolder has been rescued and is fully conscious and mobile:

- If the operative has been rescued promptly by his colleagues, or has self-rescued and no injuries were sustained before, during or after the fall; and
- Provided there was no medical reason for the fall i.e. a seizure or other sudden loss of consciousness.

then there is no need to detain them, call an ambulance or refer them to hospital. However, the operative should be seen by a first aider who may advise them to avoid standing and to sit down for a while until satisfied they have fully recovered (max 30 mins).

Or:

If the patient is unconscious or semi-conscious, they are best attended by a competent first aider who should ensure that the emergency services are called immediately. They should then ensure the airway is open; the patient is breathing and only then place the patient in the traditional recovery position until the emergency services are in attendance.

7: End of Shift or Task Complete

At the end of each shift, and when the works are complete, the work areas will be inspected by all employees, to ensure it is safe and tidy. Once clean and complete the area designation barriers can be removed, and again this must be checked to ensure all items have been collected and the area is now safe for TJM PROJECTS and RESTAURANT operatives and visitors. The daily work permit will be signed off at this point (if required a walk round will be carried out with TJM PROJECTS and TAG's Site Supervisors), and all TAG staff will sign out and return their day passes.

Section 2 Personnel, PPE, Materials and Plant

1: Site Personnel

The following primary site personnel have been allocated to the works at Charlotte Street. Should there be any significant changes or additional staff required, their details will be forwarded to TJM PROJECTS prior to arrival. Qualifications have been submitted to TJM PROJECTS and have been filed in their Site Management File)

- Site Supervisor – Jon McHale
- Scaffold Inspector – Jonathan McHale
- Main Scaffolder – Mark Davidson.
- Operatives TBC

2: PPE Requirements

The minimum required PPE for the works at RESTAURANT will be:

- Hard hats (manufacture date less than 2 years old)
- High vis vests (TAG branded to aid onsite identification)
- Safety footwear (meeting EN ISO 20345)
- Gloves (suitable for wet / external use)
- Safety Harness (listed on the harness register)

Other PPE to be used as identified in the relevant RA:

- Goggles and safety glasses (minimum EN 166 1B rated goggles or 1F for glasses)
- Ear defenders or ear plugs
- FFP3 masks (face fitted)

3: Materials

The following list contains the main, currently identified material requirements for the works to RESTAURANT:

- Scaffold tubes (50mm)
- Protection padding (high-vis yellow)
- Scaffold tubes (50mm)
- Scaffold boards – 32mm minimum, all with metal end protection
- Scaffold access ladders – metal
- Assorted clips and fittings
- Metrix system components

Please note that TAG are not issuing to site any substances that fall under the COSHH Regulations.

Any waste generated by the works will be promptly transferred back to Tag Scaffolding yard for recycling. TAG work areas will be cleaned daily and no waste accumulations allowed.

4: Plant

The scaffolding will be delivered on TAG vehicles 7.5 tonne flatdeck. All vehicles are fitted with safety side rails. Certification and insurance for these vehicles are available on request.

TJM PROJECTS will supply and certify any other relevant plant required, such as MEWPS, along with the site material hoist (supplied by High Access). TAG staff must hold and file within TJM PROJECTS's Site Management File the relevant evidence of competency and training (IPAF etc.).



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0151 638 4838

Email: admin@tag-scaffolding.com

Ref: R/A 64922

RISK ASSESSMENT

SITE: RESTAURANT CLIENT: TJM Projects

SITE CONTACT: Brandon Wright AREA: University

CARRIED OUT BY: Jon McHale DATE: 13/05/24

TASK: Erect/dismantle a tied independent scaffold for safe access to the windows & roof, Charlotte Street, Faulkner Street & Reyner Street elevations.

