

The Miniscaff Solo Tower (2.2m to 4.2 Platform Height)

CQS Certified Quality System
to ISO 9001:2015

Product complies to
BSEN1004-1:2020 Class3 8/12
XXXD

Instructions for use to
be followed carefully

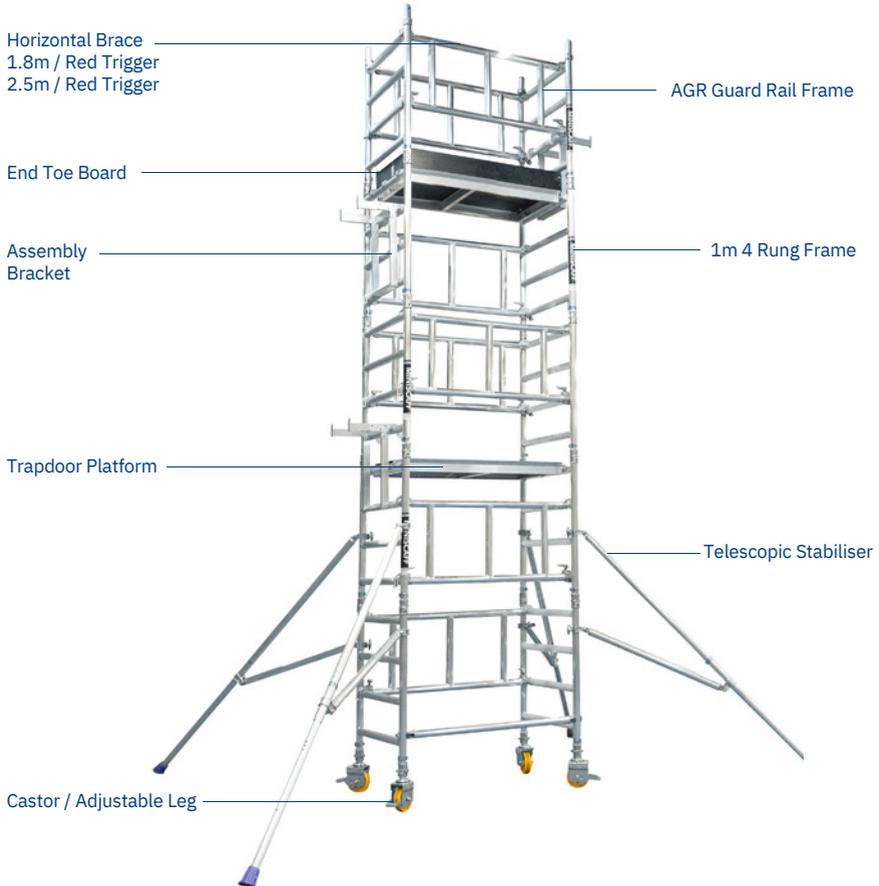


4.2m Working Height – 6.2m Working Height



Tower max safe working load 750kg. Platform max safe working load 275kg

Identifying Components



Manufactured by Towers and Sanders Ltd

This instruction manual shall be available on the location of the use of the mobileaccess and working tower.

This mobile access and working tower shall only be used according to this manualwithout any modification.

Mobile access and working towers must only be used in accordance with national regulations.

Before you begin

1. You must familiarize yourself with this instruction guide, paying close attention to all safety notes before you start to build and use the equipment. The towers may only be assembled and dismantled by a competent person, who has familiarized themselves with this instruction guide.
2. User training courses cannot be a substitute for instruction manuals but only complement them.
3. This product shall only be used according to the instruction manual.
4. Only original Tower components specified in this manual shall be used.
5. It is recommended that this user manual be used in conjunction with a suitable risk assessment and method statement relative to the project.
6. This instruction manual shall be available to the USER at ALL times. Erection, alteration or dismantle of the tower should not be attempted unless the manual is present.
7. This mobile access and working tower shall only be used according to this manual without any modification.
8. Mobile access and working towers shall only be used in accordance with national regulations.
9. You will require the following PPE & Tools to help avoid personal injury; Hard Hat, Safety Gloves, Safety Shoes/Boots, Hi Vis vest/jacket and spirit level.
10. As part of your risk assessment do not begin to erect, move or dismantle your tower in excessive weather conditions including heavy rain, sleet or snow that can affect your anti slip surfaces. Avoid working in extreme heat and high winds. Please reference the wind speeds below
Please ensure you have selected the correct platform heights, to enable you to reach the desired working height. Working height is usually 2m above the platform Height. This is to avoid any over reaching and other unsafe practices & uses.
11. All individual components must be checked and inspected, ensuring quantity, compatibility, any damages and all parts function correctly. Damaged or incorrect components should NOT be used.
Check the quantity of components you have been supplied for your tower height, and ensure they correspond with the components listed on the tower configuration table. Do not start assembly if you do not have the correct number of components. Do not use any tower that has missing or damaged parts or has not been properly assembled.
12. Erect an exclusion zone and place warning signs if applicable to your location of work.
It is recommended that a minimum of two person erect, alter and dismantle a tower but during the risk assessment additional person(s) may be required to perform the task safely.
- 14
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Inspection, Maintenance and transport

1. You must regularly inspect each component, to ensure there is no damage and they are working correctly. Any damaged components must be isolated, removed from use and clearly marked. They should be replaced and sent for repair or scrap.
2. Inspect all tube on frames, stabilisers and braces for dents, cuts and holes. Damaged equipment should be isolated, clearly marked and removed from use. Check all joints for cracked welds and that they are secure.
3. Inspect all Brace Hooks. Check the trigger is functioning correctly and the hook is not distorted from misuse. Check the brace is not bent or dented.
4. Inspect Platform for damage to the wooden decking and fixings. Inspect the trapdoors on the platforms, make sure they open and close freely and the hinge is secure. Check the aluminum framework for damage and for cracked welds that may be damaged due to overloading. Check the hooks are not distorted from abuse or any misuse and damaged. Ensure the wind lock clips are attached and functioning properly.
5. Inspect the adjustable leg threads are clear of burrs and the nut runs freely up and down the thread. Check the nut housing for abuse or missing nodules.
Light oil or lubricating spray may be used to free up jammed triggers, castors, adjustable leg nuts, stabiliser couplers, trapdoor hinges and latches.
Do not put excessive loads on the components during storage.
6. When transporting the components do not use excessive strapping forces when securing the load, this may distort and damage components if not done with care. Assembling and Dismantling
7. Check ground conditions are suitable for erecting and moving the tower and the ground can take the loads imposed by the tower including weight of equipment and persons. Do not assemble tower on unstable ground such as drain, manhole covers, compacted fill or any other hazards highlighted during the risk assessment.
Check for level and slope of the area where the tower is to be erected, moved and dismantled is within the levelling height of the adjustable legs.
8. Check for obstructions that could prevent erection, moving and dismantling of the tower safely.
Check for overhead hazards such as power lines. Do not assemble a tower near uninsulated, live or energised electrical machinery or circuits, or near machinery or plant that is in operation.
9. Ensure the Tower is level. Castor wheels should remain LOCKED unless moving the Tower. Adjustable legs are used for levelling the Tower. NEVER use to gain additional height. Extra height is gained by using additional compatible components. Other items such as ladders, steps, boxes etc should never be used to gain additional height.
- 10
- 11
- 12
- 13
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Assembling and Dismantling

