

Instruction Manual

The ALTO Podium System is certified to BS 8620:2016



Introduction

The Alto Podium is a Low Level Work Platform (LLWP) within the meaning of BS 8620:2016. This is a low level work platform with side protection designed for use by one person. It has a maximum safe working load of 150kg. The Alto Podium is a BS 8620:2016 compliant podium.

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 Podium and incorporates all of the requirements of BS 8620:2016.

Only competent personnel should undertake erection, dismantling or alteration, organisation, planning or supervision of LLWP's. 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 LLWP's consult PASMA (www.pasma.co.uk; Tel +44 (0) 845 230 4041.

Safety

The Alto Podium is a well-designed and robust piece of equipment and, properly used is capable of giving many years of safe use in working at heights within its designed range of operation.

As with all work at height it is imperative that a risk assessment is carried out and a safe method of working determined. Only use the Podium if it has been determined that this is the safest means of carrying out the work. 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.

Before starting to use the equipment, read the instructions provided and inspect the equipment before use to ensure that all components are present and correctly fitted before use. Ensure that none of the equipment is damaged. Do not use damaged equipment. If there is any doubt, refer the issue to the provider.

The Podium is not equipped with levelling devices. Do not use on sloping or uneven surfaces and do not use on loose or slippery surfaces. Ensure that the working platform is level when the Podium is erected. When transporting, locating for use or using the Podium, beware of power lines or other live electrical equipment and beware of finger traps when erecting and using the equipment.

When using the Podium:

- Only ascend or descend the LLWP using the access provided
- Ensure side protection gate is closed and secured before use
- Never stand on the access ladder to work
- Never stand on the side protection or use boxes, stepladders or other objects to gain extra height

- Do not overreach
- Never allow the LLWP to be used by more than one person at a time
- Never move the LLWP when a person is standing on the working platform
- Never use the LLWP as a means of access to another place
- Always wear appropriate personal protective equipment and work-wear including foot wear with a flat firm sole and a good grip
- Always take safety measures when working close to doorways, openings and other traffic paths, to prevent accidental collisions. Never block emergency exits, fire-paths or other escape routes
- Always secure the LLWP when unattended to prevent unauthorised use
- Never use this LLWP until you are sure you are competent in its use and physically able to safely enter, exit and work from the platform
- Never carry out jobs that require excessive sideways force. Forces should never exceed 30kg. Excessive sideways forces may cause the work station to tilt or overturn
- Never lean anything against the LLWP
- Never climb up outside of the guardrail
- Never suspend the LLWP from another structure
- Never use the LLWP if you are feeling unwell or you have taken any alcohol, medication or other substance that may affect your ability to work safely

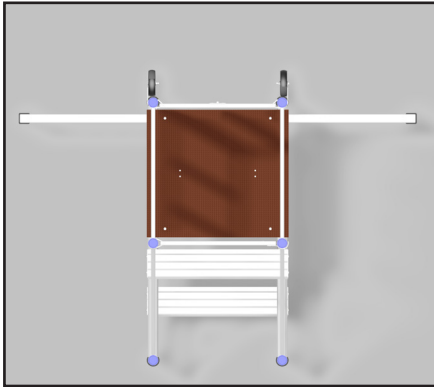
Component Schedule

CODE	PART DESCRIPTION	WEIGHT	PODIUM UNIT ONLY	PODIUM & BOOSTER 1	PODIUM & BOOSTER 2	PODIUM & BOOSTER 3
3560	Podium Folding Frame	27.2	1	1	1	1
3561	Podium Step Tread	1.8	2	2	2	2
3562	Podium Wooden Platform	2.7	1	1	1	1
3563	Podium Booster No.1 Folding Frame	18.6		1		
3564	Podium Booster No.1 Ladder	4.4		1		
3565	Podium Booster No.2 Folding Frame	27.1			1	
3566	Podium Booster No.2 Ladder	5.8			1	
3567	Podium Booster No.3 Folding Frame	32.9				1
3568	Podium Booster No.3 Ladder	7.1				1
TOTAL SELF WEIGHT (kg)			33	57	67	74
PLATFORM WORKING HEIGHTS (m)			0.5, 0.75	0.5, 0.75, 1.0, 1.25	0.5, 0.75, 1.5, 1.75	0.5, 0.75, 2.0, 2.25

An optional Alto Podium Toeboard (3569) is available and should be fitted if supplied. A alternative aluminium platform (3570) is also available for fire risk/hygiene-related applications.

