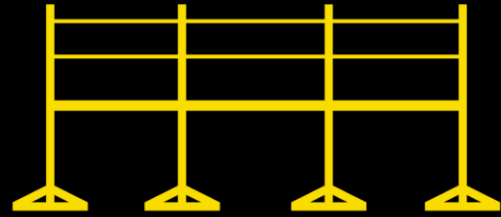


SAFESTAND®



ACCESS SYSTEMS

SafeStand® Extension (Ext.) Stand Training Guide



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What is work at height?

It is defined as:

Work in any place from which a person could fall a distance liable to cause personal injury

The Work at Height Regulations 2005 require employers, including the self-employed, and any person planning work at height activities, to consider the following hierarchy when working at height:

1. Avoid work at height where reasonably practicable.
2. Where work at height cannot be avoided, use suitable work equipment and measures to prevent falls.
3. Where the risk of a fall cannot be eliminated, use suitable work equipment and measures to minimise the distance and consequences of a fall.
4. Always prioritise collective protection measures (e.g. platforms and guardrails) over personal protection measures (e.g. safety harnesses).

Training Requirements

Training & Competence Requirements

- The SafeStand® Extension Stand system is an advanced working platform configuration designed to achieve working platform heights up to 3.2m, allowing safe access for the construction of walls up to 5m high.
- The system must only be erected, modified, or dismantled by trained and competent operatives.

Minimum Training Requirements

Operatives must have successfully completed:

- SafeStand® 1-Day Competency Course
- SafeStand® Extension Stand Course

*Valid for 3 years

Note: Valid SafeStand® Competency Certificates, as detailed above, must be held and remain in date prior to any Extension Stand erection, modification, or dismantling activities being carried out.

Training Requirements

Supervision

Where required, SafeStand® may provide supervised first erections to ensure:

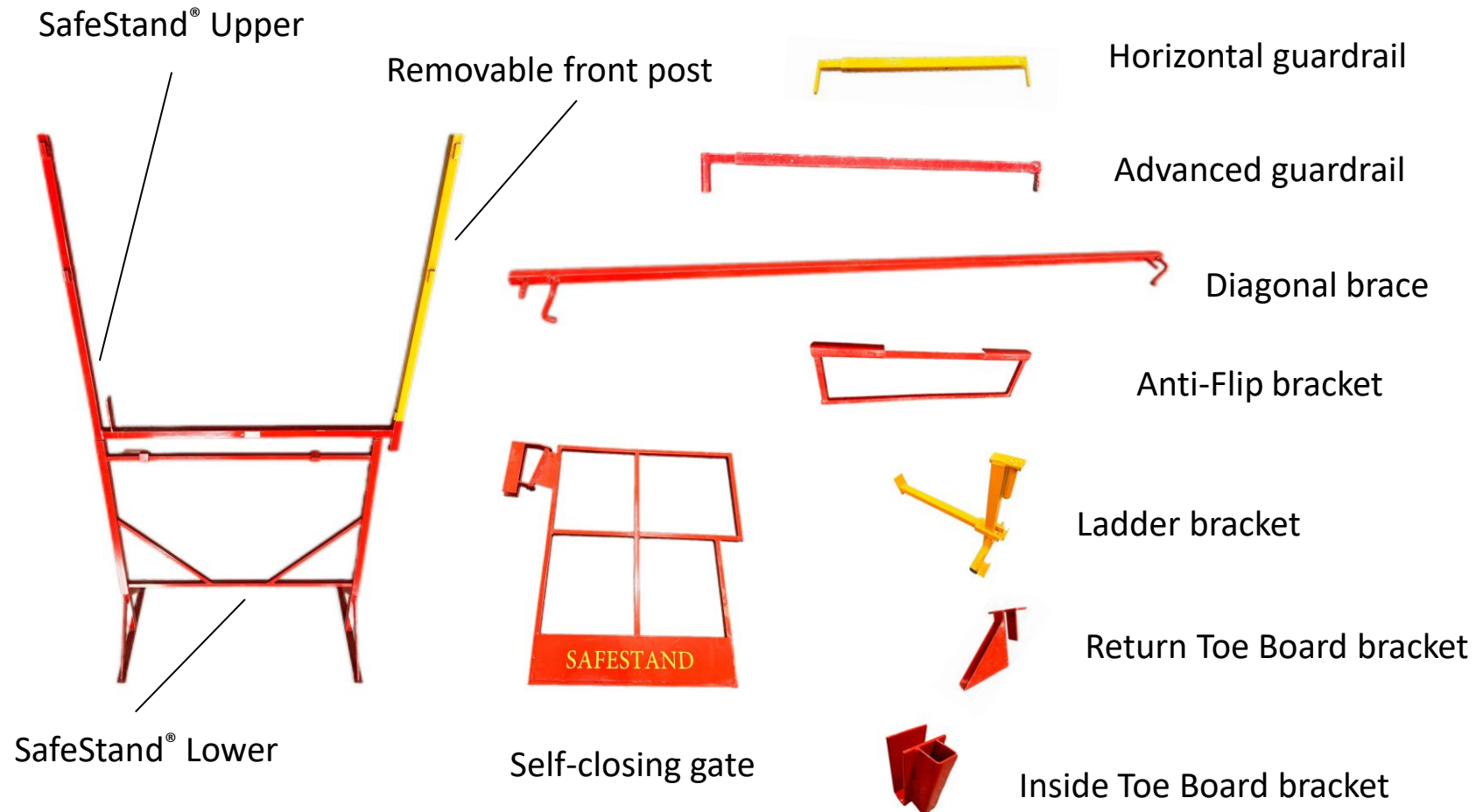
- Correct installation techniques
- Compliance with SafeStand® procedures
- Safe working practices are maintained