HAZARD	PEOPLE AFFECTED	RISK	CONTROL MEASURES	RESIDUAL RISK
Vehicular movements	Tag Employees Other Contractors TJM Staff	Medium	High visibility clothing is worn by all affected parties, speed limits are in place along with suitable traffic management arrangements. Tag drivers are qualified and competent and a banks man will be used for all reversing operations.	Low
Noise	Tag Employees Other Contractors TJM Staff	Medium	Noise levels are regularly monitored and Tag employees are reminded to keep noise to a minimum and to follow site rules. No radios or foul language.	Low
Working at Height	Tag Employees	High	Only trained scaffolders should carry out this task, they must wear a full body harness and use it strictly in accordance with SG4:22 training. Ladders must be used for access & egress and they must be tied or footed at all times. SG4:22 is a safe system of work developed for scaffolding operations, it is approved by the HSE and reduces risk to a suitable level using boarded lifts, guardrails and the use of full body harnesses with scaffolders lanyard. All Tag scaffolders have received SG4:22 training. A permit to work is required before any work is carried out. Guardrails MUST be pre-installed on all levels before accessing lifts, traversing is not allowed.	Medium

Materials Falling	Tag Employees Other Contractors TJM Staff Pedestrians	High	Before any work is carried out the area must be sectioned off to all other people using fixed barriers, black & yellow hazard tape and men working overhead signs. We must not start work until the area is closed to all other people. Whilst erecting the scaffold, equipment must be passed not thrown. If any items must be stacked on the lift they must be in a secure location with no chance of slipping or rolling. A pavement lift will be erected which will be close boarded with 2 layers of boards and a plastic middle. Standards will be protected using yellow foam padding.	Medium
Manual Handling	Tag Employees	Medium	For local movement of materials all employees receive manual handling training and use proper kinetic lifting methods. Manual handling must be eliminated wherever possible and kept to a minimum at all other times. Routes must be assessed prior to carrying any materials and cleared as necessary to create a safe route.	Low
To reinforce this information a toolbox talk will be given to all employees involved before they start work.				
<u>PPE Requirements:</u> Safety Boots, Hard Hat, Safety glasses, Overalls, Gloves, High Viz Waistcoat and safety harness for scaffolders.				

SIGNATURE: _____

DATE: _____

REVIEW DATE: _____

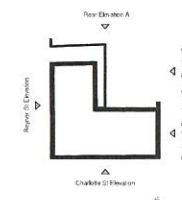
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 REV DATE DESCRIPTION BY RVD



External elevation lights to be wall-mounted TAMULITE range City Beam W type, wide beam 2-way option and 3000K colour temperature. Finish: RAL 9005 black finish. Include for external wall-mounted photocells to operate. See M&E design for details and specification.

As option, disassembly of non-historical coverings of the window / delivery openings on the sidewalk level adjacent to the building is considered by Client. Then, timber double-glazed windows with the possibility of opening and cleaning from the inside will be built into the existing openings, which will then be protected with metal protective grilles installed on the outside of the façade.

Elevation Reference



Elevation Key:

- Dotted red line indicates existing redundant paraphernalia, M&E fittings etc to be carefully removed and all disturbed surfaces made good.
- Existing paint to be carefully removed including all graffiti.
- Proposed new windows to match existing.
- Proposed new windows with traditional sliding sashes to match original windows.
- Existing windows to be carefully removed, refurbished and fixed back in their original positions.
- Existing full height hoist doors to be carefully removed, refurbished and fixed back in their original positions.
- Proposed full height hoist door to match existing.
- External AC units to the M&E Consultants design and details - sizes and exact locations TBC.
- External WC extract vent louvers to the M&E Consultants design and details - size and exact locations TBC.

