

# PROSAFE Tower Assembly Instructions

Certified: HD 1004 – DIN 4422-1

Designed to meet  
Work at Height  
Regulations

Electrical  
Applications

Compliant to 3T  
Assembly process

Certified and  
independently  
tested for use  
in zone One  
classified areas.



# PROSAFE TOWER

This manual contains all the information required to correctly assemble PROSAFE towers.

Please ensure you read and fully understand its content before attempting to assemble a tower.

This manual must be made available to the user/operative at all times

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# RISK ASSESSMENT

**Prior to assembling the tower it is important that you carry out a risk assessment.**

**This should be carried out by a competent person.**

**To aid the assessment we have listed some of the factors that should be checked. Note that additional factors not listed will need to be taken into account.**

**If assembling the tower outside.**

- There are no overhead power or communication cables above the area where the tower is to be assembled.
- The ground at the tower's point of contact (castors, baseplates and stabilisers) is capable of supporting the tower's weight without the risk of subsidence.

**If assembling the tower indoors.**

- There are no overhead obstructions above the area where the tower is to be assembled.
- The ground at the tower's point of contact (castors, baseplates and stabilisers) is capable of supporting the tower's weight.

**If assembling as a free-standing tower.**

- Platform height does not exceed the maximum free standing height permitted for the base size of tower (see Maximum Working Height).

**If assembling next to a structure which can be used to support the tower.**

- Is the structure suitable for the purpose of tying the tower in.

## DAILY CHECKS

The tower must be checked on a daily basis. Use the checklist on the inside back page and if a box can't be ticked, do not use the tower until the fault is rectified. Where a fault is found, access to the tower must be stopped.

# GENERAL SAFETY NOTES

- When assembling and using the tower, make sure everyone wears suitable PPE (personal protective equipment).
- Do not roll or level the tower with personnel or materials on the platform
- Do not use the tower near non isolated, live electrical wires or devices.
- Always climb the tower on the inside using the built in ladder.
- Do not exert horizontal forces upon the tower (ie side pressure when drilling) in excess of 20kg.
- Never carry items when climbing the tower, keep your hands free. Raise materials and tools using a suitable rope.
- Never suspend the tower assembly from another structure.
- Never use steps, trestles or boxes to gain additional height.
- Never step or stand on the guard-rail or hand-rail frames.
- Never climb from the tower to another structure or vice versa.
- Do cordon off the base of the tower with cones and barriers to prevent members of the public gaining access to the tower.
- Do affix a warning notice to the tower if left unattended.
- Do make sure that a platform hatch is kept closed when not in use.
- When the base section is complete, before proceeding to add further frames, attach four outriggers; the base width and length must be a minimum 1/3 of the tower height.

## MAXIMUM WORKING HEIGHT

Maximum Free-standing Height		
Base Size	Indoor	outdoor
0.74m x 1.8m	8m	6m
0.74m x 2.4	8m	8m
1.35m x 1.8m	8m	8m
1.35m x 2.4m	12m	8m

The tower can be assembled as a free standing tower and is perfectly safe to use provided the platform height does not exceed the height in the chart opposite.

# WIND SAFETY RULES

Towers assembled outside or in open-ended buildings are at risk from strong winds.

Equivalent speed at 10 metres above ground				
Beaufort Scale	Description	Air Speed	Knots	Action To Be Taken
4	Moderate Breeze - Small Branches Move	13 - 18mph	11 - 16	Do not use the tower
6	Strong Breeze - Large Branches Bend	25 - 31mph	22 - 27	Tie tower to a rigid structure
8	Gale - Walking Progress Impeded	39mph	34 - 40	Dismantle tower

## SAFE WORKING LOAD

There are two safe working loads (SWL) to consider when using a tower.

1. The SWL of individual platforms.

Each tower platform has been tested to a SWL of 225 KG

2. The total SWL of a tower.

Each PROTEC tower has a total SWL of 720KG.