Important

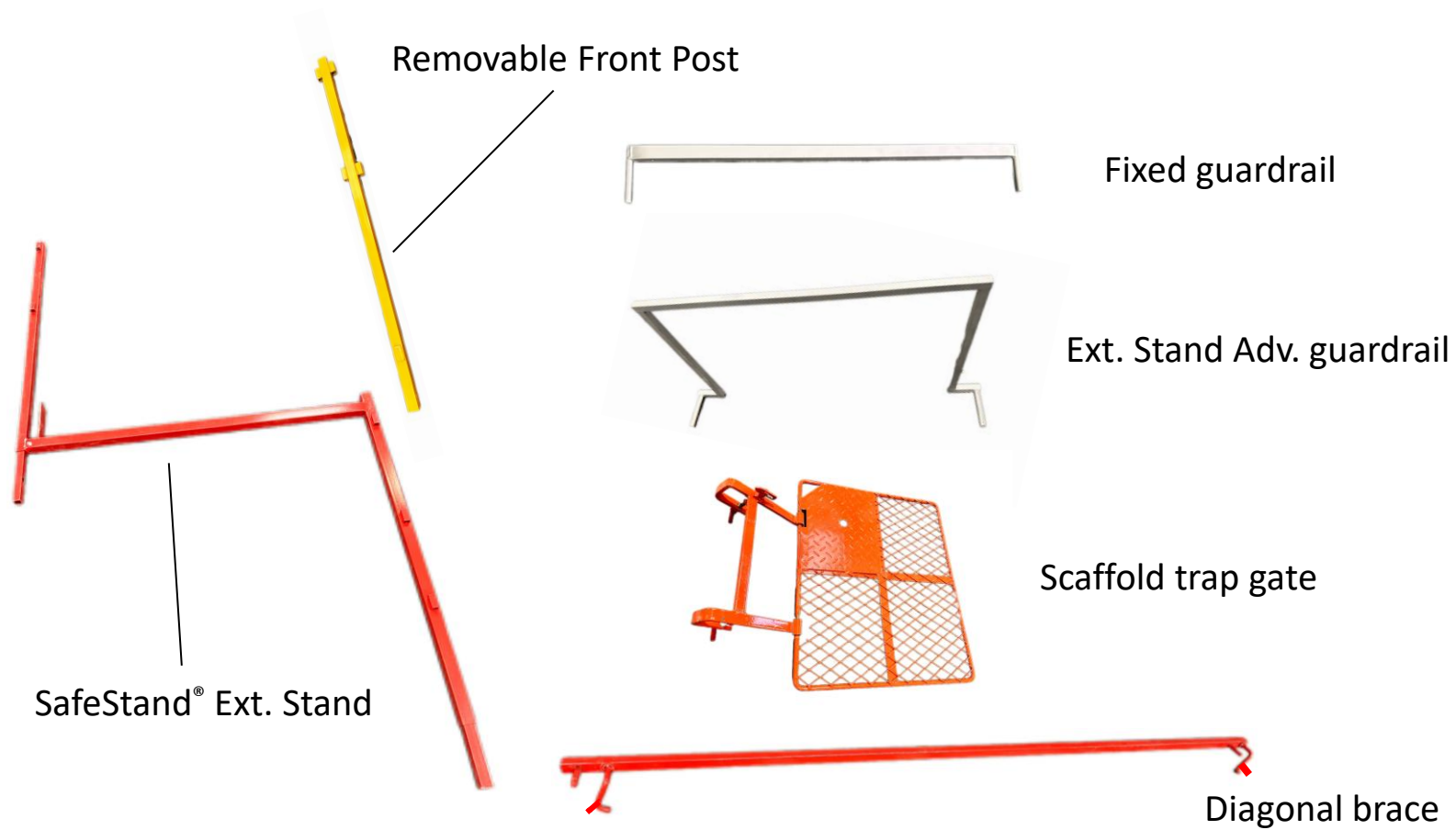
The Extension Stand system:

- Must only be used in accordance with SafeStand® training
- Must be erected using approved SafeStand® components only
- Must not be modified outside approved configurations
- Must be inspected before use and after any modification

SafeStand® standard components



SafeStand® Extension (Ext.) Stand additional components



Points to note before commencing

- ☑ Ensure that you are wearing the correct personal protective equipment (i.e. high-visibility vest, hard hat, safety footwear, gloves, etc.).
- ☑ Ensure that you have sufficient equipment to provide a complete and safe working platform.
- ☑ Ensure that the ground is solid, level and clear of other materials.
- ☑ Ensure that none of the equipment is damaged prior to erecting the system.
- ☑ Wherever possible the components must be installed from ground level.
- ☑ The Safe Working Load (SWL) of each SafeStand is 1000kgs (1 tonne).
- ☑ The Safe Working Load (SWL) of each Extension (Ext.) Stand is 500 kgs.

**IF YOU ARE
UNSURE ABOUT
ANYTHING ASK
YOUR SUPERVISOR**



Erection

SafeStand® erection



- Typically, the adjacent wall will be built to 4m from the 2.2m platform.
- Installation **MUST** be carried out using paired working.
- Start by removing the toe boards from the access platform.
- For all Extension (Ext.) Stand set-ups, the access point **MUST** be positioned in the centre of a 4m platform.

IMPORTANT: Use a matching platform board length on the floor to check stand alignment.

SafeStand® erection



- The self-closing gate is no longer required and MUST be removed.
- To reinstate the 2 No. guardrails across the access point, stand behind the fixed upright and remain behind the gate hinge, as shown in the photo.
- Open the gate slightly and install the mid-guardrail fully, including the opposite end of the upper guardrail.
- Lift the gate hinge off the fixed upright and close off the top guardrail.

SafeStand® erection



- Now remove the gate, ladder/staircase gate bracket, depending what access were in place.
- Ensure to reinstate your mid guardrails.
- Ensure any removed items are passed down.

SafeStand® erection



- To complete removing your access, the operative can descend from the platform and remove the ladder or staircase.
- Removal of the staircase is always a two-person task.
- Start by removing both staircase handrails.
- As a two-person lift, the staircase can be unhooked & lifted from its position.

Note: Hold onto the staircase guardrails when descending or when using a ladder, maintaining 3-points of contact at all times.

SafeStand® erection



- Always store the staircase in the closed position.
- Undo the thumb screw by hand, fold the treads closed, and lock in place.
- Remove the rest bar after use.

IMPORTANT: Never use tools on the thumb screw of a SafeStand staircase. The system is designed for tool-free setup and adjustment.

SafeStand® erection



- If the access is not pre-planned for the extension stand access, two five board anti-flip brackets will need to be put in place, always facing the board ends.

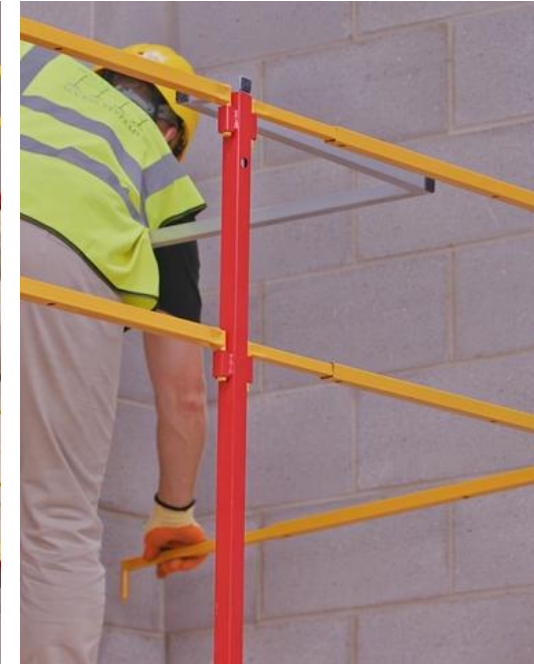
IMPORTANT: For all Extension (Ext.) Stand set-ups, the access point can only be positioned in the centre of a 4m platform.

SafeStand® erection



- When accessing the platform, ensure the ladder is correctly footed.
- Ladder rungs must be level with the floor, and the ladder positioned at an angle of 75° (1 in 4), extending at least 1m above the platform.

