



Instruction Manual BS EN 1004-2:2021-EN

The ALTO HD Stair Tower is certified to BS EN 1004-1:2020



Introduction

Please read these instructions carefully and ensure that you fully understand all of the information contained herein. All of the information in this document is vital for the safe utilisation of your Alto Heavy Duty Stair Tower, which is designed primarily for the safe execution of tasks such as construction and maintenance work at platform heights of between 2.4m and 12.4m.

All Alto Access products are professional quality engineered equipment designed primarily with safety in mind and meet or exceed all standards, recommendations and guidelines. Used properly, Alto access equipment will keep you safe when working at height.

This manual contains all of the information necessary to correctly assemble your Alto Heavy Duty mobile access tower and incorporates all of the requirements of the PASMA 3T method of assembly as endorsed by the HSE.

This manual should be used in conjunction with your Risk Assessment and Method Statement and in line with the Work at Height Regulations 2005 which place an obligation on employers to eliminate or minimise risks. This manual must be made available to the user/assembler at all pertinent times.

Only competent and qualified personnel should undertake erection, dismantling or alteration, organisation, planning or supervision of mobile access towers. In the case of any doubt, sufficient relevant additional training must be given beforehand to ensure safe use. For further information on the use of mobile access towers consult PASMA (www.pasma.co.uk; Tel +44 (0) 845 230 4041). For any additional technical information or specific advice please contact the manufacturer Lakeside Industries Limited Tel: +44 1527 500577 or Email: sales@altoaccess.com.

Certifications

The Alto Heavy Duty Tower is a mobile access tower certified to BS EN 1004-1:2020 Load Class 3. If the application is outside the scope of BS EN 1004-1:2020, reference should be made to BS 1139- 6:2022 to ensure that the configuration of the equipment meets the relevant requirements. This tower is manufactured in our ISO 9001 accredited facility. This manual complies with BS EN 1004-2:2021.

Maximum Safe Working Loads

The safe working load of the tower is 2,500kg including its own weight. The maximum safe working load of any individual platform is 324 kg evenly distributed. The maximum number of persons permitted on a platform unit within a working platform is two.

The maximum permitted horizontal force at the working platform for a freestanding Alto Heavy Duty tower is 30kg.

It is a requirement of BS EN 1004-1:2020 that a tower may only have one working platform at a time. If the tower is to be used in an application outside the scope of BS EN 1004-1:2020, contact your supplier or the manufacturer, Lakeside Industries Limited, for advice on loadings. Tel: +44 1527 500577 or Email: sales@altoaccess.com.

Inspection Care & Maintenance

Alto Access equipment is designed and manufactured to the highest standards in the industry and is stronger, more robust and safer than any comparable competitor product. Properly cared for, it will give a long and productive service life. The equipment should be inspected and maintained by a competent person as outlined in the "Alto HD Tower Inspection Procedures". A free downloadable copy is available at www.altoaccess.com/downloads.

- Equipment should always be inspected before and after each use.
- Whilst Alto Access equipment is extremely robust, care should be exercised in loading, transporting and handling components to avoid damage or injury to either the equipment or persons.
- Never use any equipment which is damaged, has parts missing or is improperly assembled.
- Repairs should only be carried out by Lakeside Industries Limited or their authorised repairers.
- In case of any doubt as to the integrity of any items of Alto Access equipment, the part should be withdrawn from use, quarantined and subject to detailed examination to determine whether repair or replacement is required. If returned to the factory, Lakeside Industries Limited will provide a free of charge evaluation of any damaged components.

Safety

This instruction manual shall be available on the location of use of the mobile access and working tower. This mobile access and working tower shall only be used according to this manual without any modification. Mobile access and working towers must only be used in accordance with national regulations. The permissible configurations of the tower are set out in the tables of components on [pages 14 and 15](#) below. These set out the permitted heights and the required components.

- Check that all of the necessary components and equipment for the particular tower configuration to be built are on site, undamaged and functioning correctly. Damaged or incorrect components shall not be used. Only the original Alto Access Products components specified in this manual shall be used.

- Always consider the correct platform height in relation to the required working height and the task to be carried out when selecting and assembling a tower. Before assembling the tower, the location should be checked to identify and eliminate hazards during assembly, alteration and dismantling. In particular:
- Check that the surface on which the tower is to be located is capable of supporting the tower and its payload. Check that the level and slope of the ground do not render the location unsafe for the purposes of assembling, using and dismantling the tower.
- The place in which the tower is to be assembled and deployed should be segregated from the rest of the site using appropriate barriers and warning signs. This is to reduce or eliminate the risk of unauthorised persons walking close to or under the tower and of vehicles or plant colliding with the tower.
- Beware obstructions when assembling, altering and dismantling the tower.
- When working outdoors, the weather forecast shall be taken into account before assembly, use and dismantling.
- Beware live electrical installations, cables, moving machinery or other obstructions when erecting, dismantling or using the tower. The tower is a conductive metallic structure.
- The safe working load of the tower is 2,500kg including its own weight. The maximum safe working load of any individual platform is 324 kg evenly distributed.
- This product shall only be used according to the instruction manual.
- User training courses cannot be a substitute for instruction manuals but only complement them.
- If the tower is to be used in an application outside the scope of BS EN 1004-1:2020, contact your supplier or the manufacturer, Lakeside Industries Limited, for advice on loadings. Tel: +44 1527 500577 or Email: sales@altoaccess.com.
- Towers must always be climbed from the inside using the Alto stair units only. Do not climb the outside of the tower.
- The tower must be levelled to within an inclination of 1% when erected using the adjustable castor legs.
- Two or more persons are required for the safe erection and dismantling of a tower.
- Appropriate PPE and a spirit level are required for the safe erection and dismantling of a tower.
- Always comply with the Work at Height Regulations 2005 when erecting, dismantling & using the tower.
- When lifting components, always use reliable lifting equipment and fastening methods and always lift from within the footprint of the tower structure to prevent risk of the tower overturning.