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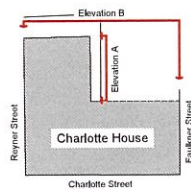
Leeds: The Loft 13 Colton Mills, Amley, LS12 2DQ London: Hoxton House, Markson Place, Bloomsbury, WC1X 9DD Client:		Tel: 0113 939 8967 Email: info@parkdesigned.com	
Project Name:	March 2023	As indicated	@A1
34 Charlotte Street	MA	EP	
Drawing Title:	Drawing No.	Revision	
Proposed Faulkner St Elevation - Option	306		
Drawing Status:	Project No.		
Information	2022.04		



Existing Front Elevation (1:100)

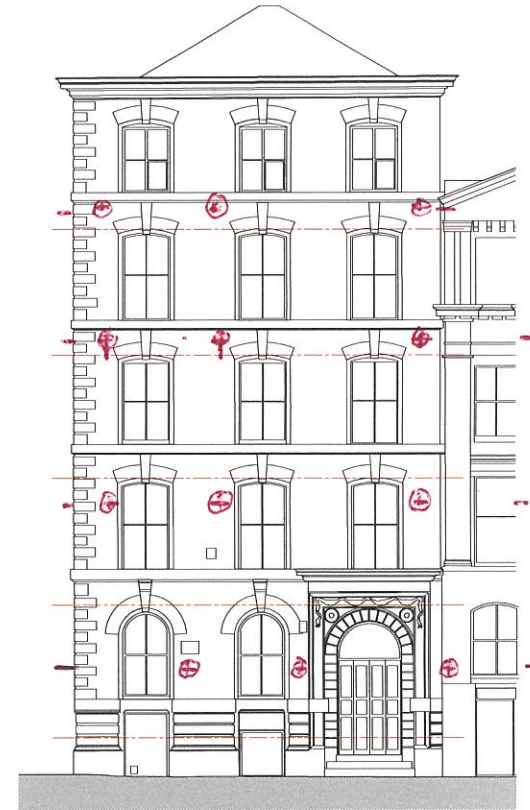
North East - Charlotte Street

Scale 1:100



Reference Plan (1:500)

Scale 1:500



Existing Side Elevation (1:100)

North West - Faulkner Street

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Leeds: The LOFT, 13, Carlton
Mills, Armley, LS12 2QG
London: Seven Panoras Square, 7
Kings Blvd, NC1 4AG

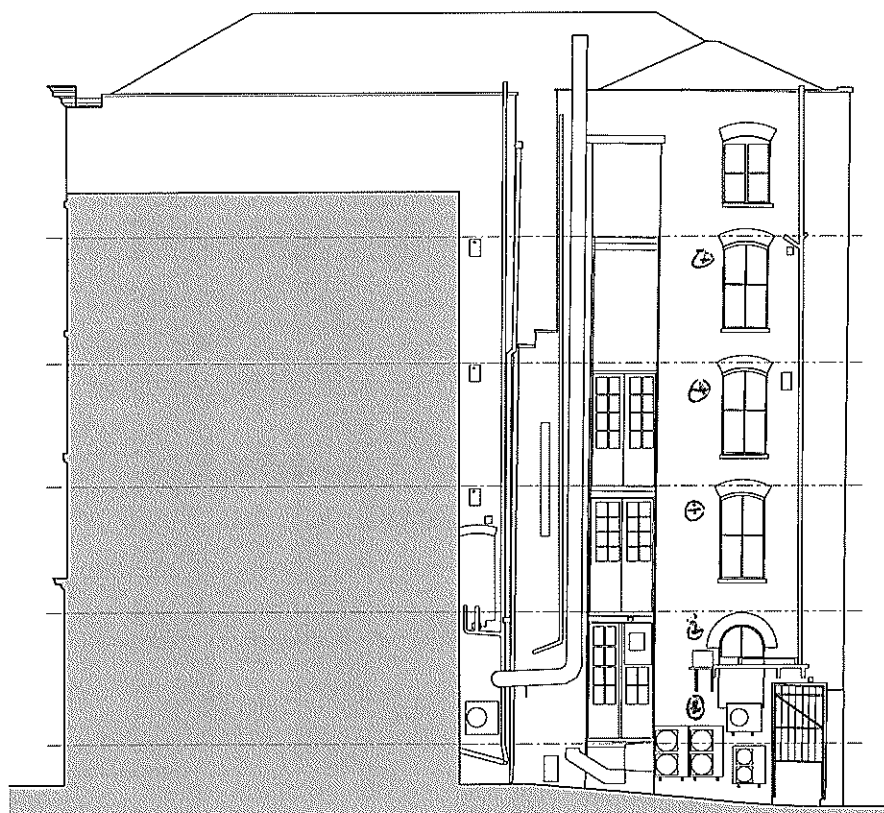
Tel: 0113 819 8057
Email: info@parkdesigned.com
Website: www.parkdesigned.com