1. Check ground conditions are suitable for erecting and moving the tower and the ground can take the loads imposed by the tower including weight of equipment and persons. Do not assemble tower on unstable ground such as drain, manhole covers, compacted fill or any other hazards highlighted during the risk assessment.
2. Check for level and slope of the area where the tower is to be erected, moved and dismantled is within the levelling height of the adjustable legs.
3. Check for obstructions that could prevent erection, moving and dismantling of the tower safely.
4. Check for overhead hazards such as power lines. Do not assemble a tower near uninsulated, live or energised electrical machinery or circuits, or near machinery or plant that is in operation.
5. Ensure the Tower is level. Castor wheels should remain LOCKED unless moving the Tower. Adjustable legs are used for levelling the Tower. NEVER use to gain additional height. Extra height is gained by using additional compatible components. Other items such as ladders, steps, boxes etc should never be used to gain additional height.
All components should be passed up or down by hand where possible, where this is not possible use a suitable material for lifting (e.g. Heavy corded rope) and sufficient knot ties (e.g. hitch knot or timber hitch) DO NOT use mechanical hoists.
Towers MUST always be climbed from the inside for access and egress using the Integrated ladders or designated rungs. NEVER climb the outside of a Tower.
Do not lean ladders against a tower or climb the outside. Climb the ladder from the inside as per the supplied access system and use the trapdoor for access and egress.
Never climb on Diagonal or Horizontal braces. Never jump on to or off platforms
9. Working is only permitted on a platform with a complete side protection including guardrails and toe boards.
10. After assembly or alteration, the following minimum information shall be displayed on the tower:
11.
 - a. The name and contact details of the person responsible
 - b. If the tower is ready for application or not
 - c. The load class and the uniformly distributed load
 - d. If the mobile access and working tower is intended for indoor use only
 - e. The date of assembly

Safe Use & Loadings

1. Before use, check that all components listed in the kit list have been used in the Tower in the correct position.
2. Care should be taken when using Power Tools or Jet washing or anything specific to your job that could imply side loads and cause the tower to overturn. Maximum permitted side load must not exceed 30kg (300N)
3. When lifting components or materials keep within the base of the Tower. Ensure the total weight of the User(s) any debris, materials being lifted does not exceed the Safe Working Load (SWL) of an individual platform (250kg) or the overall structure (750kg) Loads must be uniformly distributed on the working platform and not block trapdoors.
Mobile access and working towers designed in accordance with EN1004-1 are not anchor points for personal fall arrest equipment.
4. Work should only be completed from one Working Platform at any time complete with Guardrails and Toe Boards to prevent persons and materials falling from the tower. Work should not be attempted from any other part of the tower including stairs or braces.
5. The maximum number of person(s) permitted on the working platform at any time should not exceed the SWL (250kg). This should include any tools and or materials
6. You should never stand on an unprotected platform (guardrails must be in place)
7. Consider measures to secure the tower when left unattended.
- 8.

Stability & Moving

1. Ensure the Tower is level and the adjustable legs are engaged . Check that you have taken all necessary precautions to prevent the Tower being moved or rolling away. Always apply ALL brakes or use base plates for static towers or inclined surfaces.
2. Ensure that the scaffold tower is within the maximum platform height as stated and that the appropriate stabilizers are fitted to suit. - refer to stabiliser section & tower configuration to ensure you have the correct ones for your tower
3. A scaffold tower should not be used or moved in wind speeds stronger than 17mph (7.7meters per second) (Beaufort force 4). If wind speeds exceed this, consider tying the tower to a rigid structure or dismantling before it is exposed to the strong winds. - Please check the beaufort windscale on the following page for further detail.
4. Beware of the potential wind factors where there is a possibility for the tunneling effect of open-ended buildings, unclad building and at the corners of buildings
5. NEVER fit sheets or cladding to a Tower. Such items can act as a sail and impose extreme horizontal load onto a tower causing it to overturn.
6. When moving a tower plan the route, removing any obstructions, ensuring the ground can take the weight of the tower. Beware of soft and uneven ground. Pay attention for overhead hazards and ensure that all materials and persons are removed from the Tower. If there are any doubts about the route, then dismantle and erect in new location.
Towers should only be moved manually by pushing at the base of the tower at a usual walking speed. The Tower height should be reduced to 4m if all 4 stabilisers are in place and 2m if less than 4 stabilisers are in place. Stabilisers are raised
7. approximately 25mm clear of the ground and then castors are unlocked and the tower can be moved.
8. When the Tower is repositioned reapply the brakes on castor wheels and the tower shall be levelled using the adjustable legs for both horizontal and vertical alignment. The stabilisers can then be lowered making firm contact with the ground.
9. Towers should NEVER be lifted or suspended by a crane or moved by mechanical means
10. Towers are not designed to be used as a means to enter or exit other structures
11. Towers are not designed to be used as a means of edge protection
12. All towers should be inspected before use.
- 13.
- 14.

Working on the Tower - The Beaufort Windscale

Scale 4. 13 - 17 mph **OK TO WORK ON TOWER**

Moderate Breeze: Raises dust, loose paper; moves small branches

Scale 5. 18 - 24 mph **STOP WORKING ON TOWER**

Fresh Breeze: Small trees in leaf begin to sway; white crested wavelets form on inland waters

Scale 6. 25 - 31 mph **DISMANTLE TOWER**

Strong Breeze: Large branches in motion; umbrellas used with difficulty; telephone wires “whistle”.

Be aware that wind conditions are a very important consideration when using a tower. Attention must be paid to individual situations where wind conditions can increase - i.e. when working between buildings, or close to the corner of a building and at open ends.

Never use tarpaulins or similar covers without seeking the correct advice.

Stabilizers

Stabilizers increase the overall stability of the tower. Position the stabilizers symmetrically to obtain the more effective support and maximum the tower base dimensions.

Positioning Standard Stabilizers and Jumbo stabilizers

Position the lower clamp so that the arm is as close to horizontal as possible. Adjust the position of the top clamp to ensure the stabilizer foot is in firm contact with the ground. Ensure the clamps are secure.