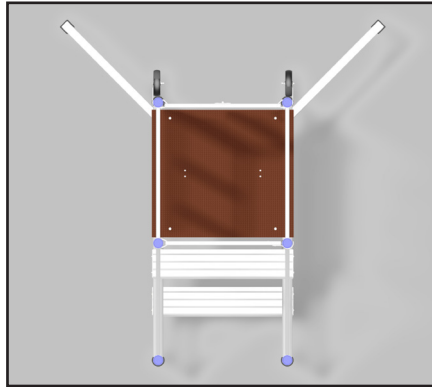
Stabilisers

All stabilisers on both the Podium frame and Booster frames are permanently fixed to the units. They can be positioned into 3 set locations depending on the setup of the Podium unit.



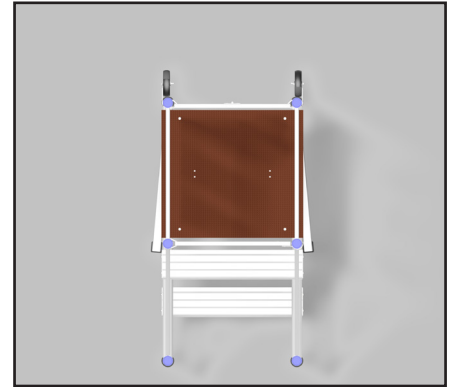
90° Position

Used when the Podium is placed up against a wall.



135° Position

Used when the Podium is used in the middle of a room.



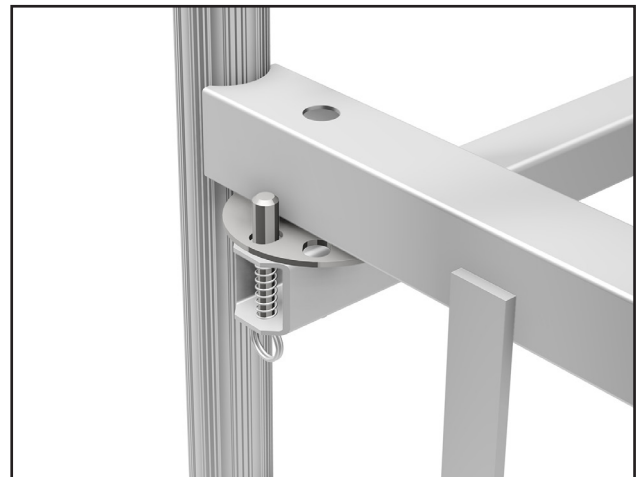
Parked Position

Used when the Podium is being moved or packed away.

The stabilisers are fixed into position by the use of a spring loaded pin that locates into 1 of 3 holes in the Locking Plate.

To move the stabiliser, pull the spring pin out of the hole in the locking plate and rotate the stabiliser arm around until the spring pin relocates into the appropriate hole for the required arm position.

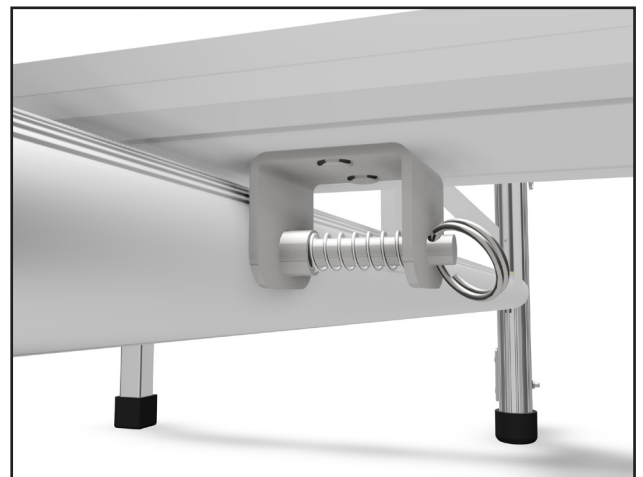
Stabilisers must always be deployed regardless of the platform height that is being used.



Step Treads

Step Treads are only used when the platform height is at 0.5m or 0.75m. All other times, they are either removed off the system completely or stowed in the correct location on the Podium folding frame. Booster Ladders are used in their place for all other platform heights.

When installing the step treads, always ensure that both of the spring pins on each tread are fully engaged into the holes in the sides of the folding frame before using the Podium.