- Users must be aware of the effects of horizontal and vertical loads on the structure when using the tower which may impair the stability of the tower. Examples would be loads resulting from work on an adjacent structure or wind loads which may be increased by tunnelling effects around adjacent buildings.
- See “Moving the Tower” below for safety guidelines affecting the relocation of the tower.
- The maximum permitted horizontal force at the working platform for a freestanding Alto Heavy Duty tower is 30kg.
- Do not use boxes, ladders or other items to gain additional height.
- Do not stand on guard rails for any reason.
- If the tower is to be used in connection with hoisting arrangements, this is outside the scope of BS EN 1004-1:2020 and requires specific advice from the manufacturer to ensure safety. Contact the manufacturer Lakeside Industries Limited for advice on loadings Tel: +44 1527 500577 or Email: sales@altoaccess.com.
- Mobile access and working towers designed in accordance with EN 1004-1 are not anchor points for personal fall arrest equipment unless they are specifically designed in accordance with relevant European standards by the manufacturer for that purpose.
- Fit guard rails to all platforms and ensure all wind latches are engaged at both ends of all platforms.
- Stabilisers shall always be fitted when specified.
- Working is only permitted on a platform with complete side protection including guardrails and toeboards.
- The distance between platforms shall not exceed 2.25m.
- Mobile access towers in accordance with EN 1004-1 are not designed to be sheeted. Sheeting massively increases wind loads on the structure.
- If sheeting is to be attached, contact the manufacturer Lakeside Industries Limited for advice on loadings Tel: +44 1527 500577 or Email: sales@altoaccess.com.
- Mobile access towers in accordance with EN 1004-1 are not designed to be lifted or suspended. If a tower is to be lifted or suspended, contact the manufacturer Lakeside Industries Limited for advice on loadings Tel: +44 1527 500577 or Email: sales@altoaccess.com
- Mobile access towers in accordance with EN 1004-1 are not designed to be used as a means of edge protection.
- Mobile access towers in accordance with EN 1004-1 are not designed to be used as a means to enter or exit other structures, e.g. as a stair tower. If a tower is to be used as a means to enter or exit other structures, contact the manufacturer Lakeside Industries Limited for advice on loadings Tel: +44 1527 500577 or Email: sales@altoaccess.com.

- Every erected tower must be inspected by a competent person at least every seven days and any tower which has been left unattended should be inspected before use to ensure that:
 1. No components have been removed or relocated incorrectly;
 2. The castors are locked by the brakes
 3. The tower is still vertical; and
 4. No environmental or other factors have arisen which will influence safe use of the tower.

Alto Access Products recommends the use of the PASMA TowerSure inspection system. For more information, please visit: pasma.co.uk/towersure.

Unattended Towers

To prevent use by unauthorised persons of complete or incomplete towers when unattended, steps should be taken to prevent unauthorised access. Appropriate steps may include some or all of the following:

- Use of scaffold alarms.
- Suitable physical means such as barriers or site fencing to prevent access to the area immediately around the tower.
- Warning signs identifying the areas where access is not permitted should be displayed at the access
- Points to area occupied by the tower.
- Attaching a well-designed and correctly fitted stair guard to the lowest levels of the tower.
- Appropriate site security.
- Unattended towers should be tied in to a rigid structure.
- Towers which have been left unattended should be inspected before use as outlined above.

Moving The Tower

Always assess the risks before moving any tower. If there is any doubt as to the safety of the move, the tower must be dismantled before moving. Before moving the tower, its overall height should be reduced to 4m working platform height or less. No persons, tools, equipment or materials shall be permitted to remain on the tower when it is being moved.

The tower should only be moved by manually pushing it by the lowest frames at no more than walking speed. When moving the tower users are to be particularly careful of the following:

- Obstructions, including overhead obstacles, moving machinery or electrical cables and equipment.
- Not to move the tower in wind speeds of 18mph (force 5) or above.
- The effect of rough, uneven or sloping ground on the stability of the tower. Towers may only be moved on flat and solid ground without obstacles having a maximum slope of 3%.
- Only to raise the stabilisers by no more than 25mm.
- Locking and unlocking the castors using the foot pedal to allow and prevent the tower moving at appropriate times.

After completing the movement and before every use of the tower the following checks should be carried out as a minimum:

- Ensure that the tower is vertical within an inclination of 1% by using the adjustable jack or castor legs and safely supported on an appropriate surface.
- Check that the tower is correct and complete including the presence and positioning of stabilisers.
- Stabilisers must be positioned in accordance with the manual. Ensure that the couplers are fully tightened to give a reliable grip on the tower frame. Ensure that the stabilisers press firmly against the ground.
- Check that no environmental changes have occurred which influence or affect safe use of the tower.

Wind Speeds

Persons using or responsible for towers must beware of the effect of wind on the structure. Wherever possible, as a precaution, it is advisable to tie the tower in to a rigid structure if it is to be used where it is exposed to potential windy conditions. Users should beware the potential tunnelling effect of open ended or unclad buildings and narrow openings between buildings. We recommend that the use of the tower is discontinued in conditions where the wind speed is above 17mph (force 4).

WIND DESCRIPTION	BEAUFORT SCALE	AVERAGE SPEED	INFORMATION
Medium Breeze	4	13-17 mph	Safe to work on tower.
Strong Breeze	6	25-31 mph	Tie the tower to a solid structure. Do not work on tower.
Gale Force	8	39-46 mph	Towers must be dismantled. Towers must not be assembled.

Erecting & Dismantling the Tower

All Alto towers must be built and dismantled in accordance with the step by step instructions in the following pages corresponding to the particular tower configuration involved and having regard to the Work at Height Regulations 2005; PUWER and Health & Safety legislation as appropriate. Following the step by step instructions will ensure that a person is not required to stand on a platform without principal and intermediate guardrails during assembly or disassembly.

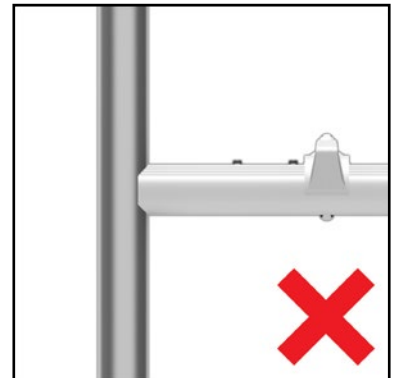
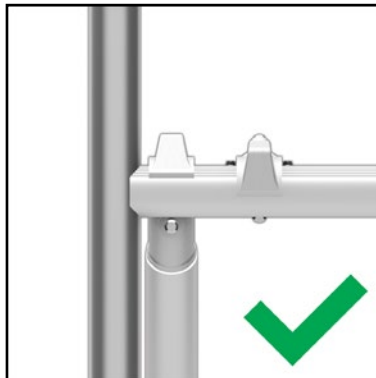
Frames

Frames **must** always be assembled with the offset conical head fitting pointing inwards towards the centre of the tower.