SafeStand® erection



- For leading edge protection, the Extension (Ext.) Stand advance guardrail **MUST** be used.
- Install the primary pins of the silver advance guardrail into the second-to-last stand from the platform end.
- Remove the end stand top guardrail and place it safely on the platform behind you.
- Disengage the working face guardrails and the mid-guardrail from the platform end, then remove the removable front post and place it safely on the platform for re-use.

IMPORTANT: Operatives must always work over the advanced guardrail and must not pass beneath it.

SafeStand® erection



- Install the Extension (Ext.) Stand frame into the end stand.
- Do this by inserting the short spigot into the fixed upright post and the other leg into the receptor on the working face.
- Once completed, re-engage the working face guardrails and the mid guardrail.

IMPORTANT: Operatives must always work over the advanced guardrail and must not pass beneath it.

SafeStand® erection



- Remove the Extension (Ext.) Stand advanced guardrail, set aside and insert the front post into the Extension (Ext.) Stand.
- Now install your upper top and mid guard rails incl a 5-board anti-flip bracket on the endmost Extension (Ext.) Stand.

IMPORTANT: Fully complete your component installation before moving on.

SafeStand® erection



- The Extension (Ext.) Stand silver advanced guardrail must always be used where a leading edge is present.
- This includes the ends of platforms, unless alternative protection is provided, and any openings in walls that create leading edges.

IMPORTANT: Repeat the use of the Extension (Ext.) Stand silver advanced guardrail to protect areas where openings in walls are present.

SafeStand® erection



- While working beyond the advanced guardrail, with the working face guardrails disengaged and front post removed, insert the Extension (Ext.) Stand frame.
- Insert the short spigot into the fixed upright post and the other leg into the receptor on the working face.
- Once in position, re-engage the working face guardrails and the mid guardrail.

IMPORTANT: Operatives must always work over the advanced guardrail and must not pass beneath it.

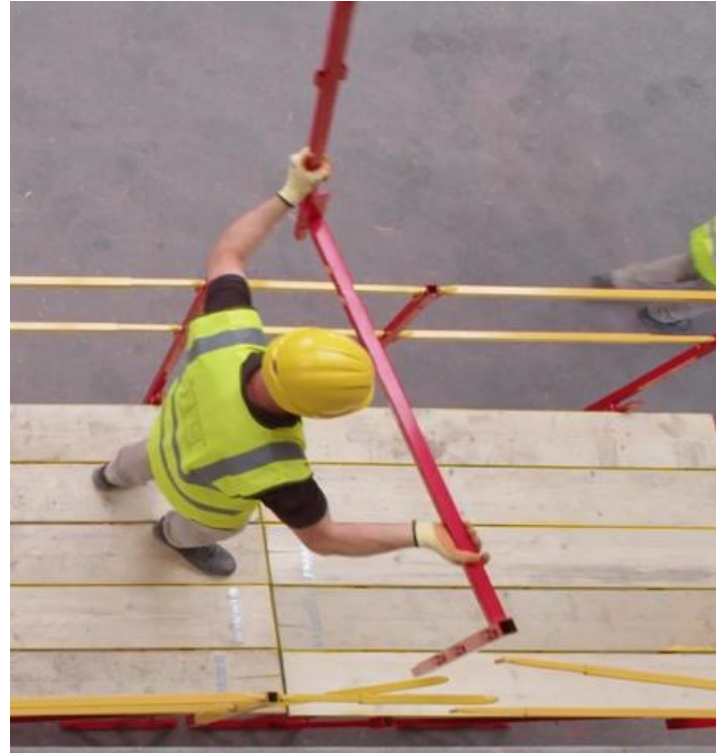
SafeStand® erection



- Once all the guard rails are completed on the end of the extension stand platform and that of the lower platform, install the 5- board anti-flip bracket to support your board end.

IMPORTANT: Anti-flip brackets are designed to support the board ends.

SafeStand® erection



- To install the next Extension (Ext.) Stand, and when safe to do so, disengage the guardrails from the front post.
- Remove the front post and insert an extension stand.

IMPORTANT: Always use the advanced guardrail to progress the installation of the Extension (Ext.) Stand past any wall opening.

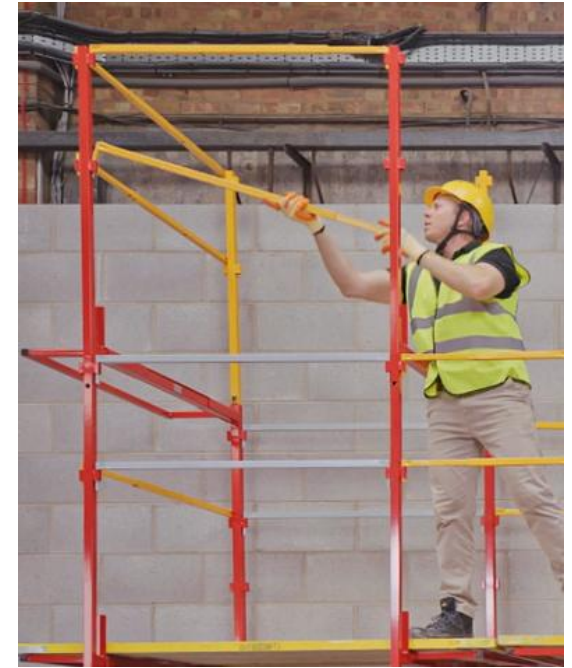
SafeStand® erection



- Once the Extension (Ext.) Stand frame has been installed, re-engage the working face guardrails.

IMPORTANT: Operatives must always work over the advanced guardrail and must not pass beneath it.

SafeStand® erection



- While standing in a position of safety behind the Extension (Ext.) Stand, remove the yellow guardrails from the lower platform of the braced bay.
- Install 4No additional silver fixed guardrails to the lower platform, 2No on the working face and 2 on the non-working face.
- Reinstall the yellow guardrails at the upper end of the Extension (Ext.) Stand directly above and secure them in place.

IMPORTANT: To install the silver fix guardrails, always start with the mid guard rail followed by the top guardrail.

SafeStand® erection



- An additional single brace is now added to the braced bay, only on the non-working face, following the same direction as the braced bay below.
- Ensure to add additional anti-flip brackets to the Extension (Ext.) Stand platform to mirror the platform below maintaining the board end support.
- Once the anti-flip brackets and guardrails of an Extension (Ext.) Stand platform is completed, the boards can be added.

IMPORTANT: The additional single brace is only required on the non-working face on a braced bay.

SafeStand® erection



- When safe to do so, repeat the process: disengage the working face guardrails and remove the front post.
- Install the Extension (Ext.) Stand frame, fit 4No silver fixed guardrails to the lower platform in each braced bay, then reinstate the front post and yellow guardrails to the upper platform.
- Add a single diagonal brace to the non-working face.
- Progress towards the access point, always positioned at the centre of a 4m platform.

