

ALUMINIUM TOWER
250 CLIMBING RUNG
3T - THROUGH THE TRAP DOOR

LEWIS ACCESS IS A TRADING NAME OF TOWERS & SAUNDERS LTD.
THE UK'S LEADING MANUFACTURERS OF INDUSTRIAL SCAFFOLD
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APPROVED FOR

INTERNAL USE	EXTERNAL USE
✓	✓

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 compliment them.
3. This product shall only be used according to the instruction manual.
4. Only original LEWIS 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
11. 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.
12. 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.
13. 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.
14. Erect an exclusion zone and place warning signs if applicable to your location of work.
15. 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.

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
4. brace is not bent or dented.
5. 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.
6. 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.
7. Light oil or lubricating spray may be used to free up jammed triggers, castors, adjustable leg nuts, stabiliser couplers, trapdoor hinges and latches.
8. Do not put excessive loads on the components during storage.
9. 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
10. 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.
11. 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.
12. Check for obstructions that could prevent erection, moving and dismantling of the tower safely.
13. 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.
14. 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.

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.
6. 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.
7. 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.
8. 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.
9. Never climb on Diagonal or Horizontal braces. Never jump on to or off platforms
10. Working is only permitted on a platform with a complete side protection including guardrails and toe boards.
11. After assembly or alteration, the following minimum information shall be displayed on the tower:
 - 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.
4. Mobile access and working towers designed in accordance with EN1004-1 are not anchor points for personal fall arrest equipment.
5. 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.
6. 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
7. You should never stand on an unprotected platform (guardrails must be in place)
8. Consider measures to secure the tower when left unattended.

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.
7. Towers should only be moved manually by pushing at the base of the tower at a usual walking speed. The Tower height should
8. be reduced to 4m if all 4 stabilisers are in place and 2m if less than 4 stabilisers are in place. Stabilisers are raised
9. approximately 25mm clear of the ground and then castors are unlocked and the tower can be moved.
10. 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.
11. Towers should NEVER be lifted or suspended by a crane or moved by mechanical means
12. Towers are not designed to be used as a means to enter or exit other structures
13. Towers are not designed to be used as a means of edge protection
14. All towers should be inspected before use.

WORKING ON THE TOWER - THE BEAUFORT WINDSCALE

<p>Scale 4. 13 - 17 mph Moderate Breeze: Raises dust, loose paper; moves small branches</p>	<p>OK TO WORK ON TOWER</p>
<p>Scale 5. 18 - 24 mph Fresh Breeze: Small trees in leaf begin to sway; white crested wavelets form on inland waters</p>	<p>STOP WORKING ON TOWER</p>
<p>Scale 6. 25 - 31 mph Strong Breeze: Large branches in motion; umbrellas used with difficulty; telephone wires "whistle".</p>	<p>DISMANTLE TOWER</p>

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

STABILIZERS

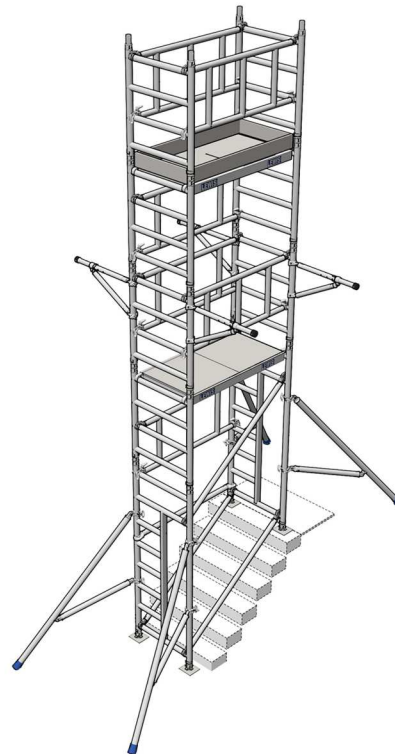
Stabilizers increase the overall stability of the tower. Position the stabilizers symmetrically to obtain the more effective support and maximum the tower base dimensions.

Positioning Standard Stabilizers and Jumbo stabilizers

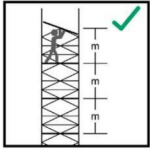
Position the lower clamp so that the arm is as close to horizontal as possible. Adjust the position of the top clamp to ensure the stabilizer foot is in firm contact with the ground. Ensure the clamps are secure.

Single Width Scaffold Tower

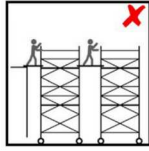
Platform Heights	Maximum Height	Stabilizer Type
2.2m 6.2m	5.7m 12.2m	Standard Jumbo



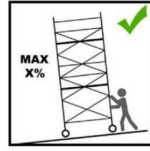
RULES AND REGULATIONS



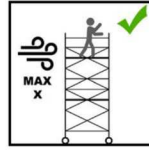
Maximum distance between platforms shall not exceed 2.25m except the distance to the first platform max 3.40m



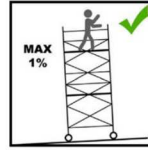
Do not bridge between Towers or other structures
Please contact us for information on the correct equipment for Bridging Towers



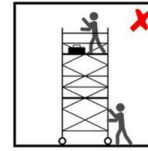
Maximum inclination for movement. Note the maximum angle allowed is defined by the manufacture



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



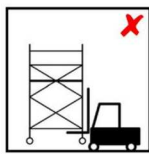
Do not move the tower with people or materials on it



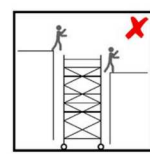
Do not use ladders, boxes or other objects to gain extra height



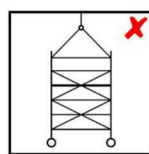
Do not stand on an unguarded platform



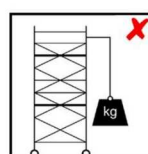
Do not lift the tower with mechanical equipment