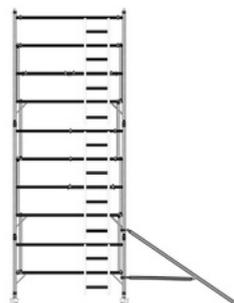
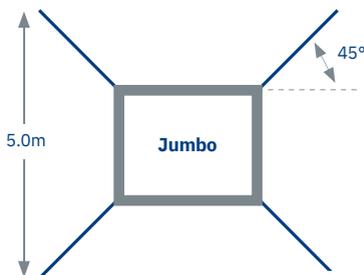
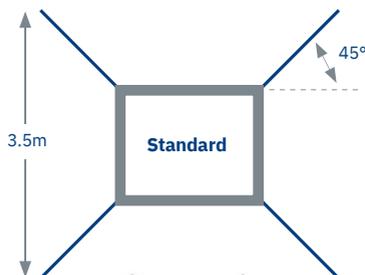
Single Width Scaffold Tower

Platform Heights	Maximum Height	Stabilizer Type
2.2m	5.7m	Standard
6.2m	12.2m	Jumbo

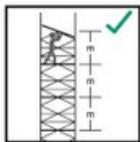
Double Width Scaffold Tower

Platform Heights	Maximum Height	Stabilizer Type
2.7m	5.7m	Standard
6.2m	12.2m	Jumbo

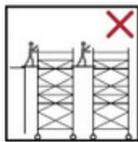
Applicable for both indoor and outdoor use



Rules and Regulations



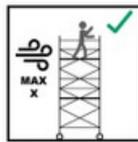
Maximum distance between platforms shall not exceed 2.25m except the distance to the first platform max 3.40m



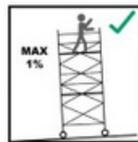
Do not bridge between towers or other structures. Please contact Ifor more information on the correct equipment for Bridging Towers



Maximum inclination for movement. Note the maximum angle allowed is defined by the manufacturer



Do not build, dismantle or attempt to work on an access tower if the wind speed exceeds 17mph



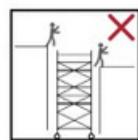
Maximum inclination for movement. Note the maximum angle allowed is defined by the manufacturer



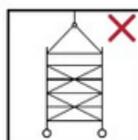
Do not stand on a unguarded platform



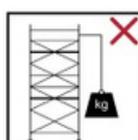
Do not lift the tower with mechanical equipment



Do not use the tower for access and egress to other structures



Do not suspend the tower



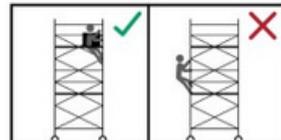
Do not lift heavy objects from the tower



Do not move the tower with people or materials on it



Do not use ladders, boxes or other objects to gain extra height



Do not climb the outside of the tower

Components Information

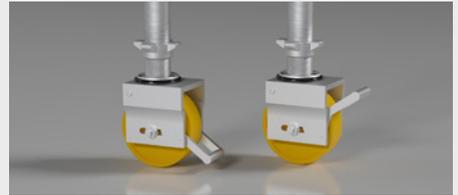
Platform Height 2.2m – Working Height 4.2m	Platform Height 3.2m – Working Height 5.2m	Platform Height 6.2m – Working Height 6.2m
4 x 150mm castor	4 x 150mm castor	4 x 150mm castors
4 x adjustable legs	4 x adjustable legs	4 x adjustable legs
6 x 1.0m 4 rung frame	8 x 4 rung 1.0m frames	10 x 4 rung 1m Frames
4 x 1.3m AGR guardrail frame	6 x 1.3m Camlock guardrail frames	8 x 1.3m AGR guardrail frames
1 x 1.3m trap deck	2 x 1.3m trap deck	2 x 1.3m trapdoor deck
1 x 1.3m horizontal brace	1 x 1.3m horizontal brace	1 x 1.3m horizontal brace
1 x Folding Toe Board Set	1 x Folding toe board	1 x Folding toeboard
1 x assembly bracket	2 x assembly bracket	2 x assembly bracket
4 x Telescopic stabilisers	4 x Telescopic stabilisers	4 x Telescopic stabilisers
Approx weight: 137kg	Approx weight: 169kg	Approx weight: 189kg

Components Information

LOCKING FRAME CLIPS - Fit the locking frame clips as shown in the diagram.



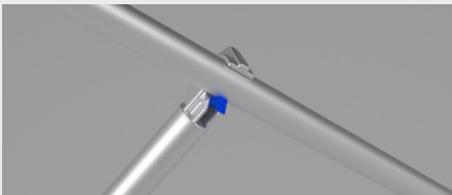
LOCKING CASTORS - The Locking Castors should be pointing outwards at approximately 45 degrees and locks engaged.



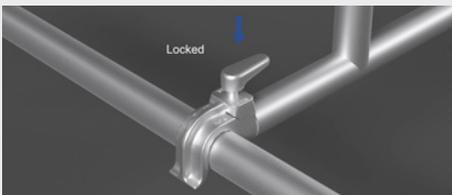
STABILISERS - Please ensure your clamp is correctly fitted around the vertical tube on the frame. Using the handle please make sure the clamp is secure before use.



FITTING HORIZONTAL BRACE - Fit the braces downwards or from the inside facing outward. Braces should never be fitted inward.



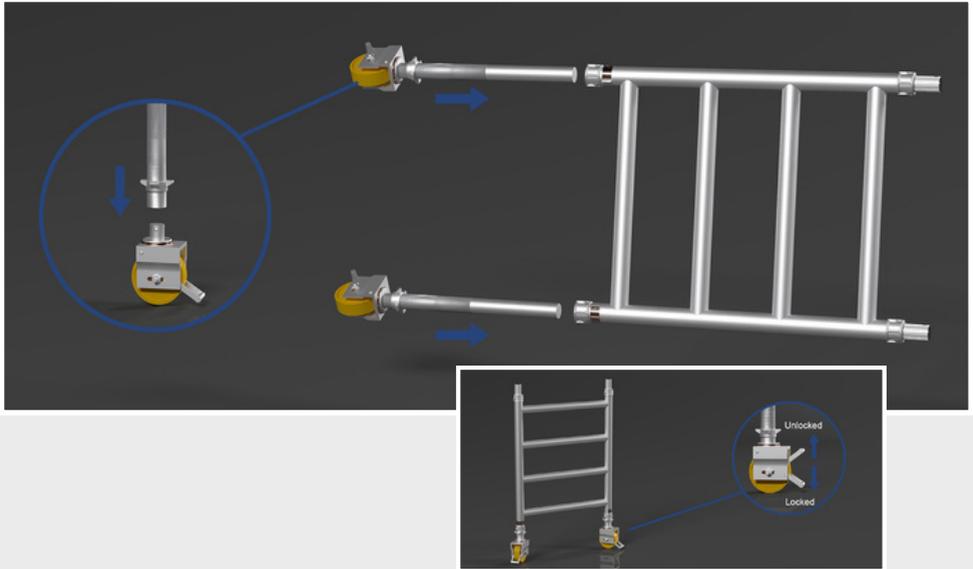
AGR HOOKS - Please ensure the latch is securely locked and in place. You push the handle in a downwards motion, to release then latch, then you turn the handle in the direction needed to lock and unlock.