IMPORTANT: The access point anti-flip brackets should mirror those of the platform below.

SafeStand® erection



- Ensure that the working face and non-working face guardrails have been installed above your Extension (Ext.) Stand access point.

IMPORTANT: Always complete component installation within your immediate work area before moving on.

SafeStand® erection



- Proceed by installing 3No 4m scaffold boards to the working face and 4No 1.5m scaffold boards, 2No either side of the access point, to the non-working face.

IMPORTANT: Always complete component installation within your immediate work area before moving on.

SafeStand® erection



- Install the 4m toe board across the access platform.
- Smaller items such as return toeboards, return toeboard brackets, Hoddi Hoist brackets, scaffold trap gate, ladder gate bracket and lashing can be placed to the top platform.

IMPORTANT: If using a Hoddi Hoist bracket, note that the beam element **MUST** be installed before the toeboard.

SafeStand® erection



- Install your scaffold trap gate and secure over the 4m toeboard at the access point.
- Hand tighten the securing screws.
- Lock the gate off in the open position.

SafeStand® erection



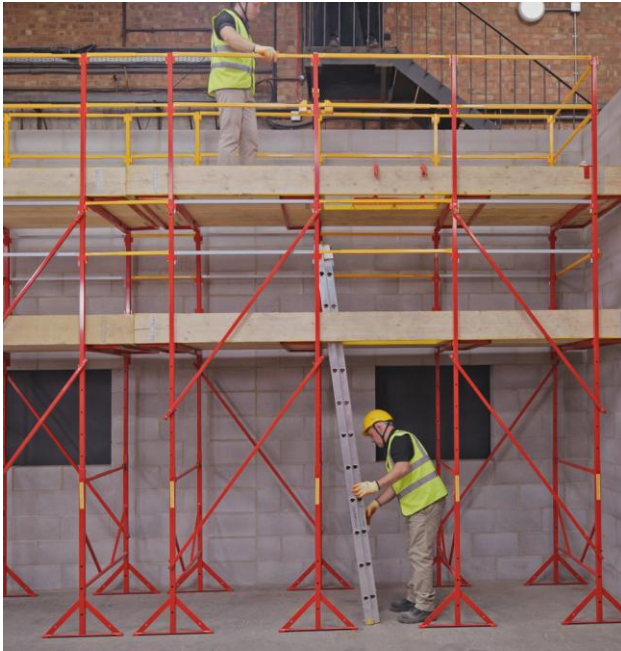
- Install the ladder gate bracket by disengaging the mid guardrail from the upper platform.
- Reinstall the guardrail afterwards.
- Ensure the ladder rest bar is facing inwards.
- The operative may now access the Extension (Ext.) Stand platform and close the scaffold trap gate.

SafeStand® erection



- While the operative on the upper platform completes the toeboards, the operative below exchanges 2No 4m scaffold boards closest to the non-working face on the lower platform, and substitutes for 4No 1.5m scaffold boards, **creating the access point**.
- This will mirror the platform above.

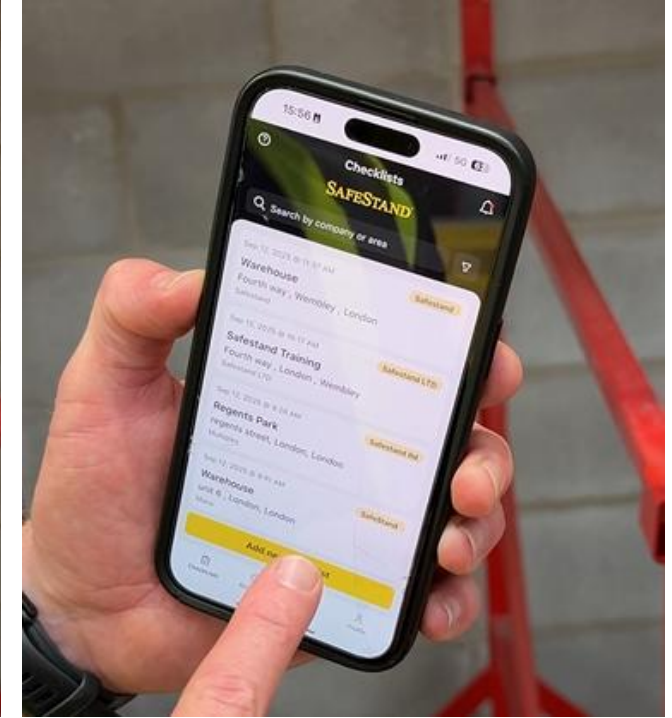
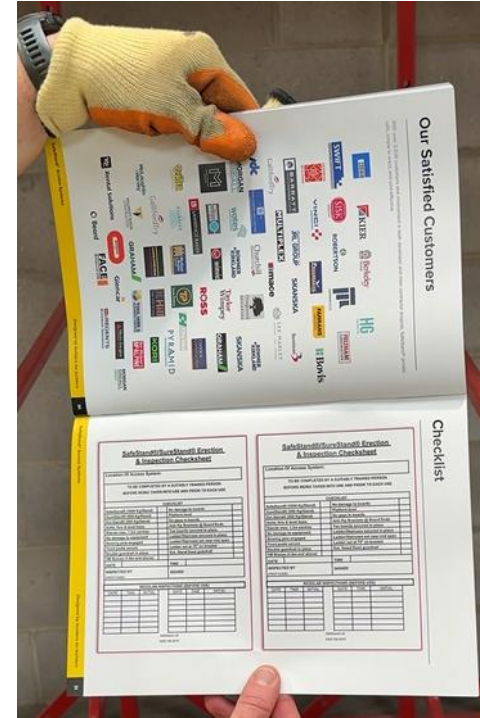
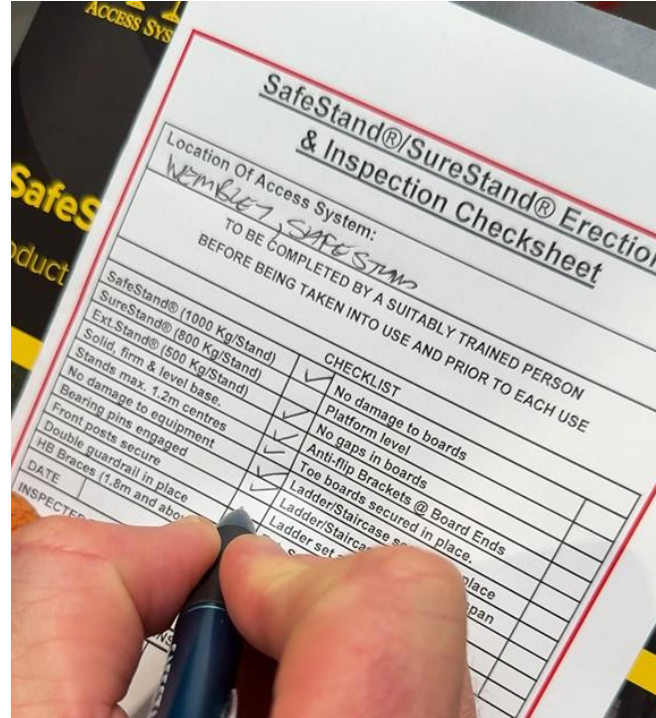
SafeStand[®] erection



- The ground operative will offer the two-stage 5m extendable ladder up through the access hatch, while maintaining the scaffold trap gates in its closed position.
- All ladders must extend one metre beyond the working platform.
- Tie the ladder to the ladder gate brackets over the stiles(uprights) and not the rungs.
- The platform is now complete.
- The operatives can now descend the platform.
- Always ensure that the scaffold trap gate is always left in a closed position.