Client:	Date:	Scale:
T&M Investment	March 2022	Noted @A2
Project Name:	Drawn:	Reviewed:
34 Charlotte Street, Manchester	JAH	JAH
Drawing Title:	Drawing No:	Revision:
Existing Elevations - Sheet 1	060	-
Drawing Status:	Project No:	
FOR INFORMATION	2022.04	

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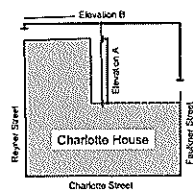
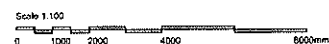
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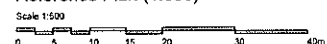


Existing Rear Elevation (1:100)

South East - Elevation B



Reference Plan (1:500)



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 Mills Armory, LS12 2DG
 London: Seven Pancras Square, 7
 Kings Blvd, N1 4AG

Tel: 0113 819 8957
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 Website: www.parkdesigned.com

Client:	Date:	Scale:
T&M Investment	March 2022	Noted @A2
Project Name:	Drawn:	Reviewed:
34 Charlotte Street, Manchester	JAH	JAH
Drawing Title:	Drawing No:	Revision:
Existing Elevations - Sheet 3	052	-
Drawing Status:	Project No:	
FOR INFORMATION	2022.04	

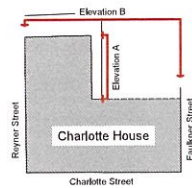
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Existing Side Elevation (1:100)

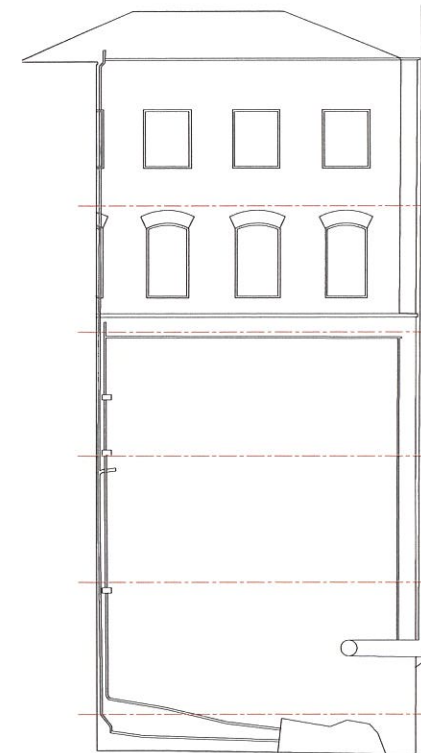
South East - Reyner Street

Scale 1:100
0 1000 2000 4000 8000mm



Reference Plan (1:500)

Scale 1:500
0 5 10 15 20 30 40m



Existing Side Elevation (1:100)

North West - Elevation A

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Leeds: The LOFT 13, Carlton
Mills, Armley, LS12 2QG
London: Seven Pancras Square, 7
Kings Blvd, NC1 4AG

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Email: info@parkdesigned.com
Website: www.parkdesigned.com