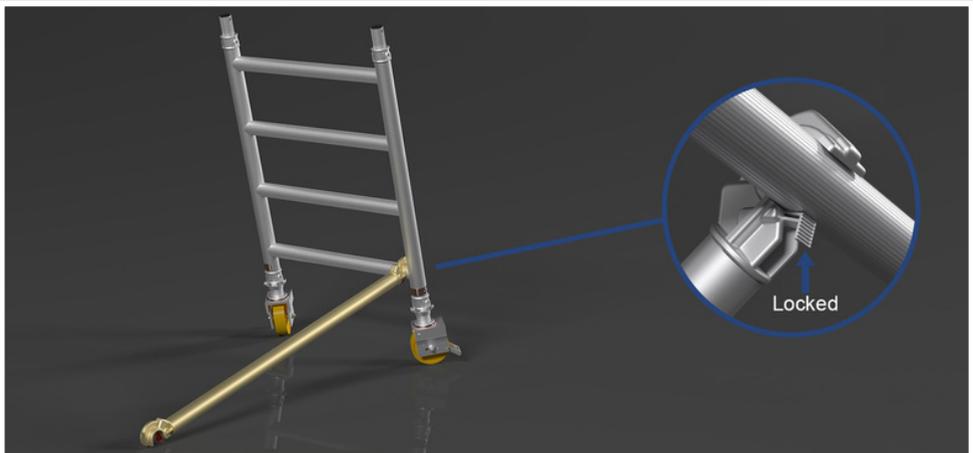
Miniscaff Solo Tower Assembly Instructions

Up to 3.2m Platform Height

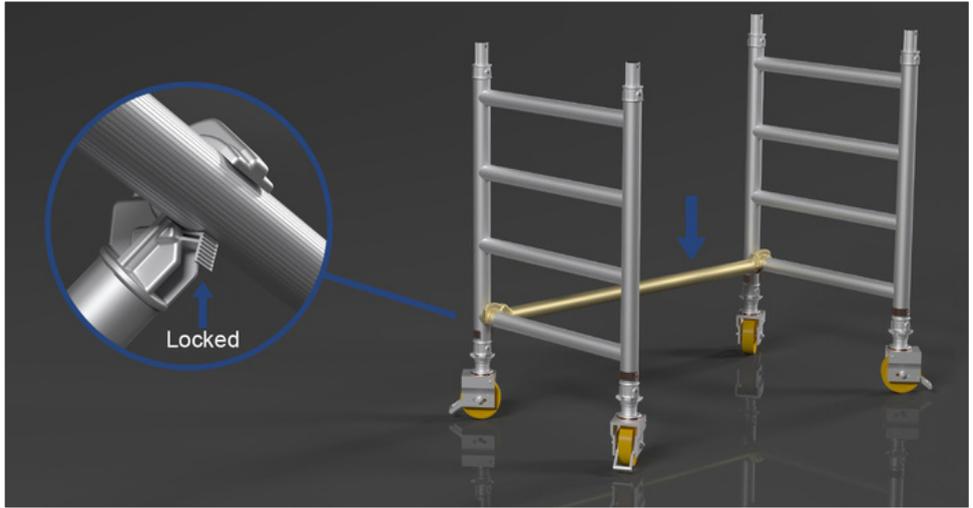
1. Insert your adjustable leg (Assembled with either the 150mm castors or base plate), into the bottom of the 4 rung 1m frame. Ensuring the castors are locked.



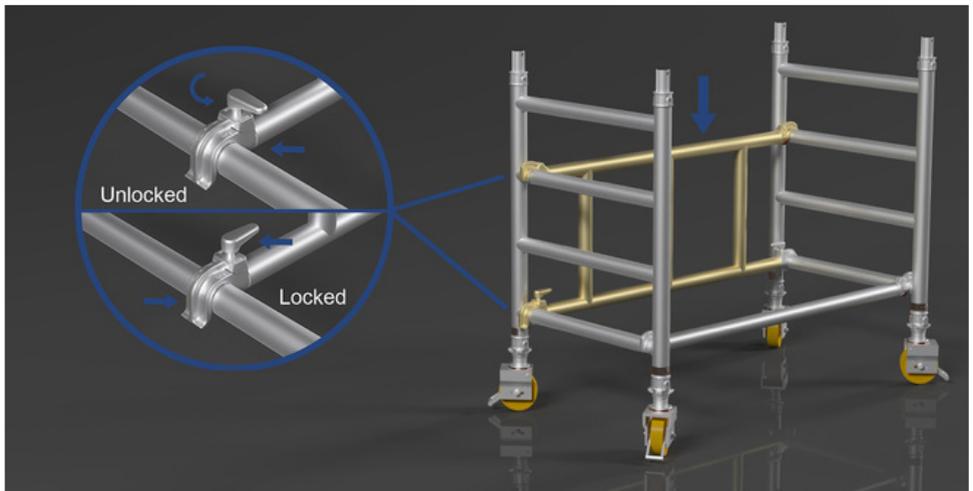
2. Attach the 1 Red horizontal brace on to the 1st rung on the frame, ensuring the hooks are facing downwards and locked into position. – making the frame self-supporting.



3. Position another 1m 4 Rung frame as shown in the image, connecting the other end of the horizontal brace, as shown in the image.

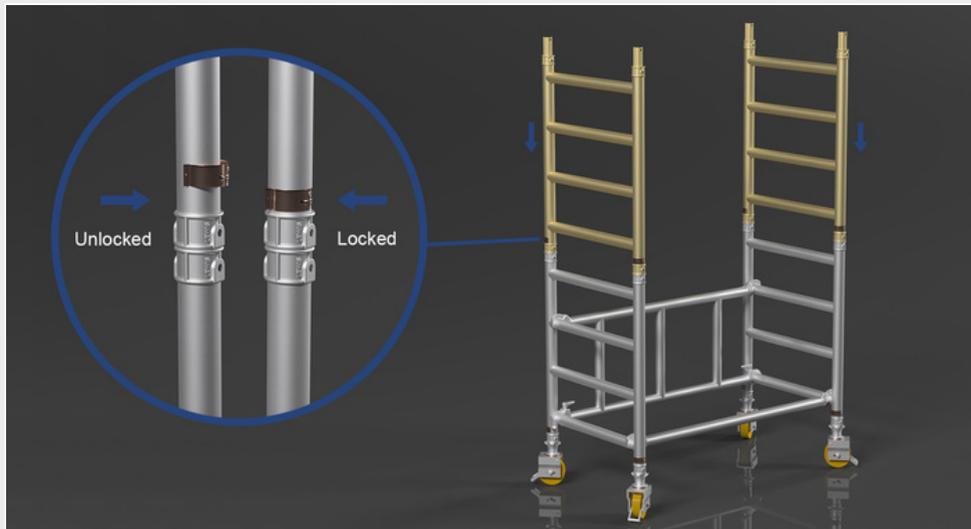


- 4a. Fit your advanced guardrail on rungs 1 & 3 of the 1m frames, ensuring the hook is locked.