IMPORTANT: Extend the ladder 1m above the platform and lock it off.

SafeStand® erection - Inspection



- Always carry out a pre-use inspection before using SafeStand.
- This can be completed either by hard copy or via the SafeStand app, available on the Apple App Store and Google Play Store.

IMPORTANT: SafeStand must be inspected prior to each use, after erection, and following any modification.

Inspection before use (incl. after modification)

Prior to each use, the SafeStand® platform must be inspected by a suitably trained person.

The inspection should encompass some key elements, such as:

- Ground conditions – solid, level base required, capable of taking the required loadings.
- Stands spaced up to a maximum of 1200mm apart
- No damage to any of the components including boards, ladders, etc.
- Bearing pins fully engaged
- Double guardrails in place
- No gaps in the boards
- Anti-flip brackets supporting board ends
- Toeboards secured in place
- Ladder/staircase secured in place
- Ladder/staircase set at mid span of flight of boards
- Ladders set at an angle of 75° or 1:4

Additional Extension (Ext.) Stand checks:

- 4No silver fixed guardrails and 1No single diagonal brace on the non-working face on each braced bay
- Scaffold gate (left closed)
- Ladder tied and locked off



Dismantling

SafeStand® dismantling



- Before dismantling, ensure all excess materials are cleared from the platform.
- Start by untying and removing the 5m internal access ladder.

IMPORTANT: Always ensure the scaffold trap gate remains closed when not in use.

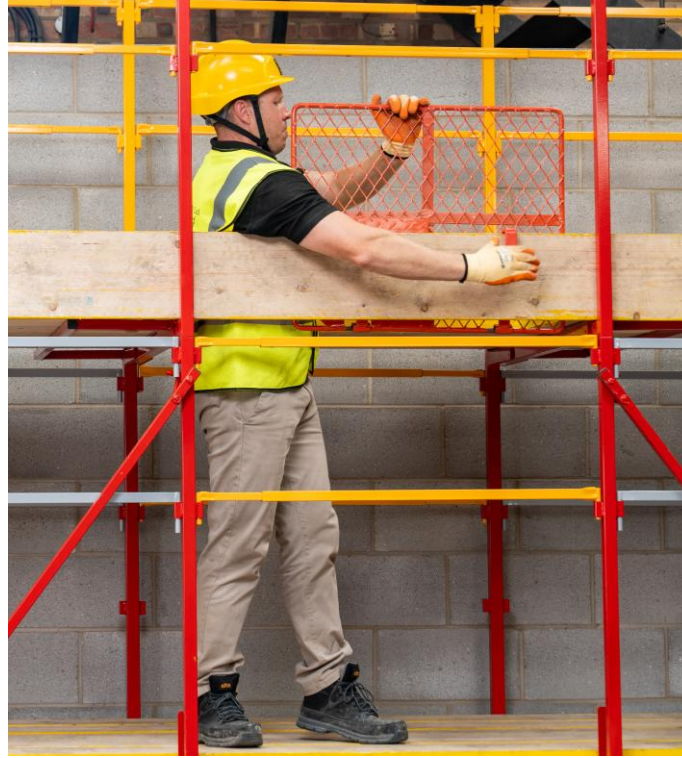
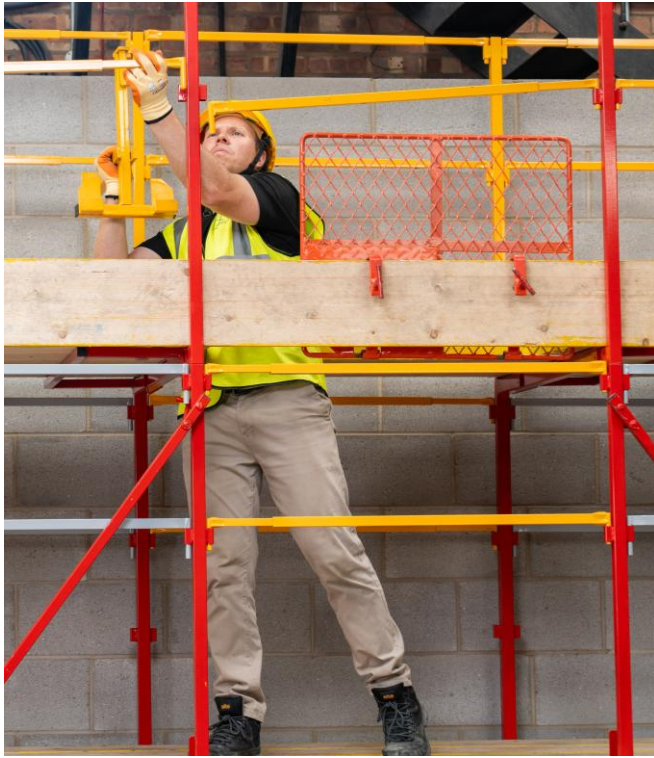
SafeStand[®] dismantling



- While the operative on the upper platform removes the toeboards, the operative below replaces the 1.5m scaffold boards either side of the access opening with 4m boards, closing the access point and reinstating the lower platform to a fully boarded condition.
- The 4m toeboard with the scaffold gate remains in place.

IMPORTANT: Place all small dismantled components directly beside the access point so they are within reach and can be passed down safely.