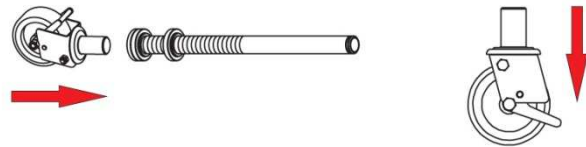
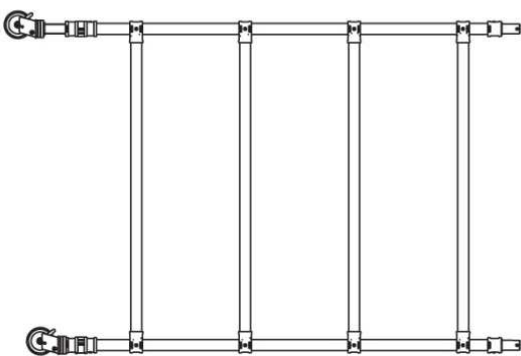
# ERECTING THE TOWER

Before assembling the tower select which frames will be used as the base section.

Select

2-rung frame frames for platform heights 2.0m, 4.0m, 6.0m, 8.0m, 10.0m and 12.0m

4-rung frame frames for platform heights 3.0m, 5.0m, 7.0m, 9.0m and 11.0m



## Step 1

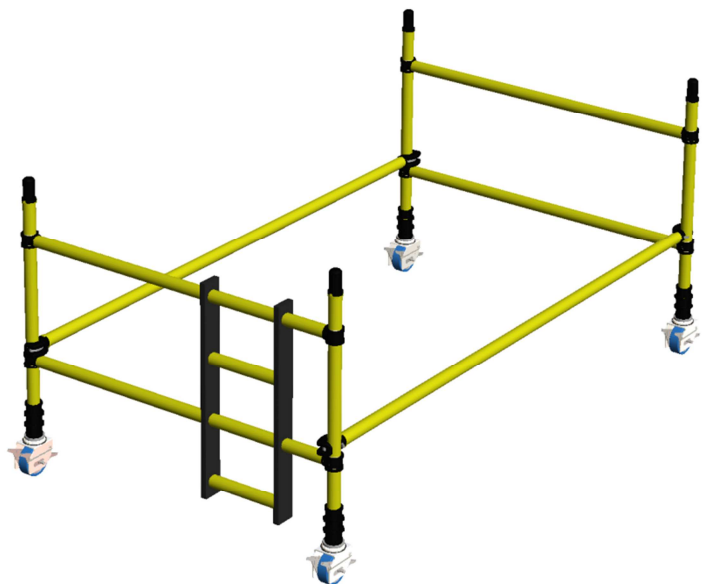
Insert adjustable leg/castor or base plate assemblies into frame.

Lock castor by moving the brake lever fully down.

The tower cannot be moved when using the base plates.

## Step 2

Attach two horizontal braces to the upright of each frame ensuring the hooks face outwards.



# ERECTING THE TOWER

## Step 3

Place one 4-rung ladder and one 4-rung standard frame onto the base section. Secure in place using the short pin clips. Attach four diagonal braces as shown ensuring the hooks face downwards.



## Step 4

Attach the four stabilisers and one standard platform to the 1<sup>st</sup> rung. Fit a trapdoor platform to the 4<sup>th</sup> rung, with the trapdoor situated over the ladder.



## Step 5

Whilst sitting through the trapdoor, attach horizontal braces to the 5<sup>th</sup> and 6<sup>th</sup> rungs on both sides of the platform. Do not stand on the unguarded platform until these braces are in place.

# ERECTING THE TOWER

## Step 6

Insert the next set of frames and secure in place using the short pin clips.

Attach four diagonal braces, see illustration opposite.

Add the trapdoor platform. If this is your working height proceed to step 7.

To gain additional height repeat steps 5



## Step 7

Remove the standard platform from the base of the tower and place on the 3<sup>rd</sup> rung down from the top of the frames.