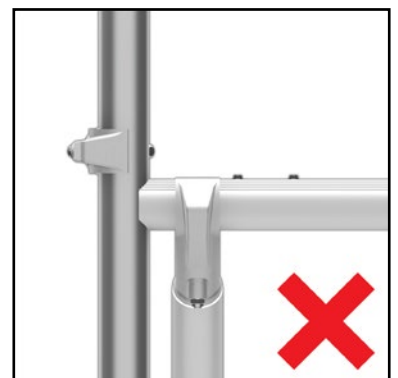
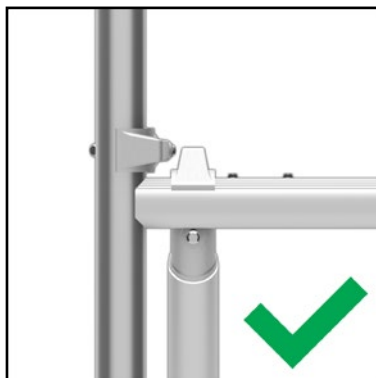


Braces

All braces are fitted with spring loaded pins that automatically lock the brace into position when attached to a tower. Brace hooks **must** be located either over the rung screw heads, between 2 screw heads or between the frame upright and a screw head to prevent lateral movement.



Diagonal braces **must** always be located with the claw opening facing down. Horizontal braces must be located with the claw facing either down (on the rung) or outwards (if on the upright).

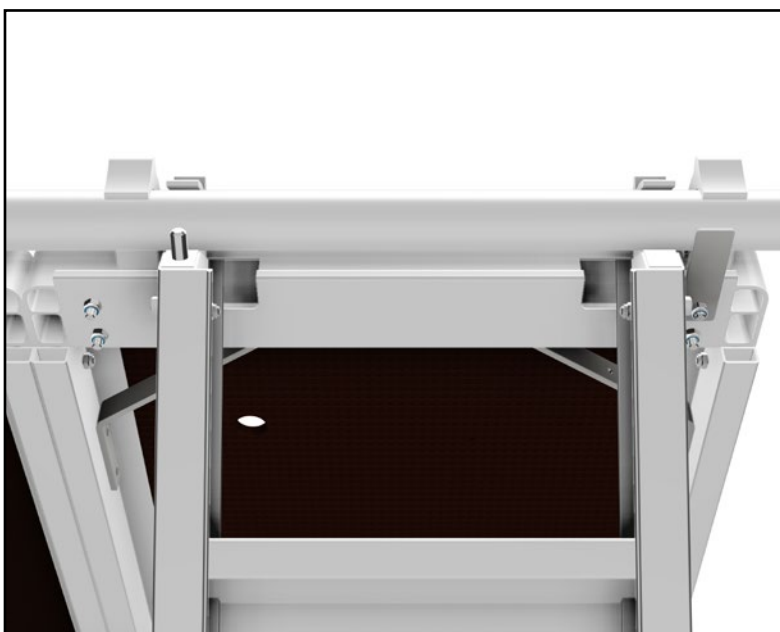


Stair Ladder Units

Stair ladder units clip onto the rungs in the same angle as a diagonal brace. The left-to-right positioning of the ladder on the rung should ensure that the ladder is centralised in the space between the outer frame upright and the screw in the middle of the frame rung.



The ladder unit has 1 spring-loaded pin in the top hook only. This should be fully engaged and the unit square on the frames before it is used. The trap platform has cut-outs in the end so the platform can sit over the stair ladder hooks. The top ladder should be positioned such that the hooks sit inside these cut outs.

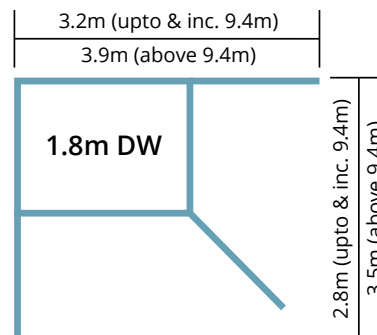
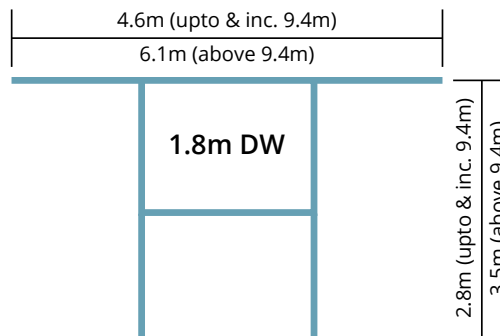
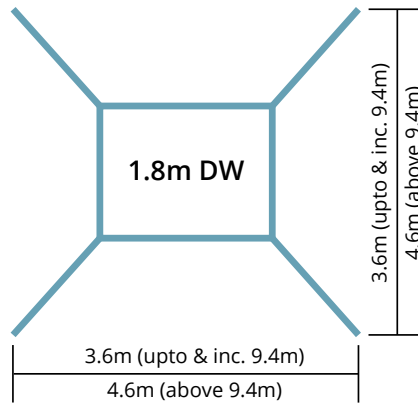


Stabilisers

Stabilisers should always be attached to the tower so as to maximise the base area of the tower structure. The correct size stabilisers must always be used – see component schedule for details.

Stabilisers are attached to the tower using the half couplers on the stabiliser. Once the correct positioning of the stabilisers as outlined below has been achieved, ensure that the couplers are fully tightened to give a reliable grip on the tower frame. Ensure that the stabilisers press firmly against the ground.

In an open area, set the stabilisers so they form a square around the tower as per the diagram below.



If the tower is being used against a wall, arrange the two stabilisers nearest the wall to run parallel to the wall and the other two stabilisers perpendicular to the tower as per the middle diagrams.

If the tower is being used in a corner, remove the one stabiliser in the corner, arrange the two stabilisers nearest the wall to run parallel to the wall and position the final stabiliser 45 degrees to the tower as per the bottom diagrams.

Where there is insufficient clearance to fit the specified stabilisers, contact your supplier or the manufacturer for specific advice. Where ballast or kentledge is used, it must be of solid material, placed on a platform on the lowest rung of the tower and secured against unauthorised removal.