Miniscaff Solo Tower Assembly Guide

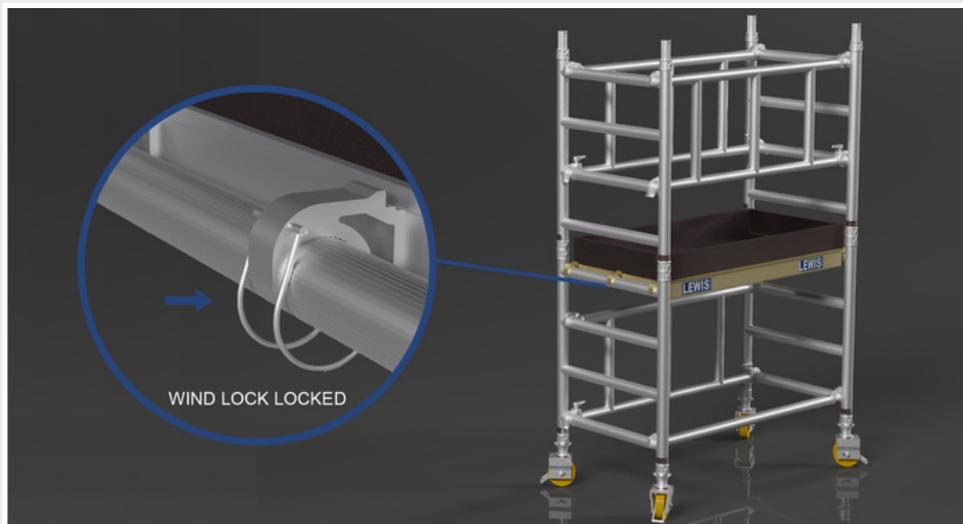
- 4b. Then fit an additional 1m 4 Rung frame on either end , ensure they are locked with the safety frame clips.



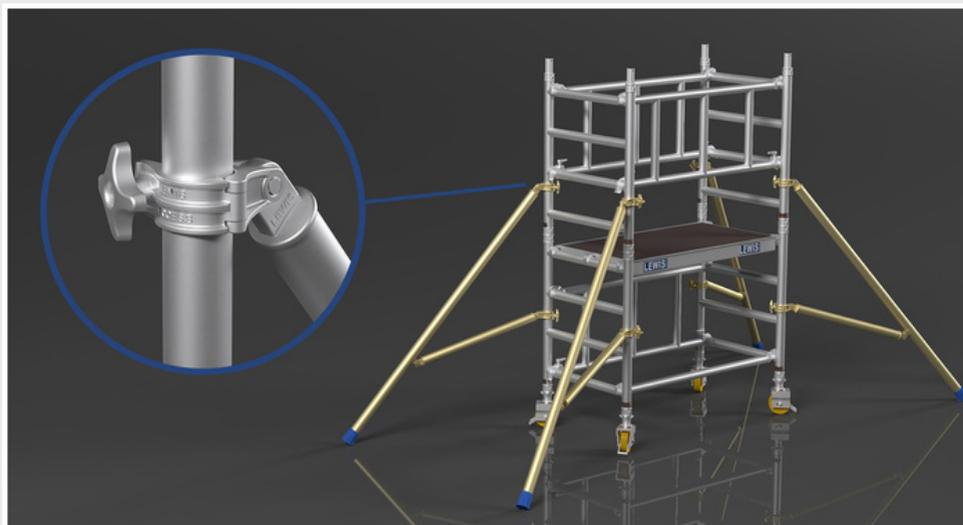
- 4c. Then fit 2 x more advanced guard rails on either side on rungs 6 & 8 of the frames.



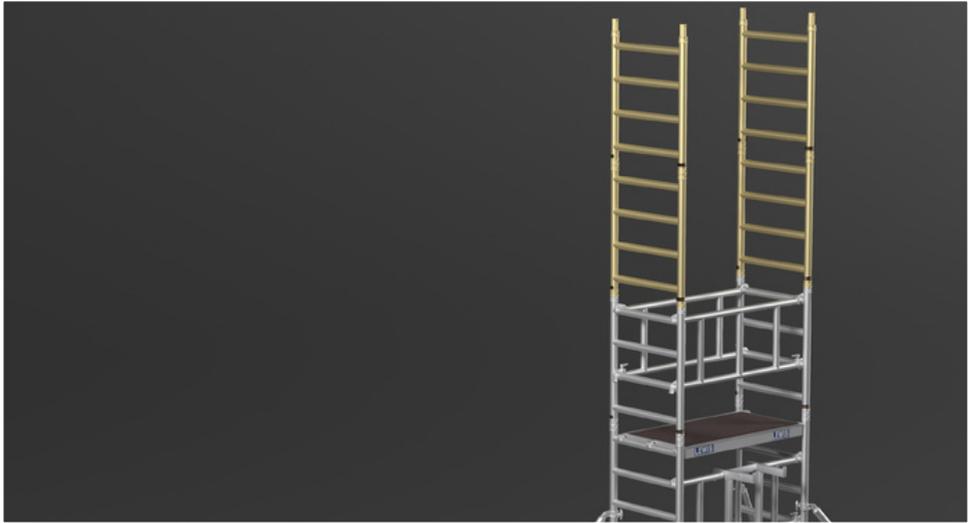
5. Place your trap door platform on rung 4 and engage the windlock – if this is your maximum platform, please ensure you fit your toeboard set.



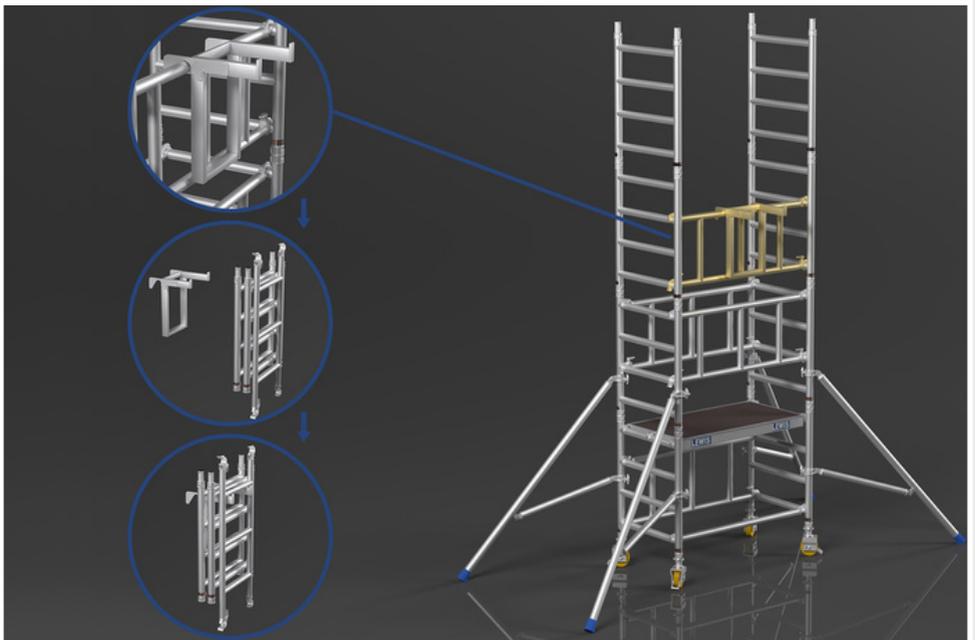
6. Now attach your stabilisers, ensure the clamps are securely tightened and in position. Image shows complete 1.2m Platform Height / 3.2 Working Height.