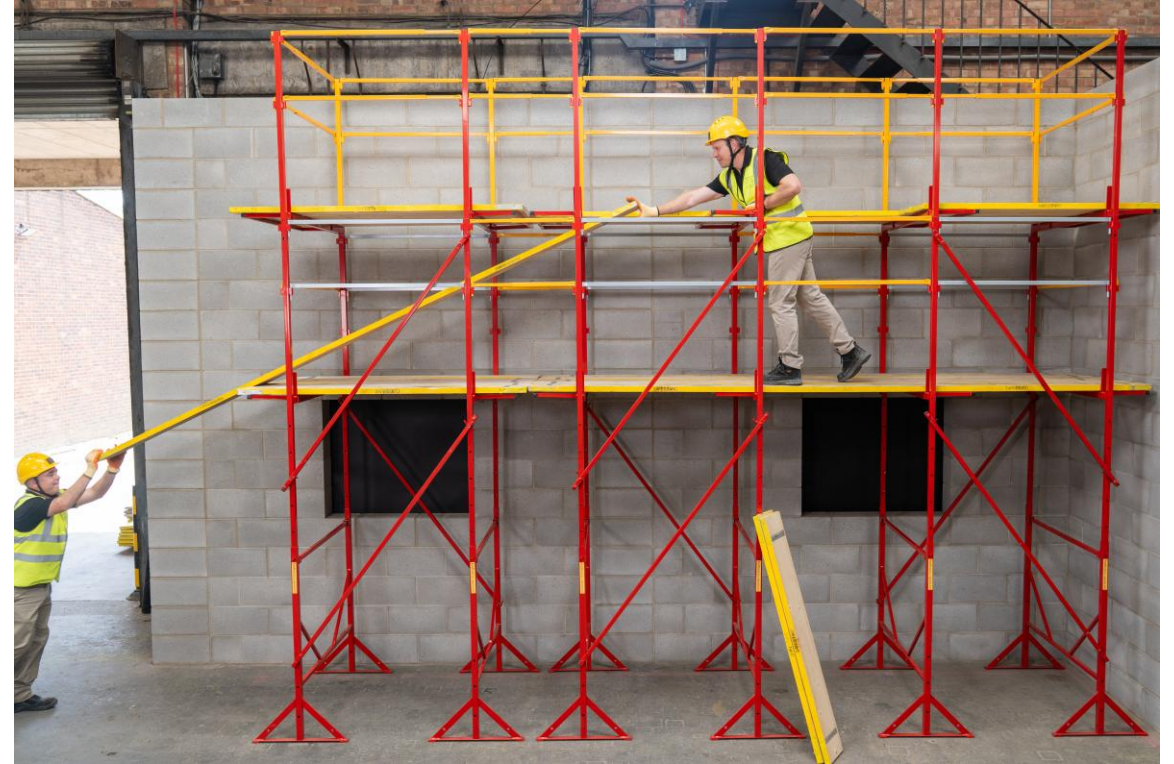
SafeStand[®] dismantling



- The operative on the top platform moves down to the lower platform once it has been reinstated and made safe.
- They then remove the ladder gate bracket and pass it down, followed by removing the scaffold trap gate and passing this down as well.

IMPORTANT: Place all small dismantled components directly beside the access point so they are within reach and can be passed down safely.

SafeStand® dismantling



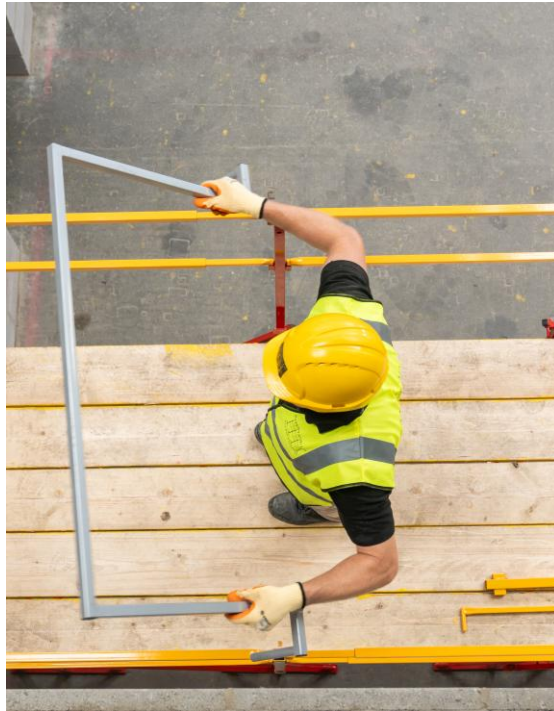
- The operative on the platform removes the 4m toe board across the upper access point and passes it down, then begins removing all remaining platform boards and passes them down to the operative below.

SafeStand® dismantling



- Once all reachable platform boards have been removed and passed down, and you are in a safe position, remove the lower platform's fixed silver guardrails.
- Pass them down, and replace them with the upper platform's yellow guardrails.
- Also remove the upper platform anti-flip brackets and any additional single diagonal braces on the non-working face.

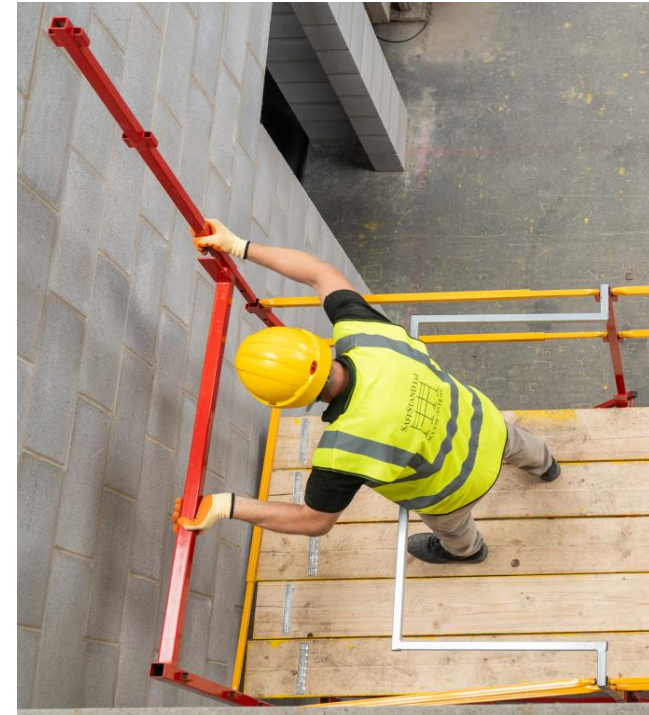
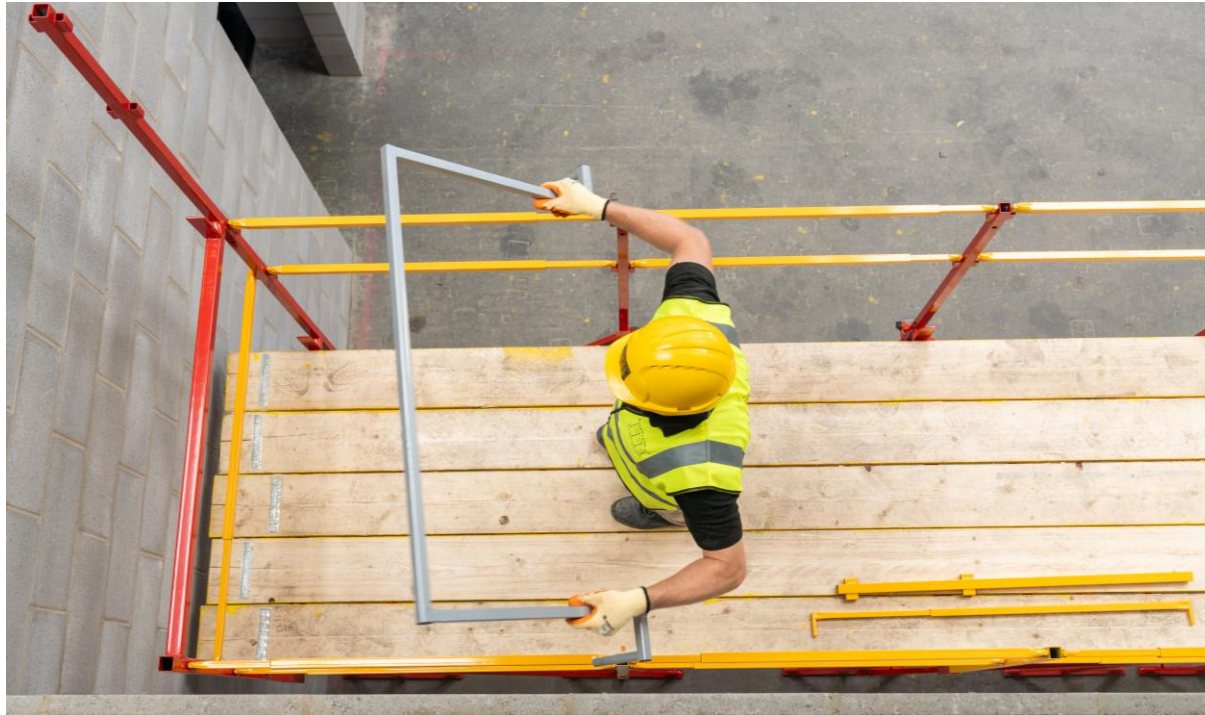
SafeStand® dismantling