Tying In

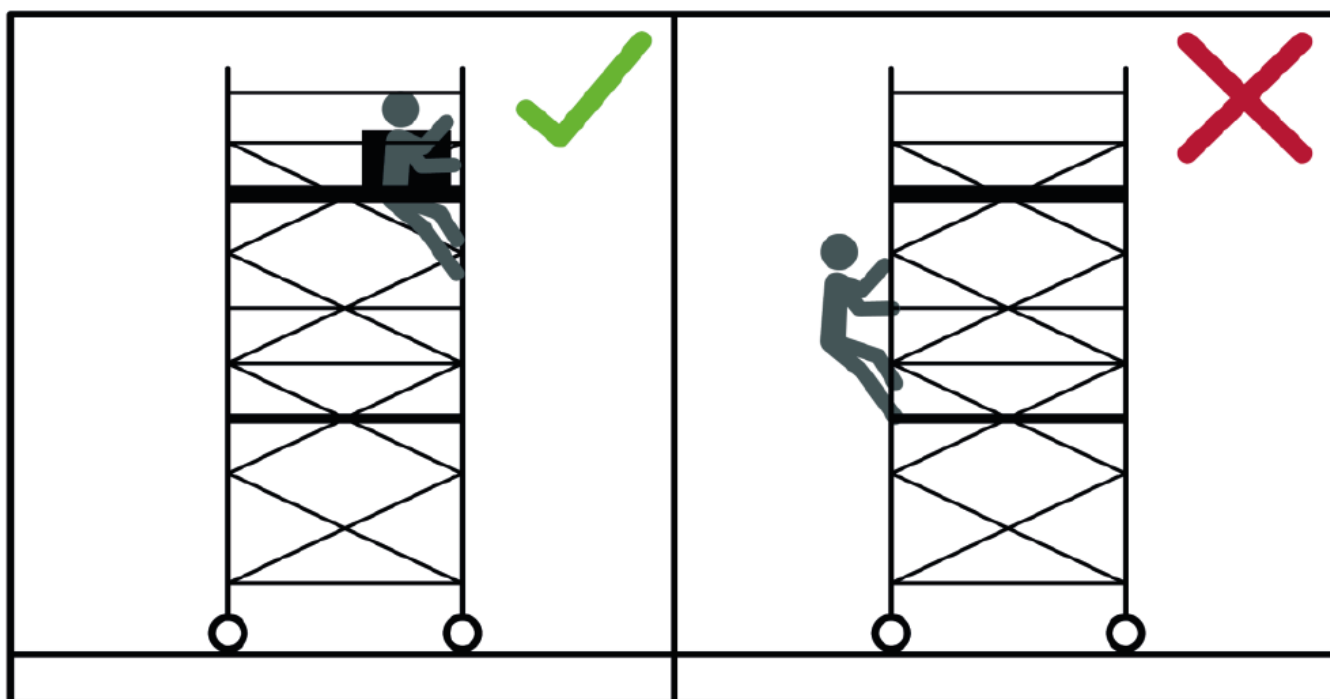
Towers must be tied into a suitable rigid structure once they go beyond the freestanding working heights specified in BS EN 1004-1:2020 - 8m working platform height outdoors and 12m working platform height indoors - or if the tower is unstable or is in danger of being unstable. Standard scaffold tubes and fittings can be used with Alto Access tower products. Ties should be spaced at no more than 4m intervals. Ties must be rigid in tension & compression and be secured to both frame uprights. For further details regarding tying in, please contact your supplier or the manufacturer: Lakeside Industries Limited.

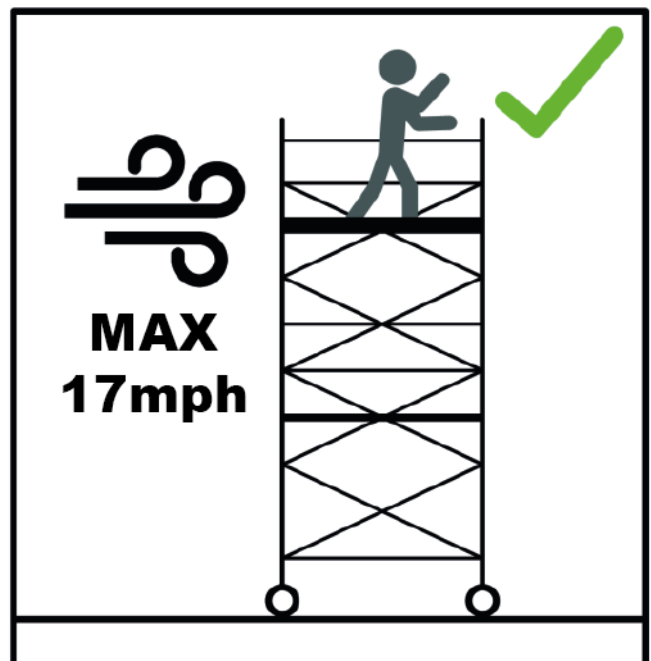
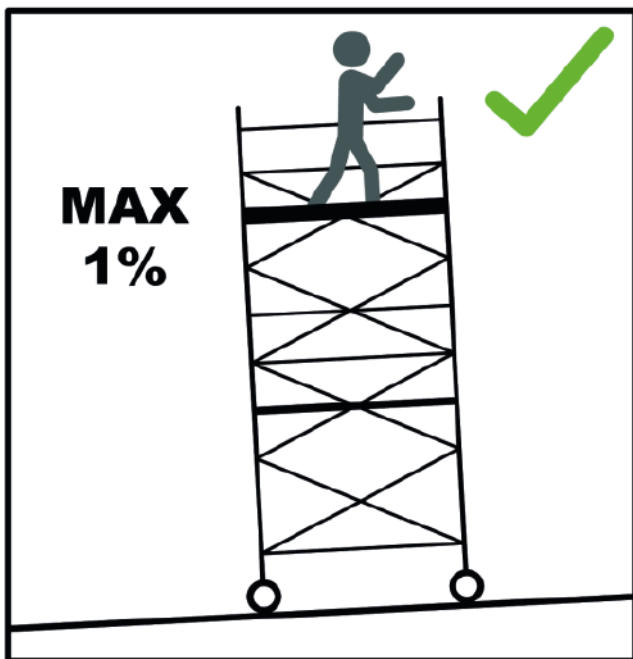
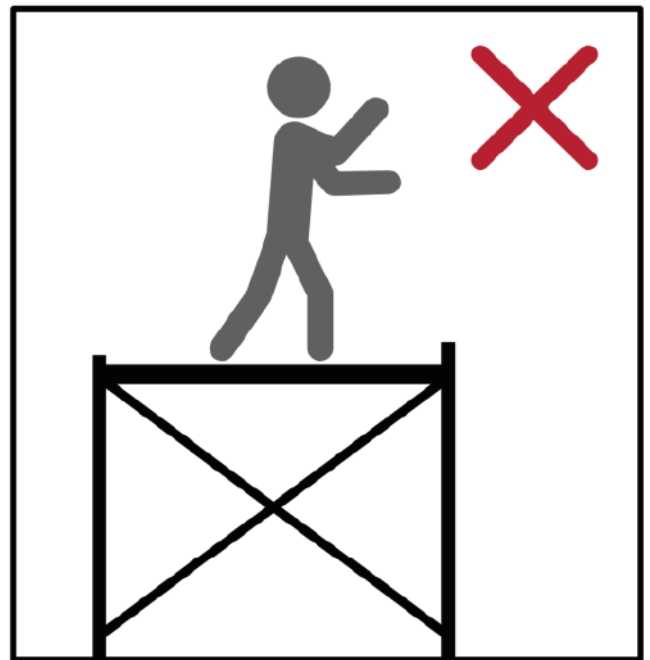
Signage