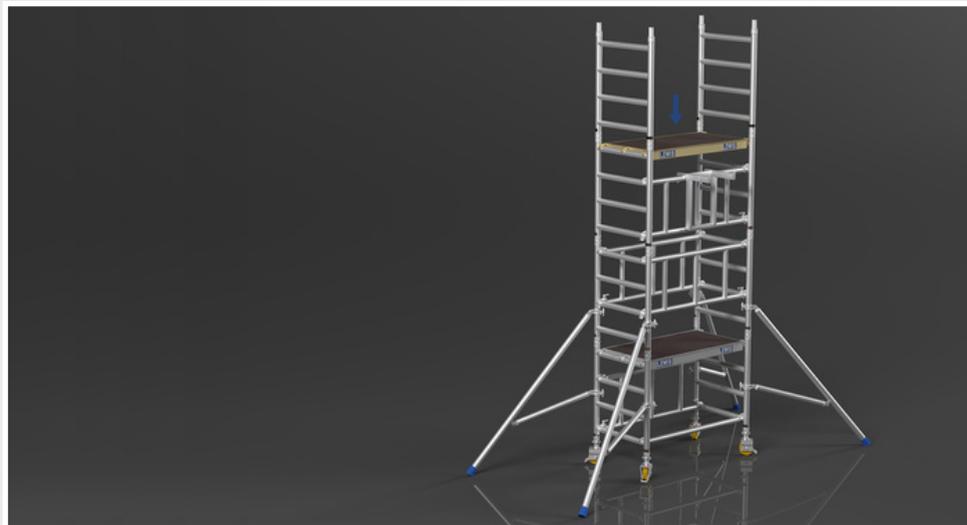
7. **Connect 2 of the 1m 4 Rung frames together using the frame clips. Climb on the inside of the tower, then fit the doubled up frames as shown in the image.**



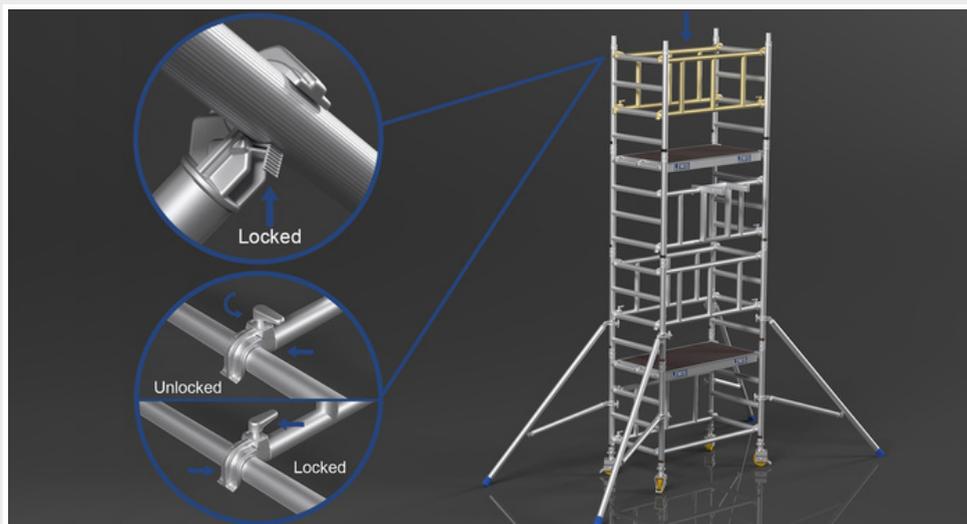
8. **Fit your advanced guard rail on the 9th & 11th rungs of the tower. Hang your assembly bracket on the tower, with the components needed to build the tower higher.**



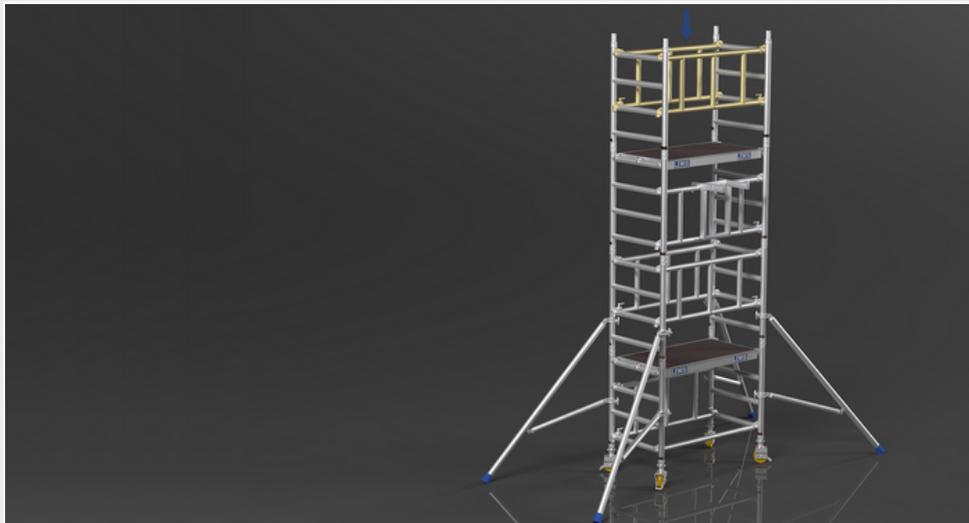
9. Now add your second platform ensuring the windlock is engaged.



10. Climb internally and from the seated position place the advanced guard rails on the 14th and 16th rungs. – ensure the hooks are locked.



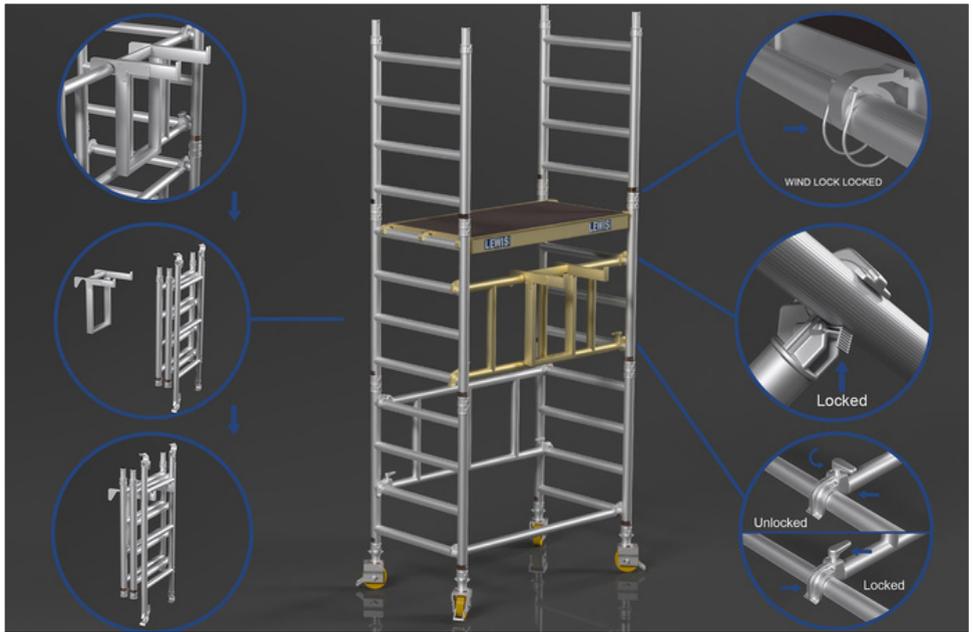
11. You can now complete your tower assembly by fitting the toeboards on the working platform.