- As you are still at the access point, the Extension (Ext.) stand Stands on either side are no longer required and can be removed.
- Removal does not interfere with the non-working face guardrails.
- If a leading edge is present, use the advanced guardrail or move to the next bay where no leading edge exists.

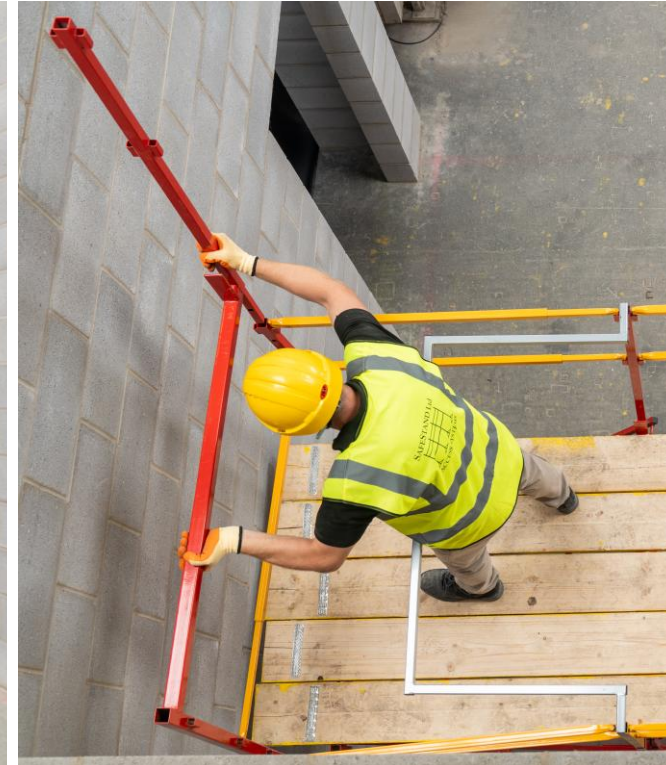
IMPORTANT: If the second-to-last Extension (Ext.) stand Stand frame is still in place, it can be used as a substitute for the advanced guardrail, maintaining the operative in a safe position without creating a leading edge.

SafeStand® dismantling



- To remove the end Extension (Ext.) stand Ext. Stand with an open/leading edge, use the silver advanced guardrail positioned over the second-to-last stand from the end.
- The same technique applies to other openings in the wall, with the advanced guardrail placed in the previous bay.
- Remove the Extension (Ext.) Ext. Stand frame and pass it down, then reinstate the front post and reconnect the yellow guardrails.
- Repeat these steps until all Extension (Ext.) stand Stand frames have been removed.

SafeStand® dismantling



- Once all Extension (Ext.) Stand frames have been removed and you are ready for a full dismantle, ensure the SafeStand red advanced guardrail is used and follow the dismantling sequence provided in the standard SafeStand Training Guide.

After dismantling

Once dismantling is complete, ensure all materials are stored neatly in the designated storage area ready for next use

SafeStand® Scaffold trap Gate



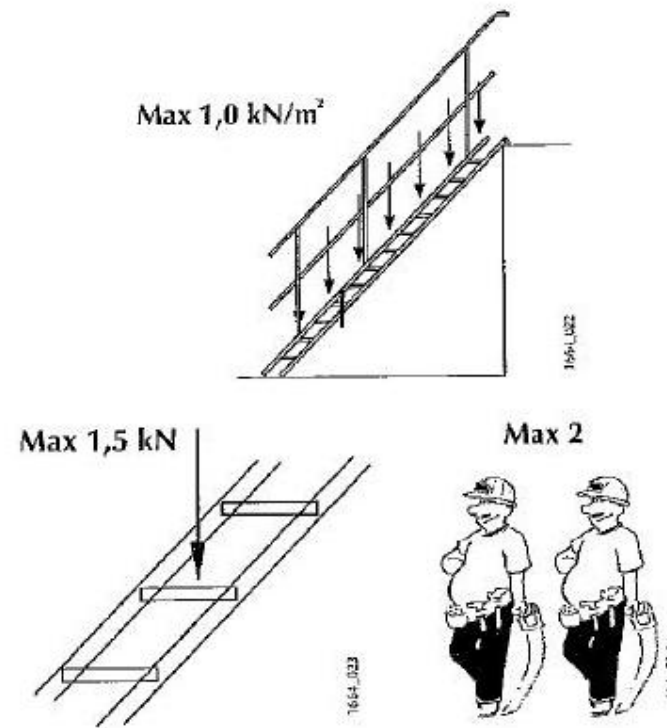
- The SafeStand® Scaffold trap Gate, is always located over the 4m toeboard, hand tightened with securing screws.
- It **MUST** always be left in the closed position, and never left locked off in the open position.

SafeStand® 5m Internal Ladder



- The SafeStand® 5m Internal Ladder features a locking mechanism, which must be engaged once the required length is set.
- All ladders must be positioned at a 75° angle (1 in 4).
- For the Extension Stand, the Ladder Gate Bracket must be installed facing inward, with the lashing secured around the stiles (uprights), not the rungs.

SafeStand® Staircase



- Safe working load:
1.5 kN per step (150kg)
- Maximum two persons
may use staircase at the
same time.

SafeStand® Staircase

In Use

All steps are flexibly attached to the side rails. Before use, ensure the locking latch is fully engaged to prevent tread movement during use. **Important!**

When collapsing the stairway, or if adjusting the inclination, the ring nut should be loosened off and disengaged from the positioning hole in the latch rod.