Whilst sitting through the trapdoor attach four horizontal brace to the upright member of the frames. Ensuring the hooks face out wards.

See illustration.

Do not stand on the unguarded platform until these braces are in place.

To complete the tower fit the toeboards.



## Dismantling the tower

When dismantling the tower reverse steps 7 – 1.

To safely remove the horizontal brace, unlock the hook furthest away from the trapdoor.

Whilst sitting through the hatch disengage the hook closest to you and remove the braces.



# QUICK REFERENCE GUIDE

## 2.0m (6ft) SINGLE WIDTH GRP TOWER

### Platform Heights in metres

Item Description	Part No	1.2	1.7	2.2	2.7	3.2	3.7	4.2	4.7	5.2	5.7	6.2	6.7	7.2	7.7	8.2
4 RUNG FRAME	UFR3379A	1		1	1	2	1	2	2	3	2	3	3	4	3	4
4 RUNG LADDER FRAME	UFR3379L	1		1	1	2	1	2	2	3	2	3	3	4	3	4
3 RUNG UPPER FRAME	UFR3359A		1		1		1		1		1		1		1	
3 RUNG LADDER FRAME	UFR3359L		1		1		1		1		1		1		1	
2 RUNG FRAME	UFR3339A		1	1			1	1			1	1			1	1
2 RUNG LADDER FRAME	UFR3339L		1	1			1	1			1	1			1	1
STANDARD PLATFORM	SP06															
HATCH PLATFORM BOARD	HP06	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4
HORIZONTAL BRACE	HBE06	6	6	6	6	10	10	10	10	14	14	14	14	18	18	18
DIAGONAL BRACE	DBE06	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15
STABILISER REGULAR	SR42			4	4	4	4	4								
STABILISER LARGE	SX66								4	4	4	4	4	4	4	4
CASTORS 5"	CA 05	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
ADJUSTABLE LEGS	28691A	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
TOE BOARD SET	WTB2906-61	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

## 2.0m (6ft) DOUBLE WIDTH GRP TOWER

### Platform Heights in metres

Item Description	Part No	1.2	1.7	2.2	2.7	3.2	3.7	4.2	4.7	5.2	5.7	6.2	6.7	7.2	7.7	8.2
4 RUNG FRAME	UFR5779A	1		1	1	2	1	2	2	3	2	3	3	4	3	4
4 RUNG LADDER FRAME	UFR5779L	1		1	1	2	1	2	2	3	2	3	3	4	3	4
3 RUNG UPPER FRAME	UFR5759A		1		1		1		1		1		1		1	
3 RUNG LADDER FRAME	UFR5759L		1		1		1		1		1		1		1	
2 RUNG FRAME	UFR5739A		1	1			1	1			1	1			1	1
2 RUNG LADDER FRAME	UFR5739L		1	1			1	1			1	1			1	1
STANDARD PLATFORM	SP06	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
HATCH PLATFORM BOARD	HP06	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
HORIZONTAL BRACE	HBE06	6	6	6	6	10	10	10	10	14	14	14	14	18	18	18
DIAGONAL BRACE	DBE06	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15
STABILISER REGULAR	SR42				4	4	4	4	4	4	4					
STABILISER LARGE	SX66											4	4	4	4	4
CASTORS 5"	CA 05	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
ADJUSTABLE LEGS	28691A	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
TOE BOARD SET	WTB5406-61	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