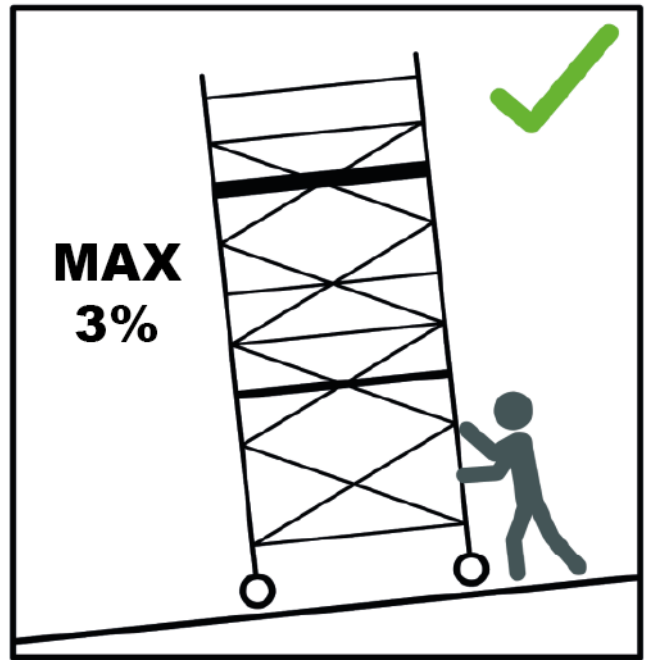
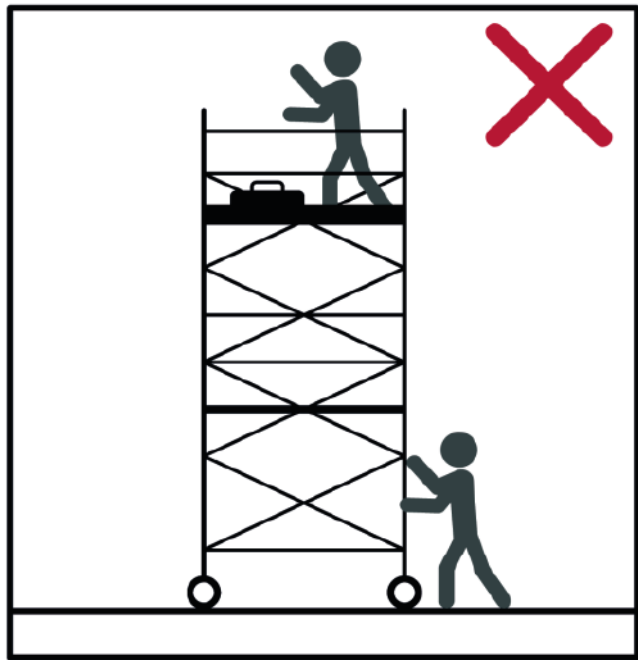
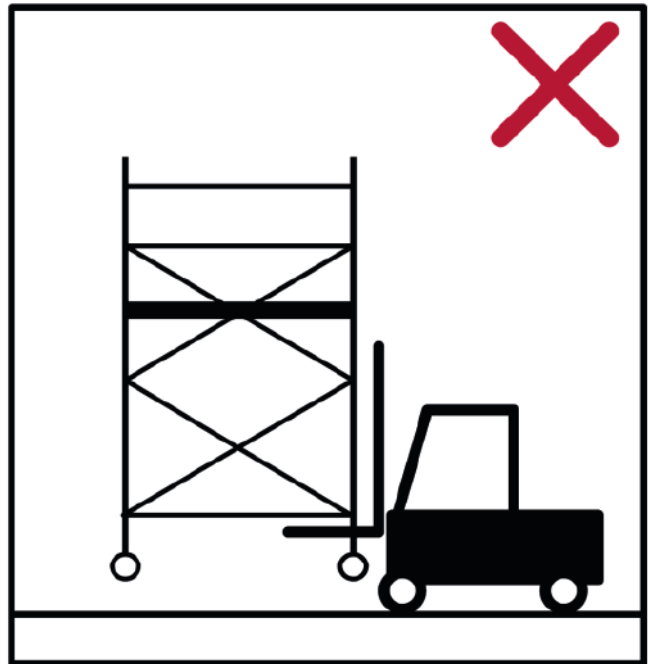
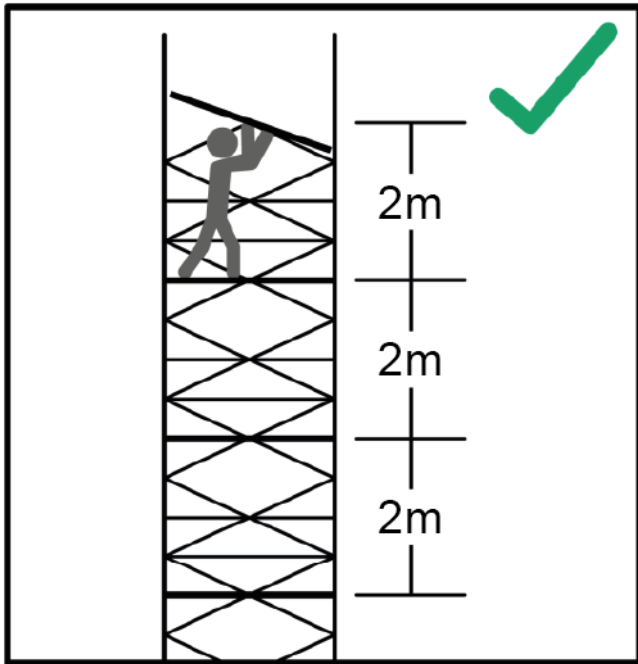
After assembly or alteration, the following minimum information shall be displayed on the mobile access and working tower and be clearly visible from the ground (e.g. on a tag):

- The name and contact details of the responsible person.
- If the tower is ready for application or not.
- The load class and the uniformly distributed load.
- If the mobile access and working tower is intended for indoors use only.
- The date of assembly.