Install staircase rest bar

This should be installed between the toeboard receptors on two stands with hooks facing down, as shown. The flat plate at each end must be on the outside of the stand. Note: the staircase position should be located midspan of a flight of boards.

The SafeStand® Staircase will be delivered in its collapsed format (closed)

Two operatives are required to lift the staircase into position (after opening up) and engage the hook bracket at the top of the staircase over the Staircase Rest Bar.

NOTE: care should be taken to ensure fingers do not get trapped between the side rails.

Install staircase handrails to each side of staircase

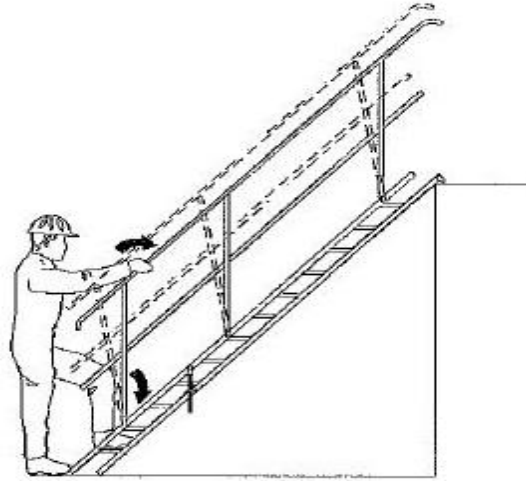
Each handrail is labelled “Top” or “Bottom” to ensure correct orientation of the handrails. Make sure that the handrail posts are fully engaged into the sockets on the steps.



SafeStand® Staircase



Stand on the lowest step and push the handrails forwards or backwards so that the staircase steps are adjusted to the level position.



Extend the stairway by using the handrail.



Important! The locking latch must be secured prior to use. The latch rod, which is attached to the side rails, is secured by ensuring that the bevelled lip to the ring nut is engaged in the correct hole in the latch rod.

The SafeStand® Staircase is now ready for use

Bracing SafeStand® 1200 - Platform heights above 1800mm



For platform heights of 1800 mm and above, additional stability is provided by the SafeStand® diagonal brace, fitted as shown below in a cross-bracing arrangement.

Braces **MUST** be installed before fitting or removing scaffold boards. On the non-working face, SafeStand® 1200 braces **MUST** always point towards the access point. The second brace within the braced bay **MUST** be installed in the opposite direction to complete the cross-bracing arrangement (see photo).

For 4m platform lengths, every second bay is braced, as shown in the main image. For shorter platform lengths (e.g. 3 m), each bay **MUST** be braced. Compatible braced platform lengths are 4m, 3m, and 1.8m.

Bracing Extension (Ext.) Stand



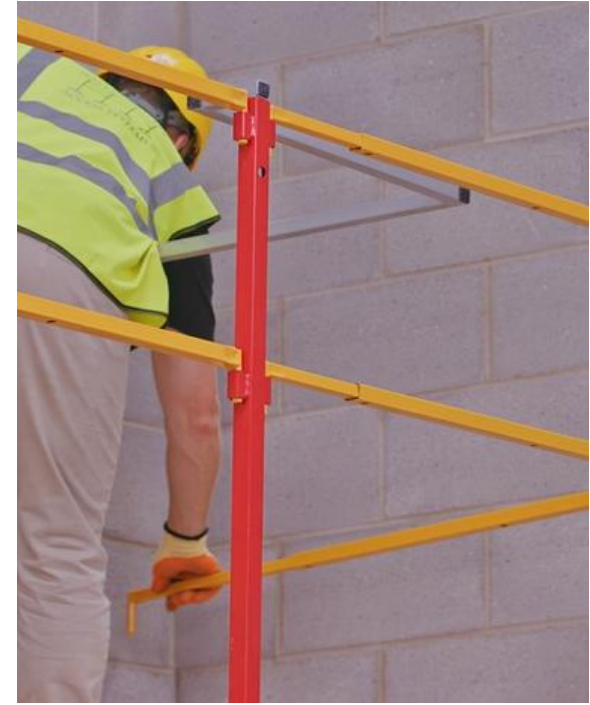
For the Extension (Ext.) Stand, additional stability is provided by 4 No. fixed silver guardrails installed within the braced bay of the lower platform.

An additional single diagonal brace **MUST** also be fitted to the non-working face. Braces **MUST** be installed before fitting or removing scaffold boards.

As with the SafeStand® 1200, braces on the non-working face **MUST** always point towards the access point. The second brace within the braced bay **MUST** be installed in the opposite direction to complete the cross-bracing arrangement (see photo).

The access point **MUST** always be positioned in the centre of a 4m platform. **No free-standing stands are permitted.** Compatible braced platform lengths are 4m, 3m, and 1.8m.

SafeStand® Extension (Ext.) Stand Advanced Guardrail



- For leading-edge protection, the Extension Stand advance guardrail must be used to prevent access to the leading edge.
- A leading edge may include an exposed platform edge, a platform end, or a builders' work hole.
- In some situations, the Extension Stand frame itself may also provide leading-edge protection.
- The advance guardrail must always be positioned one bay back from the leading edge.

IMPORTANT: Operatives must always work over the advanced guardrail and must not pass beneath it.

Inspection check sheet

<u>SafeStand®/SureStand® Erection</u>					
<u>& Inspection Checksheet</u>					
Location Of Access System:					
TO BE COMPLETED BY A SUITABLY TRAINED PERSON BEFORE BEING TAKEN INTO USE AND PRIOR TO EACH USE					
CHECKLIST					
SafeStand® (1000 Kg/Stand)		No damage to boards			
SureStand® (800 Kg/Stand)		Platform level			
Ext. Stand® (500 Kg/Stand)		No gaps in boards			
Solid, firm & level base.		Anti-flip Brackets @ Board Ends			
Stands max. 1.2m centres		Toe boards secured in place.			
No damage to equipment		Ladder/Staircase secured in place			
Bearing pins engaged		Ladder/Staircase set near mid span			
Front posts secure		Ladder set at 75° on bracket			
Double guardrail in place		Ext. Stand fixed guardrail			
HB Braces (1.8m and above)					
DATE		TIME			
INSPECTED BY (PRINT NAME)		SIGNED			
REGULAR INSPECTIONS (BEFORE USE)					
DATE	TIME	INITIAL	DATE	TIME	INITIAL

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Patents

UK: GB2421050, GB2420822, GB2378978, GB 2415225, GB2421538, GB2539663, EP(GB)1660738, EP(GB)1700973, GB2605607

Ireland: EP(IE)1700973, EP(IE)1660738, IE84695

USA: 8794381

Registered Designs

EU-000229349-0001, GB-9000229349-0001, EU-000312145-0003/4/5, GB-9000312145-0003/4/5, GB-6128826

Registered Trademarks

EU-003872611, GB-00903872611, GB-2352394, EU-005128871, GB-UK00905128871