A SAFER WAY TO REACH NEW HEIGHTS

BPS ACCESS SOLUTIONS 0333 006 9776

STAIRWELL TOWER
Assembly Guide

Introduction

This Assembly Guide is intended to provide you with step-by-step instructions on how to erect your Tower with ease and safety, using the 3T (through the trap) method. You should read and understand all notes and diagrams, including the parts list for each height, before commencing assembly. Personnel should be qualified or competent to erect this tower.

Remember to do a risk assessment of the area where the tower is to be used before commencing erection.

STAIRWELL TOWER

THIS TOWER MUST BE ERECTED BY 2 PEOPLE.

ALWAYS ADOPT THE 3T POSITION WHEN FITTING OR REMOVING THE HORIZONTAL GUARDRAIL BRACES.

DO NOT CLIMB ON TO ANY PLATFORM DURING THE ERECTION OR DISMANTLING OF THE TOWER UNTIL ALL FOUR HORIZONTAL GUARDRAIL BRACES ARE IN POSITION AND LOCKED IN PLACE.

ALWAYS CLIMB UP THE INSIDE OF THE TOWER.

Guide for 2.8m Platform height

1. Before erecting the tower ensure that site conditions are safe and that components are not damaged or incompatible. Check the component list for the quantities required.

2. Fit the adjustable legs and baseplates into the base access frames. (see photo)

3. Place the two access frames on the staircase in the desired position (approximately 1.5m apart) ensure baseplates are fully located on the step.

4. Connect the access frames with 2 diagonal braces (blue) and a Horizontal brace (red) Make sure all braces are locked in place then level the tower using a spirit level across the horizontal brace. Adjust legs if necessary(See photos)

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5. From the middle of the tower fit a six rung frame to the lower step frame and a 4 rung guard rail frame to the higher step frame. Connect the frames with a Diagonal brace (blue) placed in the opposite direction to the lower diagonal brace (blue) forming a zig-zag pattern (See photos) it should be positioned on the bottom rung of the higher step access frame and the 5th rung of the 6 rung frame on the opposite side.
* Secure all interlocking clips.

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6. Fit the trapdoor platform on the top rung of the higher step access frame and corresponding rung on the lower end frame. The trapdoor must face the lower end of the stairs (see photo) secure windlocks after checking it is level.

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7. Ensuring the clip on ladder is locked in place with hooks facing out (see photo), climb up to and partially through the platform and adopt the '3T' (Through the Trapdoor) position with your feet on the rungs below.

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8. Fit a 3 rung guardrail frame to the 6 rung frame and four 1.5M horizontal braces (red) to the rungs of the frames facing downwards at 0.5m and 1.0m above the platform. (see photos) Ensure all braces are locked in place.

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9. Climb fully on to the platform, closing the trapdoor behind you.

10. Fit the one piece folding toeboard around the perimeter of the platform. (see photo)

The tower is now safe and ready for use at a *2.8m platform height

***To reach a greater height:**

11. Fit a 6 rung frame to each end of the tower instead of the guard-rail frames and connect with a diagonal brace (blue) continuing the zig-zag bracing pattern. Fit a second trapdoor platform on the top rung of the 6 rung frame on the higher step and secure windlocks

12. Now you can climb up to and partially through the platform and adopt the '3T' position with your feet on the rungs below.

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13. Fit four 1.5M horizontal braces (red) to the 6 rung frames 0.5m and 1.0m above the platform to make a guard rail.

14. Now climb fully onto this platform and close the trapdoor behind you.

Repeat steps 11 - 14 to reach greater heights. Diagonal braces must continue the zig-zag pattern and the platform height must not exceed 7.3m.
When you reach your desired height fit the one piece folding toeboard and ensure the tower is finished with the guardrail frames.

The tower should be dismantled in reverse order.

The tower should be stabilised or braced against the building when being erected and used. In confined spaces the tower may well be trapped within a stairwell and require minimal further stabilisation.

Typical examples of stabiliser methods are shown below (see photos) which utilise specialist aluminium couplers and can also include the use of conventional alloy tower stabilisers if space and circumstances permit.

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Components

2.8M Platform Height Components:
2 x Stair Access Frame
1 x 6 Rung Upper Frame
1 x 4 Rung Guardframe
1 x 3 Rung Guardframe
3 x 1.9m Diagonal Brace
5 x 1.5m Horizontal Brace
1 x 1.5m Hatchdoor Platform
1 x Toeboard Set
4 x Adjustable Legs & Baseplates
1 x Access clip on Ladder

4.3M Platform Height Components:
2 x Stair Access Frame
3 x 6 Rung Upper Frame
1 x 4 Rung Guardframe
1 x 3 Rung Guardframe
4 x 1.9m Diagonal Brace
9 x 1.5m Horizontal Brace
2 x 1.5m Hatchdoor Platform
1 x Toeboard Set
4 x Adjustable Legs & Baseplates
1 x Access clip on Ladder

5.8M Platform Height Components:
2 x Stair Access Frame
5 x 6 Rung Upper Frame
1 x 4 Rung Guardframe
1 x 3 Rung Guardframe
5 x 1.9m Diagonal Brace
13 x 1.5m Horizontal Brace
3 x 1.5m Hatchdoor Platform
1 x Toeboard Set
4 x Adjustable Legs & Baseplates
1 x Access clip on Ladder

7.3M Platform Height Components:
2 x Stair Access Frame
7 x 6 Rung Upper Frame
1 x 4 Rung Guardframe
1 x 3 Rung Guardframe
6 x 1.9m Diagonal Brace
17 x 1.5m Horizontal Brace
4 x 1.5m Hatchdoor Platform
1 x Toeboard Set
4 x Adjustable Legs & Baseplates
1 x Access clip on Ladder

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RISK ASSESSMENT COMPLETION FORM

NO	DATE
Site & Location	
Assessment carried out by:	
Signed	
MAIN ACTIVITY/SITUATION	

NOTE

A – Personnel at Risk		B – Severity		C – Probability			
		Negligible	1	Impossible	1	Probable	5
Employee	E	Minor Injury	2	Improbable	2	Frequent	6
Contractor	C	Serious Injury	3	Remote	3		
Public	F	Major Injury	4	Occasional	4		

NO	Activity/Location Materials/Tools etc	Hazards Identified	A	B	C	Risk Rating (B x C)	Equipment to be used to minimise risk	B	C	Risk Rating (B x C)	Action By

Risk value key: 1 – 4 = Acceptable, 5 – 9 = Medium – Investigate and where practicable reduce the risk, 10 – 14 = High – Action must be taken to reduce the risk

15 – 24 = VERY HIGH – RISK IS TOO HIGH TO START WORK OR CONTINUE, WORK MUST BE STOPPED