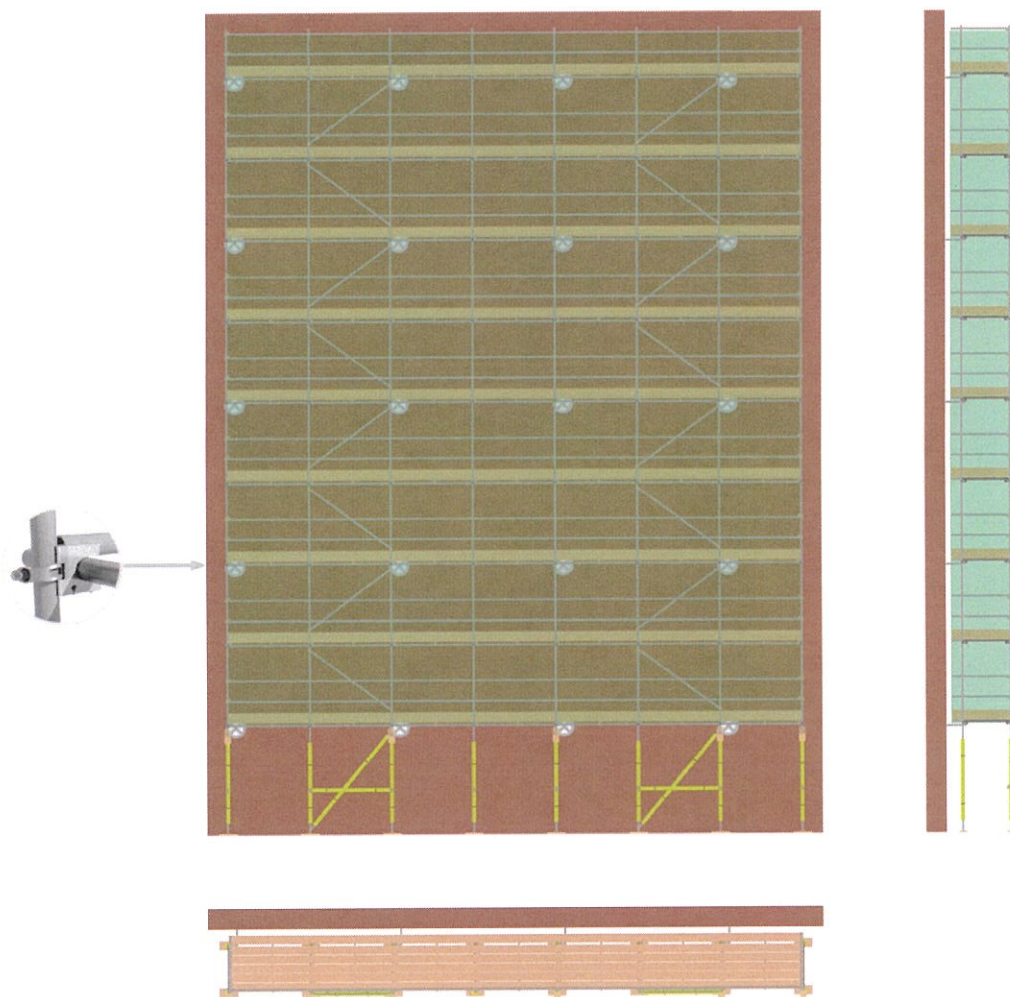
Client:	Date:	Scale:
T&M Investment	March 2022	Noted @A2
Project Name:	Drawn:	Reviewed:
34 Charlotte Street, Manchester	JAH	JAH
Drawing Title:	Drawing No:	Revision:
Existing Elevations - Sheet 2	061	-
Drawing Status:	Project No:	
FOR INFORMATION	2022.04	

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TG20:21 compliance sheet

A tied independent tube and fitting scaffold in accordance with TG20:21 chapters 06 and 07.



