

STAIRSPAN TOWERS

BEFORE ERECTING TOWER

SAFETY NOTES

- 1) Ensure that the instruction guide has been read and understood by anyone using the equipment. If in doubt contact your supplier. Towers should only be erected by a competent person.
- 2) All components should be checked for damage. Do not use damaged or incompatible equipment. Make sure you have the correct amount. Quantities and types of components are listed in the Tower Breakdown.
- 3) Check ground conditions before erecting tower. It should be firm and free from obstructions.
- 4) Be careful not to infringe local bylaws when erecting towers in public places and that warning signs are fitted if required by law.
- 5) Never erect a tower where it might come into contact with unprotected cables, unguarded machinery, acids or similar corrosive substances which could be harmful to aluminium.

WHILST ERECTING TOWER

- 1) Check that you have all the components as regards quantities and types listed in the tower breakdown in this leaflet for the height of tower you are erecting.
- 2) If the height of the tower is greater than that shown on the breakdown, consult your supplier as to how towers should be tied into a building or rigid structure.
- 3) Ground conditions must be taken into account. On soft ground a suitable base must be provided (e.g. scaffold boards)
- 4) Make sure the tower is level and vertical.
- 5) Stabilisers must be fitted where specified and be fitted and used correctly.
- 6) Use a temporary platform and horizontal braces to work from as you erect or dismantle the tower.
- 7) The safe working load of platforms in this tower depends on the platform length and is shown overleaf. All loads must be evenly distributed. The maximum safe working load of the tower deck area for a double width tower is 275 Kg. For single width towers do not exceed the safe working load of the individual platforms shown overleaf.
- 8) The Working at Height Regulations state that guardrail heights should be a minimum of 950 mm and an intermediate guardrail must be fitted so that there is a gap no larger than 470mm on any working or access platform. All working platforms (including low level ones) must be fitted with guardrails and toeboards. An assessment of the risk of falls and the appropriateness of equipment to be used should be conducted prior to the erection of the tower.

WHILST USING THE TOWER

- 1) Do not exceed the safe working load of the tower (750Kg including the self weight of the tower)
- 2) Make sure a safe means of access is available and in place. Always climb up the inside of the tower.
- 3) Make sure the castors are locked, and the tower is both level and vertical.
- 4) Beware of high wind conditions. Cease working on a tower if winds exceed 7.7 metres per second (17mph). Tie the tower to a rigid structure where winds exceed 11.3 m/sec (25mph). If the wind is likely to reach gale force, over 18 m/sec (40mph) the tower should be dismantled. If unsure about the wind conditions consult your supplier.
- 5) If tower is left unattended it must be secured against unauthorised usage or adverse wind conditions.
- 6) Do not lean ladders up against the tower. Use only recommended ladder access. Never allow ladders to rest on floor.
- 7) Do not under any circumstances extend the adjustable legs to gain extra height. These are for levelling the tower only.
- 8) Do not use steps ladders or boxes, etc. to gain additional height.
- 9) For linked towers or special applications, do not take chances. Consult your supplier.
- 10) Limit the horizontal force on the tower to 20Kg (44lb) on free standing tower (eg power tools).
- 11) If the tower is moved, the following procedure must be observed:-

Before moving

- a) Make sure the tower is within recommended height to base ratios for moving (ie no greater than 2.5 times the smallest base dimension or 4m overall height. Dismantle to correct height if necessary.
- b) Do not under any circumstances attempt to move the tower with any leg extended by more than 100mm.
- c) When moving the tower, do not remove the stabilisers which should continue to be deployed at all times with the feet raised 25 mm to clear ground obstructions.
- d) Never move tower with men or materials on the platform area. Remove ties if fitted.
- e) Beware of overhead hazards and make sure the route to be taken is level and free from holes and other obstructions
- f) Push manually at base only.
- g) Caution should be exercised when wheeling a tower over rough, uneven or sloping ground, taking care to unlock and lock castors.

After moving tower

- a) Re-lock castors and check vertical and horizontal alignment.
 - b) Re-position stabilisers correctly and make sure they have a sound footing.
 - c) If necessary, re-tie tower to a rigid structure.
- 12) Do not suspend mobile access towers without referring to your supplier.
 - 13) A tower must be kept in good working order, therefore, a competent person should inspect the tower at least once a week to check for damage to the components and that the tower has not been altered in any way. Any parts found to be faulty or missing should be replaced. Welds should be inspected and any item with broken welds should be put aside for repair by the manufacturer. If in doubt consult your supplier. Clean and lightly lubricate adjustable legs to keep them free running.

WHEN DISMANTLING TOWER

- 1) Keep to the instructions in this guide. Use a temporary platform and guard rails to work from whilst dismantling.
- 2) Never throw equipment from the tower, always lower the equipment down to ground level by rope or hand.
- 3) Always report damaged equipment as components should be maintained in a serviceable condition.

IF IN DOUBT ABOUT ANY APPLICATION CONSULT YOUR SUPPLIER FOR ADVICE



ASSEMBLY INSTRUCTIONS