

## Safety Advice and Instruction in using the Stairways

### CARE MUST BE TAKEN NOT TO TRAP FINGERS WHILE OPENING AND CLOSING THE STAIRWAYS

#### Specification Table

Product	Length of stairways (m)	Weight includes 2 handrails/ 2 slabfix (approx) (kg)
3 steps	1.03	43
6 steps	1.84	67
9 steps	2.65	91
12 steps	3.46	115
15 steps	4.27	143
18 steps	5.08	170

#### 1.0 Before Use Inspection

- Ensure that you are fit enough to use the stairway. Certain medical conditions or medication, alcohol or drugs abuse could make stairways use unsafe.
- Inspect the stairways after delivery and before first use to confirm condition and operation of all parts.
- Daily check that the all parts are secured and that the stairway has not suffered damage. For heavy traffic, frequent inspections and checks will be required.
- Ensure the stairway is suitable for the task.
- Do not use a damaged stairway.
- The stairways should be always free from contamination such as wet paint, mud, oil or snow etc. Clean where necessary.
- Before using the stairways, a specific site risk assessment should be completed to determine the suitability of the stairway.

#### 2.0 Safety Advice in using the Stairways

- Do not exceed the maximum total load for the stairways. (< 150kg)(no more than 2 persons at anytime)
- Never over-reach while standing on the stairways.
- Do not step off an unsecure stairway.
- Do not use stairways without handrails.
- Keep a secure grip on the stairways' handrails when ascending and descending.
- Stairways should only be used for access not as working platforms.
- Do not use the stairways outside in adverse weather conditions, such as strong winds.
- Do not use the stairways as a bridge.
- Equipment carried while using the stairways should be light and easy to handle.

#### 3.0 Instructions for setting up the Stairways

1. Stairways must be erected in the correct position, such as at the correct angle which is between 30° to 55°. Refer to data plate on stairway.
2. Additional information given on last page of these instructions on how to calculate height.
3. Only the 3 and 6 stairways are suitable for manual handling following a suitable risk assessment.
4. Webbing slings must be used to lift stairways having more than 6 treads. They are designed to be lifted by mechanical techniques as per the specific site lifting plan.
5. The stairways must be positioned on a flat solid surface, Scaffold pole or HGV body. Using the appropriate adaptor.

6. Unscrew the locking device. Place the two handrails in the slots of the stairways and push forward to make all the treads horizontal.
7. Using the locking device, fully tighten and secure the stairways.
8. If additional steps are required, stairways can be connected together to create the length required (max 21 steps c/w intermediate support legs). To connect stairways together, remove the slab fixing brackets from the top of the lower stairway and slide the bottom of the 4 side beams from the top stairway into the top of the lower stairway, align the holes and bolt together, the handrails can then be inserted and bolted together. Stairway with support legs should be located at the bottom of the assembled unit so that the supporting legs can engage with the floor. Do not exceed 21 unsupported steps stairways. When the stairways are fully supported e.g. on an embankment there is no limit to the amount of steps that can be joined together, although consideration must be given to securing the stairways to avoid any movement.
9. Secure using the pair of slab fixing brackets present of the end top of stairways to a minimum 250mm from the edge. (Especially on concrete surface). At least 1 fixing on each side is recommended.
10. If the stairway is to be used to gain access onto a trailer/lorry, it is recommended to use the special trailer clamp. The latter must be placed on the trailer's edge. The clamp must be bolted on both sides and must tighten using the screwing handles under the clamp.
11. When positioning the stairways, take into account risk of collision e.g. from pedestrians, vehicles or doors.
12. Stairways shall not be positioned on slippery surfaces (such as ice, shiny surfaces or significantly contaminated solid surfaces) unless additional effective measures are taken to prevent the stairways slipping or ensuring contaminated surfaces are sufficiently clean.

#### **4.0 Additional Information**

The recommended inclination angle ranges from 30° to 55°.

The diagram shows an example for usage as follows:

- To begin with, please mark total height.
- Then draw a horizontal line into the range of the inclination angle.
- The number of steps has to be calculated according to the inclination angle.
- In order to find out the distance between stairway beginning and building please draw another line from this intersection point vertically down.