Sign-off

Contract no:
74985/jmc Faulkner Street
Elevation

Client:
TJM Projects

Site reference:
34 Charlotte St, 34 Charlotte
Street, Manchester, Greater
Manchester, M1 4EE

Scaffold reference:

Company:
Tag Industrial Scaffolding Limited

NASC membership no:

NASC member: 600733

Prepared by:
Jonathan McHale

Position:
Director

Signature:

Date:
28/06/2024

Checked by:

Position:

Signature:

Date:
28/06/2024

Wind factor
22

Low

Maximum
height

18.7 metres

Maximum
boarded lifts

9

Maximum
lift height

2 metres

Maximum
bay length

2 metres

Maximum
boards wide

5 + 1

Maximum
loading

2.0 kN/m²

Tie load
Light duty

2.8 kN

Maximum
leg load

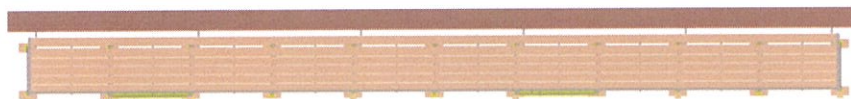
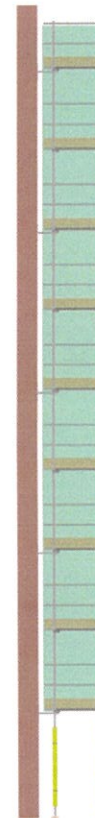
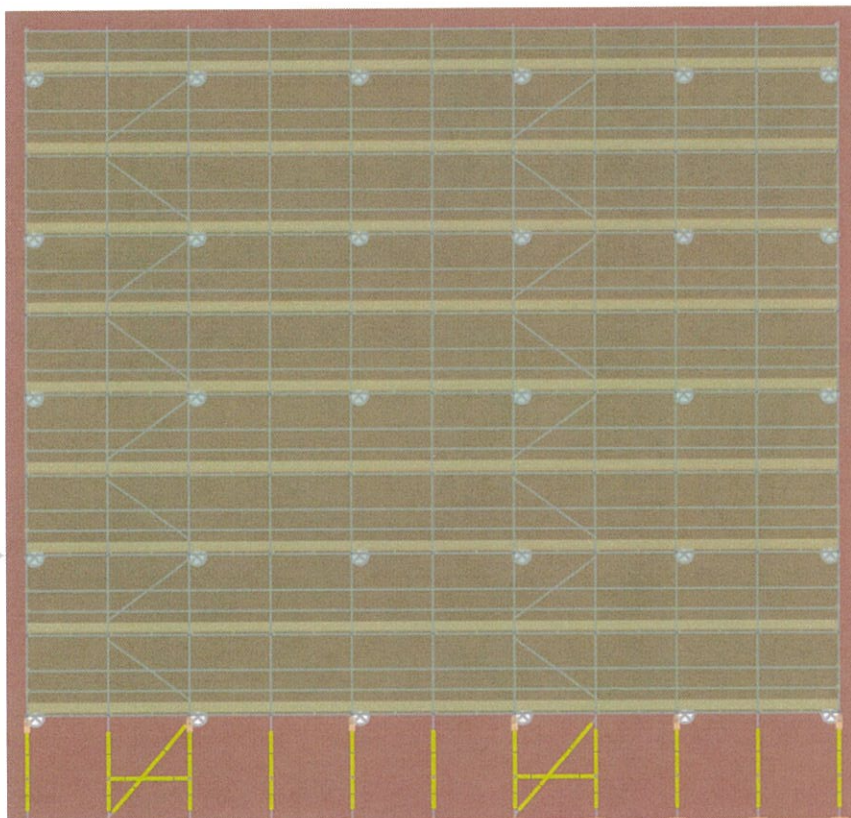
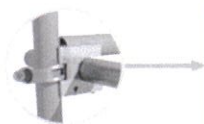
14.1 kN



NASC

TG20:21 compliance sheet

A tied independent tube and fitting scaffold in accordance with TG20:21 chapters 06 and 07.



Wind factor
22

LOW

Maximum
height

18.7 metres

Maximum
boarded lifts

9

Maximum
lift height

2 metres

Maximum
bay length

2 metres

Maximum
boards wide

5 + 1

Maximum
loading

2.0 kN/m²

Tie load
Light duty

2.8 kN

Maximum
leg load

14.1 kN

Sign-off

Contract no:
74985/jmc 34 Charlotte Street.