# QUICK REFERENCE GUIDE

## 2.5m (8ft) SINGLE WIDTH GRP TOWER

### Platform Heights in metres

Item Description	Part No	1.2	1.7	2.2	2.7	3.2	3.7	4.2	4.7	5.2	5.7	6.2	6.7	7.2	7.7	8.2
4 RUNG FRAME	UFR3379A	1		1	1	2	1	2	2	3	2	3	3	4	3	4
4 RUNG LADDER FRAME	UFR3379L	1		1	1	2	1	2	2	3	2	3	3	4	3	4
3 RUNG UPPER FRAME	UFR3359A		1		1		1		1		1		1		1	
3 RUNG LADDER FRAME	UFR3359L		1		1		1		1		1		1		1	
2 RUNG FRAME	UFR3339A		1	1			1	1			1	1			1	1
2 RUNG LADDER FRAME	UFR3339L		1	1			1	1			1	1			1	1
STANDARD PLATFORM	SP08															
HATCH PLATFORM BOARD	HP08	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4
HORIZONTAL BRACE	HBE08	6	6	6	6	10	10	10	10	14	14	14	14	18	18	18
DIAGONAL BRACE	DBE08	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15
STABILISER REGULAR	SR42			4	4	4	4	4								
STABILISER LARGE	SX66								4	4	4	4	4	4	4	4
CASTORS 5"	CA 05	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
ADJUSTABLE LEGS	28691A	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
TOE BOARD SET	WTB2908-61	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

## 2.5m (8ft) DOUBLE WIDTH GRP TOWER

### Platform Heights in metres

Item Description	Part No	1.2	1.7	2.2	2.7	3.2	3.7	4.2	4.7	5.2	5.7	6.2	6.7	7.2	7.7	8.2
4 RUNG FRAME	UFR5779A	1		1	1	2	1	2	2	3	2	3	3	4	3	4
4 RUNG LADDER FRAME	UFR5779L	1		1	1	2	1	2	2	3	2	3	3	4	3	4
3 RUNG UPPER FRAME	UFR5759A		1		1		1		1		1		1		1	
3 RUNG LADDER FRAME	UFR5759L		1		1		1		1		1		1		1	
2 RUNG FRAME	UFR5739A		1	1			1	1			1	1			1	1
2 RUNG LADDER FRAME	UFR5739L		1	1			1	1			1	1			1	1
STANDARD PLATFORM	SP08	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
HATCH PLATFORM BOARD	HP08	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
HORIZONTAL BRACE	HBE08	6	6	6	6	10	10	10	10	14	14	14	14	18	18	18
DIAGONAL BRACE	DBE08	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15
STABILISER REGULAR	SR42				4	4	4	4	4	4	4					
STABILISER LARGE	SX66											4	4	4	4	4
CASTORS 5"	CA 05	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
ADJUSTABLE LEGS	28691A	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
TOE BOARD SET	WTB5408-61	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

# STORAGE AND HANDLING

## TRANSPORTING

Tower sections should, where practicable, be transported in an upright position rather than laid down. Where components are placed on a vehicle roof rack, ensure the load is balanced and adequately secured.

Check that the weight of the load does not exceed the vehicles SWL. Be aware of the height of the load and ensure there is enough clearance when moving under gateways and bridges.

## ASSEMBLING & DISMANTLING

Tower components can be safely handed from helper to assembler (and vice versa) if the assembler can safely grasp the component without over reaching.

Where the distance is too great, raise or lower the component using a suitable rope securely attached to the component.

NEVER drop a component onto the ground from a height, it is extremely dangerous and could damage it.

## STORING

The tower components should be stored under cover in a clean, dry and secure place.

Do not store in areas that would subject the tower components to excessive levels of heat, such as closed containers.

## CLEANING

To clean the tower components, a combination of soapy water and jet wash may be used.

## REPAIR

Repairs must only be carried out by Planet Platforms Ltd, Tel: 01924 263377.

## MOVING THE TOWER

A tower fitted with base plates cannot be moved when assembled and must be fully dismantled and reassembled at the new location.

A tower fitted with castors can be moved a short distance if the ground surface is suitable. Make sure there are no potholes or manhole covers in the path of the tower.

However, do not move a tower that has a platform height greater than 2.1 metres for single width towers and 4.1 metres for double width towers. If necessary, reduce the tower height by dismantling the upper sections.

Remove all materials, tools and personnel. Reposition and lock the stabilisers so that the feet are no more than 25mm of the ground. Once ready release the castor breaks and push the tower to its new location.

DO NOT TOW the tower from a vehicle.