Safety Pictograms







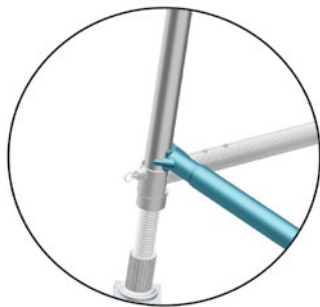
COMPONENT SCHEDULE

1.8m Long x 1.4m Wide (Double Width) HD Stair Tower Double Top Platform

DOUBLE WIDTH HD STAIR TOWER TO BS EN 1004-1:2020

CODE	PART DESCRIPTION	Wt	PLATFORM WORKING HEIGHT (m)									
			INTERNAL & EXTERNAL USE					INTERNAL USE ONLY				
			2.4	3.4	4.4	5.4	6.4	7.4	8.4	9.4	10.4	11.4
2238	150mm Dia. Castor Wheel	3.0	4	4	4	4	4	4	4	4	4	4
2240	HD Adj. Aluminium Leg (silver collar)	1.3	4	4	4	4	4	4	4	4	4	4
2066	HD 1.8m D/W Toeboard	9.9	1	1	1	1	1	1	1	1	1	1
2049	HD 1.8m Stair Trap Unit (Step)	17.7	1	1	1	1	1	1	1	1	1	1
2001	HD 1.4m Base Frame	12.9	2	2	2	2	2	2	2	2	2	2
2002	HD 1.4m Main Frame	10.9		2	2	4	4	6	6	8	8	10
2008	HD 1.4m 1/2 Frame	5.6	2		2		2		2		2	
2040	HD 1.8m Brace	2.6	6	9	9	12	12	15	15	18	18	21
2041	HD 2.7m Brace	3.6	3	4	6	7	9	10	12	13	15	16
2043	HD 1.8m Platform	14.4	1	2	2	3	3	4	4	5	5	6
2056	HD Small Stabiliser	6.0	4	4	4	4	4	4	4	4		
2057	HD Large Stabiliser	7.8									4	4
2206	HD 1m Stair Ladder Unit	9.4		1		1		1		1		1
2207	HD 1m Stair Ladder Unit Handrail	4.7		1		1		1		1		1
2205	HD Stair Ladder Unit	12.1	1	1	2	2	3	3	4	4	5	5
TOTAL SELF WEIGHT OF TOWER (kg)			159	209	226	276	293	343	359	410	434	484

ASSEMBLY INSTRUCTIONS - 2.4m, 4.4m, 6.4m, 8.4m, 10.4m



Step 1

Insert the leg & castor assembly into the base of the two 5 Rung Base Frames. When fully inserted, ensure the spring loaded pin is engaged into the hole in the side of the frames. Ensure all 4 wheels have the brakes applied.

Step 2

Connect 2 horizontal braces to the uprights of the first frame in the area just above the bottom rung. Make sure that the braces are connected from the inside of the tower facing outwards. Make sure that the frame head fittings are pointing inwards into the tower.

Step 3

Connect the 2nd frame to the horizontal braces in the same position that they are located on the first frames. Make sure that the frame head fittings are pointing inwards into the tower.

Step 4

Connect 1 diagonal brace (2.7m) and 1 stair ladder unit to the frames as shown. Keep the diagonal brace as close to the frame uprights as possible. Place the stair ladder unit about 160mm away from the frame uprights on the opposite side. Ensure that they run in opposite directions to each other.



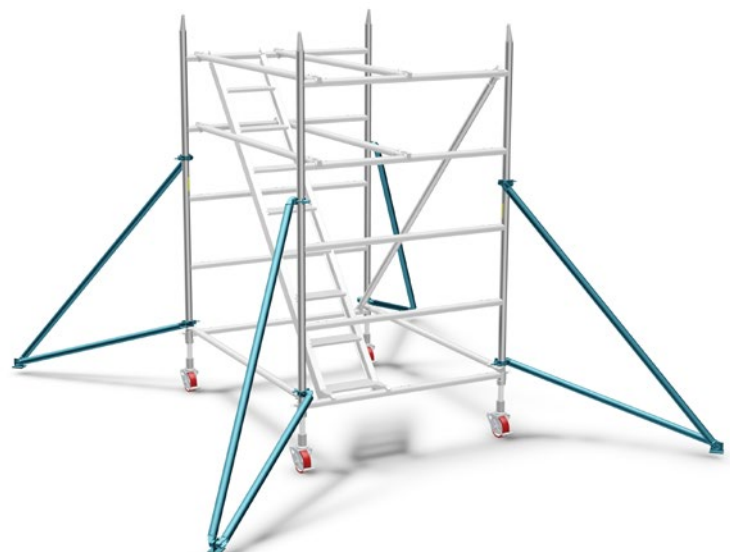
Step 5

Install 4 horizontal braces (1.8m) onto the rungs either side of the ladder as temporary guard railing. There should be installed on rungs 4 and 5 from the bottom. Using a spirit level, ensure that the framework is completely level by adjusting the legs. Twist the serrated collar above the wheel to adjust up & down.



Step 6

Once the framework is in position and level, connect 4 stabilisers to the corners. Fix the shorter arm to the lowest part of the frame, then connect the longer arm to the upper part, ensuring the foot is firmly placed on the ground. Small vertical adjustments can be made to either arm to guarantee a sturdy placement.





Step 7

Working from the guard railed stairs, ensuring the horizontal bracing is at waist height, install a 2 rung frame on each end of the tower. Make sure that the frame head fittings are pointing inwards into the tower. Install two 2.7m braces as handrails in the position shown, as near to the uprights as possible.



Step 8

Working from the stairs, install a plain platform onto the 5th rung up. Ensure the wind latches are engaged on the underside. Remove the 3 temporary horizontal braces at the stairs (2 in the centre of the tower and the lowest horizontal on the outside). Make sure that 1 is left on the same rung as the platform on the opposite side. From the stairs, clip on 4 braces as guardrails for the platform as shown. Go to step 12 If a 2.4m tower is being built.