Client:
TJM Projects

Site reference:
34 Charlotte St, 34 Charlotte
Street, Manchester, Greater
Manchester, M1 4EE

Scaffold reference:

Company:
Tag Industrial Scaffolding Limited

NASC membership no:
NASC member: 600733

Prepared by:
Jonathan McHale

Position:
Director

Signature:

Date:
28/06/2024

Checked by:

Position:

Signature:

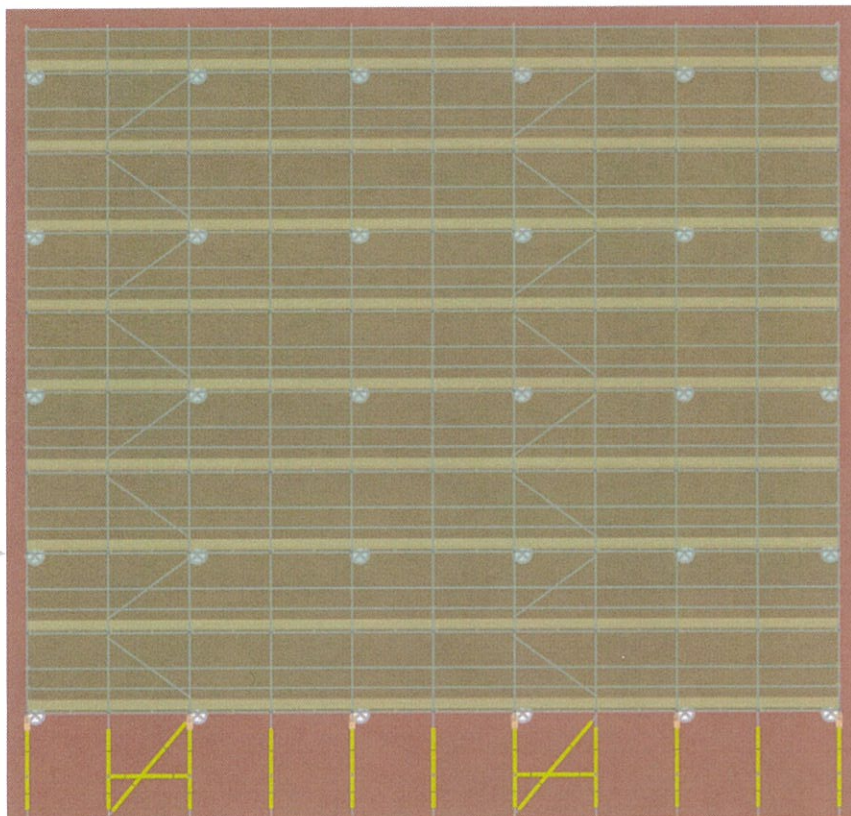
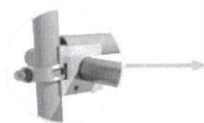
Date:
28/06/2024



NASC

TG20:21 compliance sheet

A tied independent tube and fitting scaffold in accordance with TG20:21 chapters 06 and 07.



Sign-off

Contract no:
74985/jmc Reyner Street
Elevation

Client:
TJM Projects

Site reference:
34 Charlotte St, 34 Charlotte
Street, Manchester, Greater
Manchester, M1 4EE

Scaffold reference:

Company:
Tag Industrial Scaffolding Limited

NASC membership no:
NASC member: 600733

Prepared by:
Jonathan McHale

Position:
Director

Signature:

Date:
28/06/2024

Checked by:

Position:

Signature:

Date:
28/06/2024

Wind factor
22
LOW

Maximum
height
18.7 metres

Maximum
boarded lifts
9

Maximum
lift height
2 metres

Maximum
bay length
2 metres

Maximum
boards wide
5 + 1

Maximum
loading
2.0 kN/m²

Tie load
Light duty
2.8 kN

Maximum
leg load
14.1 kN