Miniscaff Solo Tower Assembly Instructions

Up to 4.2m Platform Height

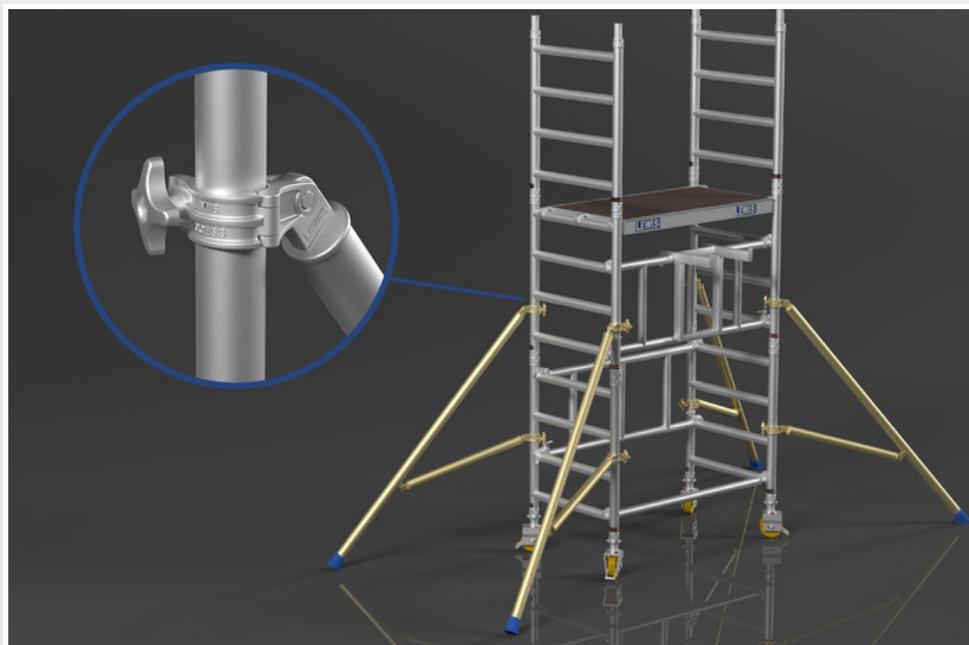
1. Please follow assembly *Step 1 to 4a* for Tower 1.2m to 3.2m Platform Heights.
2. Fit the advanced guard rail Brace to the 5th and 7th rungs of the tower, then hang an assembly bracket from it. Then you can put the components here, for the higher levels.



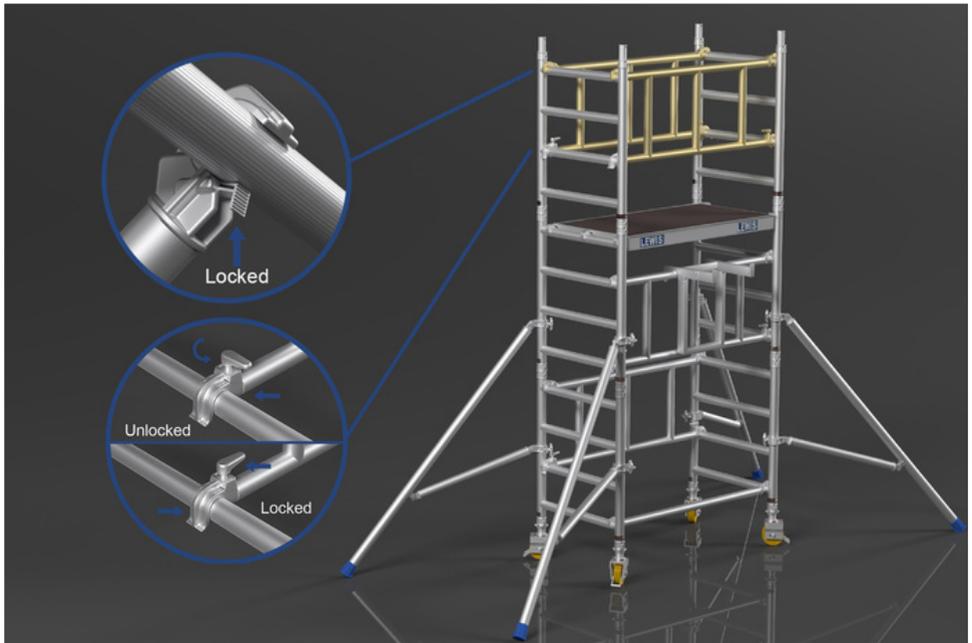
3. Fit a trap door platform to 8th rung of the tower, ensuring the wind lock is engaged.



4. Attach stabilisers, ensure connected and tightened



5. From the seated position on the platform fit the advanced guard rail frames on the 14th and 16th rungs – ensure the hooks are correctly locked into position.

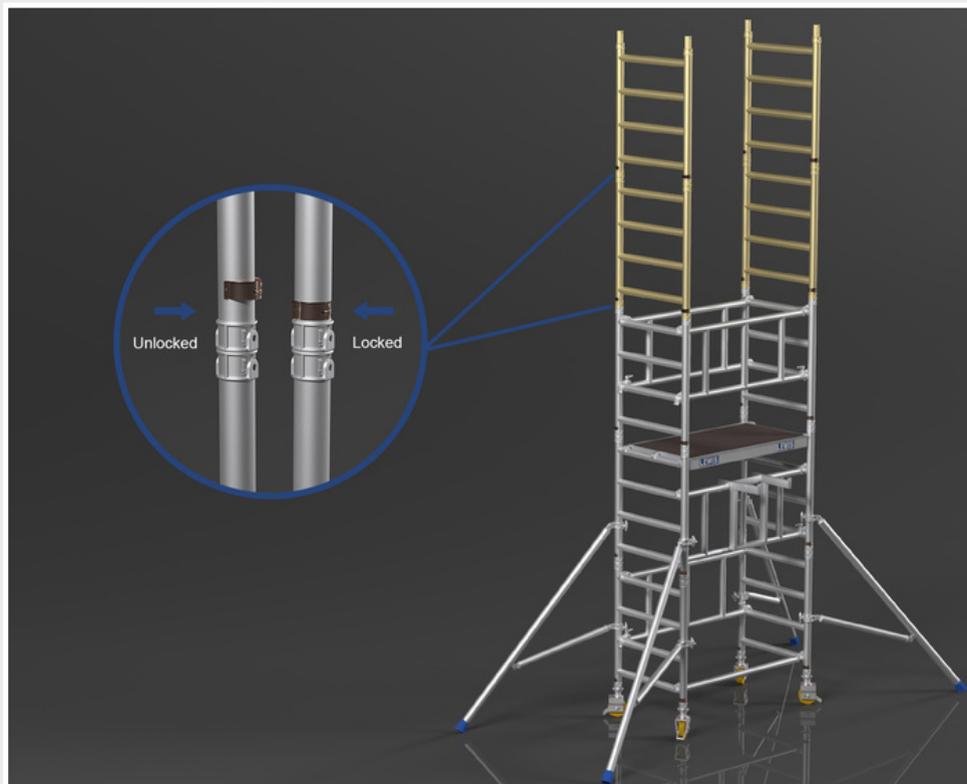


6. If 2.2m platform is your desired height – please ensure the toe board set is securely positioned on the working platform.