ASSEMBLY INSTRUCTIONS - Podium Unit Only

STEP 1



Stand the folding frame unit upright. Unfasten the Velcro straps and push the two side frames apart until the rear folding hinge unit is fully extended. Now swing the front gate out from its parked location until it is in the area shown above.

STEP 2



Unclip the platform from its parking position and place onto the horizontal rungs - 2 positions available. Remove the 2 step treads off the side frames and fit into position ensuring that the pins are fully engaged into the relevant holes in the tubes. Now close the gate.

STEP 3



Position the Podium where required. Deploy the stabilisers in the direction where they will provide maximum stability. Lock the stabilisers in the deployed position with the spring pin. See **Stabilisers** section for more information.

ASSEMBLY INSTRUCTIONS - Podium & Booster

STEP 1



Stand the Booster folding frame unit upright. Unfasten the Velcro straps and push the two side frames apart until the rear folding hinge unit is fully extended.

STEP 2



Lock the swing arm in place by unhooking the end off the parking screw and swinging it out until the spring loaded pin on the opposite frame engages in the swing arm hole.

STEP 3



Loosen the 4 couplers on the top of the frame and open them completely. Make sure that the couplers are at right angles to the Booster frame for the Podium frame to be located onto. Now the Booster frame is ready to have the Podium frame installed.

STEP 4



Stand the Podium frame unit upright. Unfasten the Velcro straps and push the two side frames apart until the rear folding hinge unit is fully extended. Now swing the front gate out from its parked location until it is in the area shown above.

STEP 5



Unclip the platform from its parking position and place onto the horizontal rungs - 2 positions available. **Do not install the step treads.** Now close the gate.

STEP 6



Using 2 people, lift the Podium frame onto the top of the Booster frame and tighten the 4 couplers. Now install the Booster ladder by locating the steel dowels into the holes in the Podium frame. Ensure the ladder stiles engage with the slots in the swing arm.

STEP 7



Position the Podium where required. Deploy the stabilisers in the direction where they will provide maximum stability. See **Stabilisers** section for more information. Ensure that the spring pins are fully engaged into the plate before using the Podium. Always ensure the gate is fully closed before, during and after use.

Moving

Both the Podium & Podium/Booster combination are able to be moved when fully assembled or in their folded state.

To move any Podium combination, stand in front of the assembled unit and lift/tip the unit backwards onto the rear wheels whilst holding the aluminium framework at a comfortable position. Stabilisers should be put into their parked position before the unit is moved. Ensure stabilisers are deployed when the unit has been relocated.

Always take care, check your surroundings and use safe lifting techniques when moving the Podium.

Dismantling

When dismantling the ALTO Podium, follow the above instructions in reverse. Always ensure that 2 people are used to remove the Podium frame off the Booster frame.

For convenience, the combined Podium and Booster unit may be folded and moved or stored as a single item.

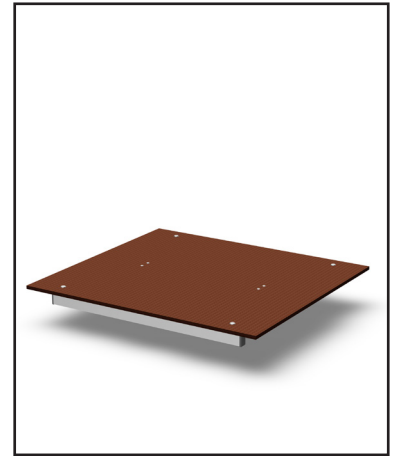
Components



3560 - Podium Folding Frame



3561 - Podium Step Tread



3562 - Podium Wooden Platform



3563 - Podium Booster No.1
Folding Frame



3564 - Podium Booster No.1
Ladder



3565 - Podium Booster No.2
Folding Frame



3566 - Podium Booster No.2
Ladder



3567 - Podium Booster No.3
Folding Frame



3568 - Podium Booster No.3
Ladder

THE HEIGHT OF SAFETY

For further information regarding our range of access products and services, please get in touch with us:

Lakeside Industries Ltd
Unit 19 Howard Road, Park Farm Industrial Estate
Redditch, Worcestershire. B98 7SE. UK

t: +44(0)1527 500 577
e: sales@altoaccess.com
w: www.altoaccess.com

 @lakesideindust

 @altotowers

 lakeside-industries-ltd



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