Proceed to Step 9

ASSEMBLY INSTRUCTIONS - 3.4m, 5.4m, 7.4m, 9.4m, 11.4m

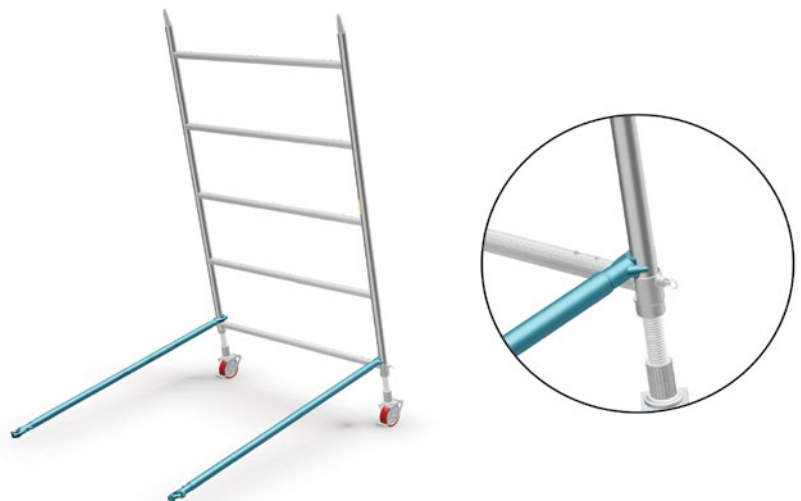
Step 1

Insert the leg & castor assembly into the base of the two 5 Rung Base Frames. When fully inserted, ensure the spring loaded pin is engaged into the hole in the side of the frames. Ensure all 4 wheels have the brakes applied.



Step 2

Connect 2 horizontal braces to the uprights of the first frame in the area just above the bottom rung. Make sure that the braces are connected from the inside of the tower facing outwards. Make sure that the frame head fittings are pointing inwards into the tower.



Step 3

Connect the 2nd frame to the horizontal braces in the same position that they are located on the first frames. Make sure that the frame head fittings are pointing inwards into the tower.





Step 4

Connect 1 diagonal brace (2.7m) and 3 horizontal braces (1.8m) to the tower as shown. Make sure that the diagonal brace is up against the frame uprights and the horizontal brace hooks are located between the 2 screws on the rungs. Using a spirit level, ensure that the framework is completely level by adjusting the legs. Twist the serrated collar above the wheel to adjust up & down.



Step 5

Install a plain platform to the 3rd rung up. Make sure the wind latches are engaged on the underside. Fit the 1m stair unit and handrail. Ensure that the couplers on the handrail unit and the coupler on the stair unit that engages the handrail upright tube are all tightened. Check that the pin on the stair unit top hook is engaged and the swing arm assembly is fitted correctly.



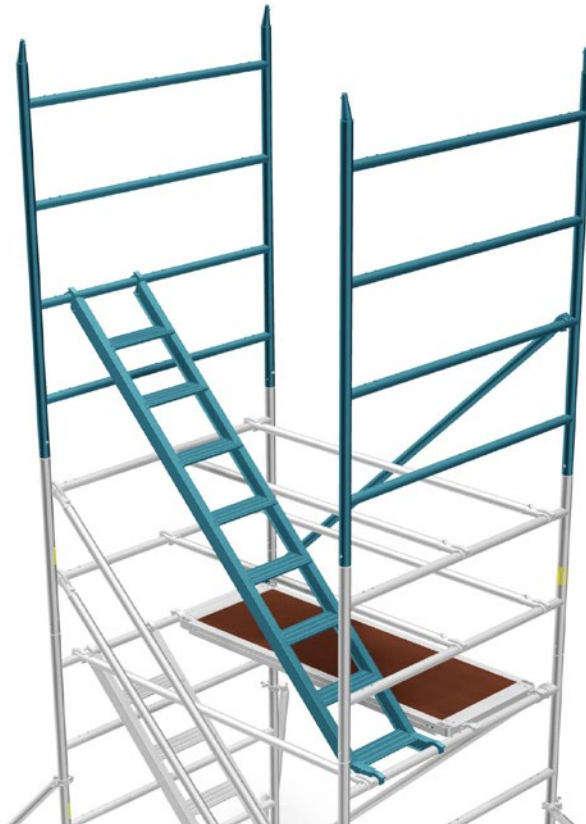
Step 6

Once the tower is in position and level, connect 4 stabilisers to the corners. Fix the shorter arm to the lowest part of the frame, connect the longer arm to the upper part, ensuring the foot is firmly placed on the ground. Small vertical adjustments can be made to either arm to guarantee a sturdy placement. Then install two temporary horizontal braces in the position shown.

Proceed to Step 9

Step 9

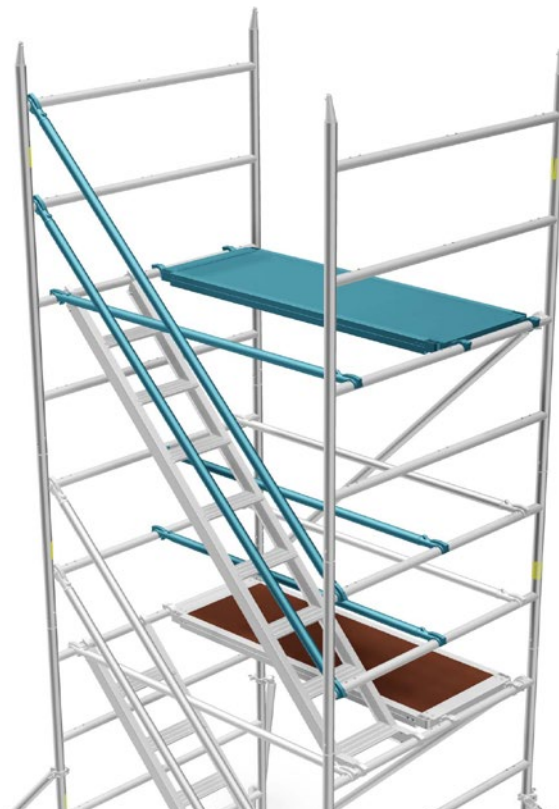
Working off the platform, install two 4 rung frames onto the top of the tower as shown. Now, on the opposite side of the tower to the stairs, install a diagonal brace from the rung the working platform is on up to the 4th rung above on the opposite frame. In the opposite direction, place a stair ladder unit, as shown.



Step 10

Still standing on the platform, clip on 2 diagonal braces as handrails for the stair ladder unit. Fit another plain platform 4 rungs above from the existing one. Engage the wind latches. You may now remove the temporary braces in the centre of the tower. Working from halfway up the stair ladder unit, install a horizontal brace on the same rung as the platform that has just been fitted, but on the opposite side of the tower - as shown.

NOTE: do not install this horizontal brace if this is the top level of the tower.





Step 11

Working off the stairs, install 4 guardrails for the platform in the positions shown. Ensure that the platform is at waist-height whilst standing on the stairs when the braces are being installed. Do not progress any further up the stairs until these have all been installed. Now repeat steps 9, 10 and 11 until you reach the correct working platform height. Then move onto step 12.