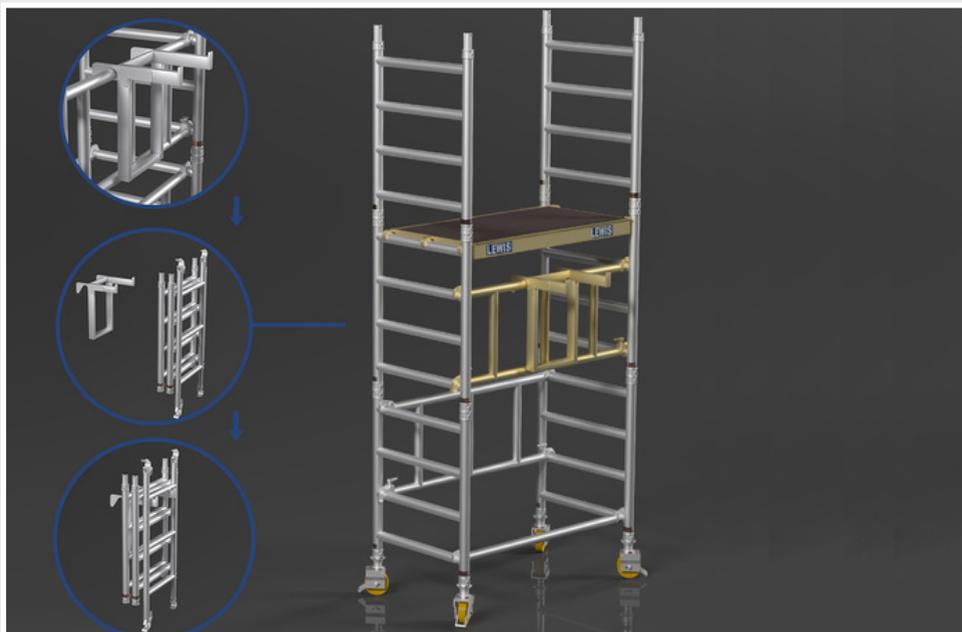


7. Connect two of the 4 1m rung frames together using the frame clips, then climb the tower on the inside using the rungs of the end frames.

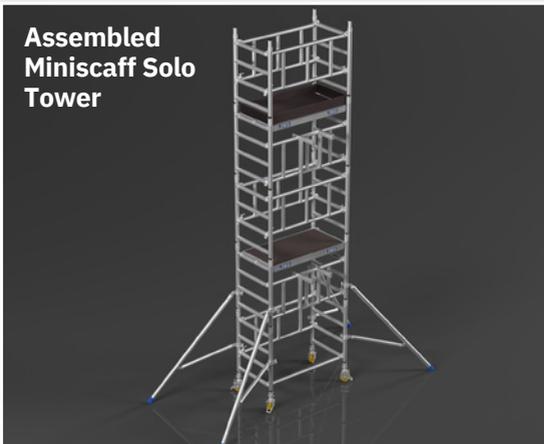
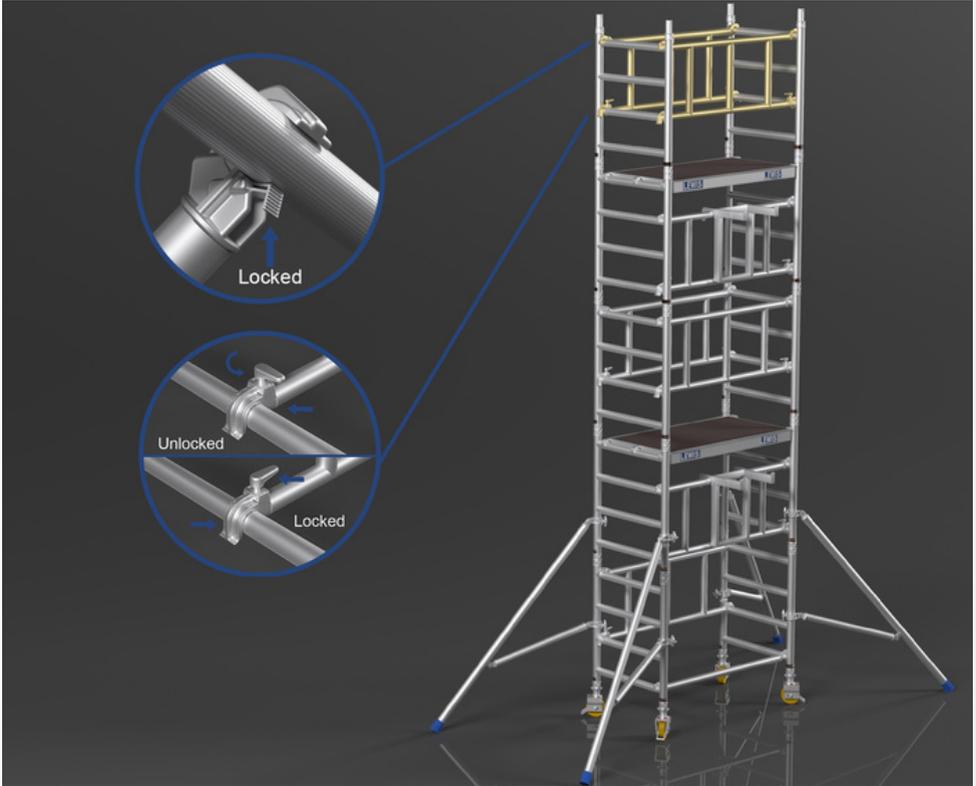
Fit these double 4 1m rung ends to each end of the tower as shown.



8. Add a trap door platform on the 16th rung – ensuring the windlock is engaged.
- Fit the advanced guard rail frame to the 13th and 15th rungs of the tower, then hang an assembly bracket here – to hold the components for the higher level.



9. From a seated position within the trap door of the platform fit the advanced guard rail frames to the 18th and 20th rungs of the tower, ensuring the hooks are correctly locked.



Risk Assessment Completion Form

Company Name:

Assessment carried out by:

Date assessment carried out:

What are the Hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action need by?	Done



Further Information

For further information and support please contact us on:

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