Once in position, lock all castors and make any necessary adjustments to set the tower perfectly upright.

If the tower is out of square, twisted or leaning extend or retract the legs (turn the adjustment collar) until corrected.

Reposition and lock the stabilisers and where applicable, replace any upper sections

# DAILY CHECK SHEET

The tower must be checked on a daily basis. Photocopy the checklist below when required and if a box can't be ticked, do not use the tower until the fault is rectified. Where a fault is found, access to the tower must be stopped.

Date of Inspection: \_\_\_\_\_ Description: \_\_\_\_\_  
 Inspector: \_\_\_\_\_ Location: \_\_\_\_\_  
 Site Address: \_\_\_\_\_

	OK	Damaged		OK	Damaged
<b>Extension Frames</b>			<b>Handrail Frames</b>		
Square	<input type="radio"/>	<input type="radio"/>	Brace Hooks	<input type="radio"/>	<input type="radio"/>
Bonded Joints	<input type="radio"/>	<input type="radio"/>	Triggers	<input type="radio"/>	<input type="radio"/>
Interlock Clips (2 per frame)	<input type="radio"/>	<input type="radio"/>	Trigger Springs	<input type="radio"/>	<input type="radio"/>
Tubes	<input type="radio"/>	<input type="radio"/>	Tubes-No splits/cracks	<input type="radio"/>	<input type="radio"/>
			Bonded Joints	<input type="radio"/>	<input type="radio"/>
<b>Braces</b>	<input type="radio"/>	<input type="radio"/>	<b>Outriggers</b>	<input type="radio"/>	<input type="radio"/>
Brace Claws	<input type="radio"/>	<input type="radio"/>	Knurled Nuts	<input type="radio"/>	<input type="radio"/>
Brace Triggers	<input type="radio"/>	<input type="radio"/>	Stabiliser Coupler	<input type="radio"/>	<input type="radio"/>
Trigger Springs	<input type="radio"/>	<input type="radio"/>	Nuts/	<input type="radio"/>	<input type="radio"/>
Tubes-No splits/cracks	<input type="radio"/>	<input type="radio"/>	Bolts/Washers/Cracks	<input type="radio"/>	<input type="radio"/>
			Rubber Foot	<input type="radio"/>	<input type="radio"/>
<b>Standard Platform</b>			Bonded Joints	<input type="radio"/>	<input type="radio"/>
Square	<input type="radio"/>	<input type="radio"/>	<b>Castors</b>		
Platform Hooks	<input type="radio"/>	<input type="radio"/>	Brake Mechanism	<input type="radio"/>	<input type="radio"/>
Bolts/Nuts/Washers (Tight)	<input type="radio"/>	<input type="radio"/>	Housing	<input type="radio"/>	<input type="radio"/>
Rivets	<input type="radio"/>	<input type="radio"/>	Spigot	<input type="radio"/>	<input type="radio"/>
Profile	<input type="radio"/>	<input type="radio"/>	Tyre	<input type="radio"/>	<input type="radio"/>
<b>Trapdoor Platform</b>			<b>Adjustable Leg</b>		
Square	<input type="radio"/>	<input type="radio"/>	Thread	<input type="radio"/>	<input type="radio"/>
Platform Hooks	<input type="radio"/>	<input type="radio"/>	Collar	<input type="radio"/>	<input type="radio"/>
Bolts/Nuts/Washers (Tight)	<input type="radio"/>	<input type="radio"/>	Straight	<input type="radio"/>	<input type="radio"/>
Rivets	<input type="radio"/>	<input type="radio"/>	<b>General Condition</b>		
Profile	<input type="radio"/>	<input type="radio"/>	Clean	<input type="radio"/>	<input type="radio"/>
<b>Toeboards</b>					
Wooden	<input type="radio"/>	<input type="radio"/>			
Rivets	<input type="radio"/>	<input type="radio"/>			
Hinges	<input type="radio"/>	<input type="radio"/>			



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