Step 12

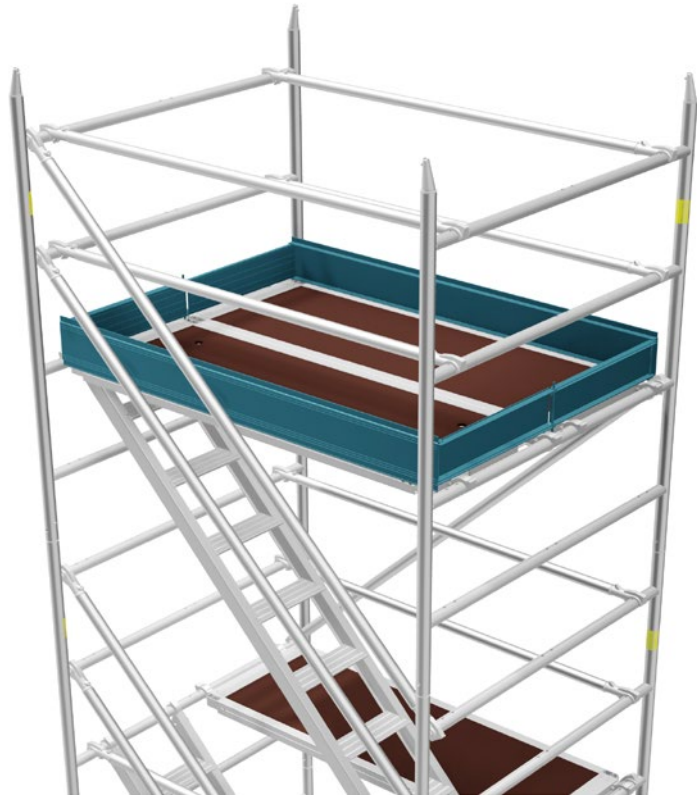
When the correct working platform height is reached, work from the stairs and install the trap platform alongside the plain platform such that it hinges outwards. Engage the wind latches. Still working from the ladder through the new trap platform, relocate the centre horizontal braces onto the outside face of the tower.

Finally, install the folding toeboard unit around the entire top working platform.

DISMANTLING INSTRUCTIONS - All Platform Working Heights

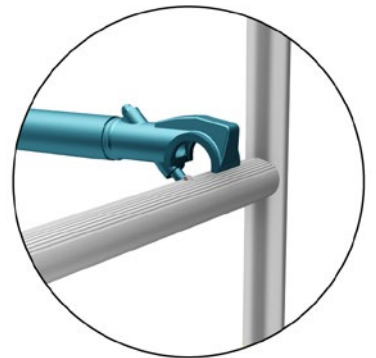
Step 1

The dismantling procedure requires a minimum of 2 operatives to complete the task safely. To start, first remove the aluminium toeboard assembly.



Step 2

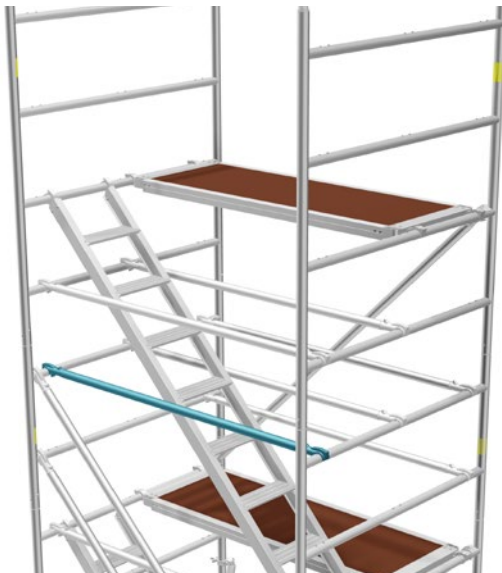
Next, remove the 4 guardrails. To remove braces or guardrails, first disconnect each brace at the one end only - furthest away from the top of stair unit. Then immediately take up the protected position on the stair unit with the platform frame at waist level. Whilst standing through the trapdoor, disconnect the braces completely. Now from the stairs, remove the trap platform.





Step 3

Reconnect the 4 horizontal braces that were removed in step 2 into the positions shown. Now, the 2 diagonal braces that were the handrails can be removed. Ensure that the platform is at waist-height whilst standing on the stairs when removing the diagonal braces.



Step 4

Once the diagonal braces are removed, relocate the uppermost horizontal brace on the outside of the tower down 2 rungs into the position shown. Make sure the horizontal braces that are 1 rung below the upper platform are at waist height when moving this down.



Step 5

Working off the platform, relocate the upper horizontal brace in the centre of the tower down 2 rung positions (to knee height) as shown, so the platform is fully guarded at 0.5m and 1.0m on both sides. Then remove the 2 horizontal braces on the outer side of the stair unit. Now remove the upper plain platform.

Step 6

Remove the stair unit and the diagonal brace on the opposite side of the tower. The two 4 rung frames can now be taken off.



Step 7

Remove the 4 guardrails using the same process used in step 2. Then working off the stair unit, reconnect the horizontal braces into the positions shown. Now, the 2 diagonal braces that were the handrails can be removed.

Now repeat steps 4, 5 and 6 until the tower is dismantled or the new platform height is achieved.



Components



2238 - 150mm castor
2240 - HD Adj. Leg



2001 - HD 1.4m Base Frame



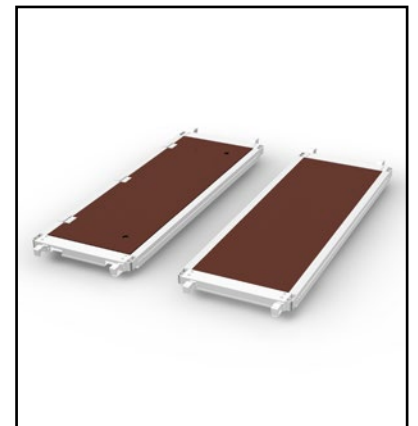
2002 - HD 1.4m Main Frame



2008 - HD 1.4m 1/2 Frame



2040 - 1.8m Brace (horizontal)
2041 - 2.7m Brace (diagonal)



2049 - 1.8m Stair Trap Unit
2043 - 1.8m Plain Platform



2056 - HD Small Stabiliser
2057 - HD Large Stabiliser



2205 - Stair Ladder Unit



2066 - 1.8m D/W Toeboard

THE HEIGHT OF SAFETY

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