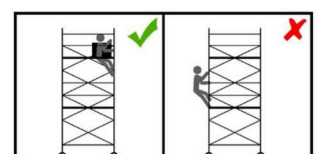
Do not use the tower for access and egress to other



Do not suspend the tower



Do not lift heavy objects from the tower



Do not climb the outside of the tower

SAFETY CHECKLIST

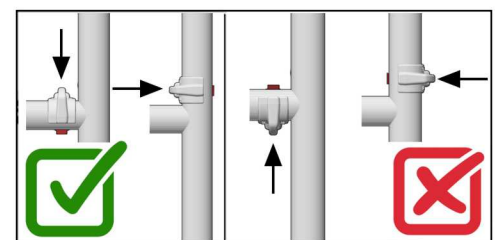
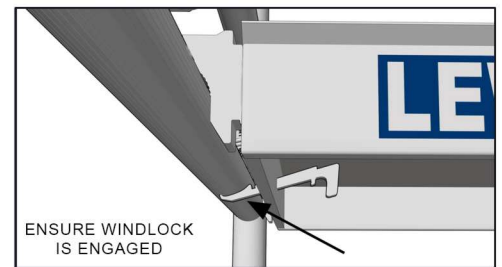
This inspection must be carried out before initial use, after moving the tower, if any environmental condition change that may affect the tower and at regular intervals determined by local regulations.

Local regulations may also specify other information to be supplied to the user. These regulations must be followed.

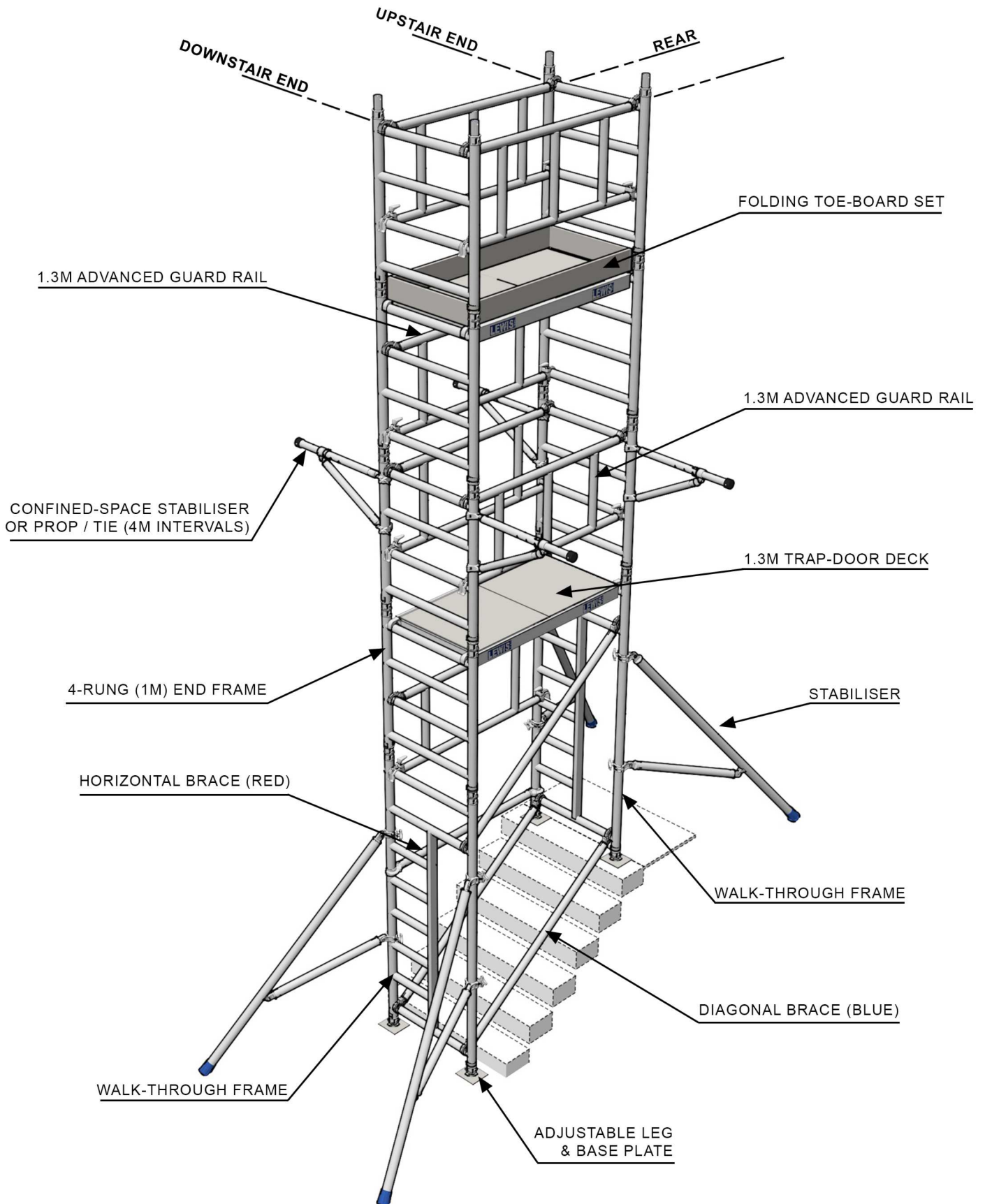
PRE-USE CHECKLIST

- Tower upright and level to within 0.6° Castor brakes locked
- All interlock clips engaged
- Braces/Guardrails correctly positioned
- All claws latched
- All platform wind latches engaged
- Correct stabiliser size fitted and positioned
- Toe boards fitted to working platform
- Instruction manual available to user

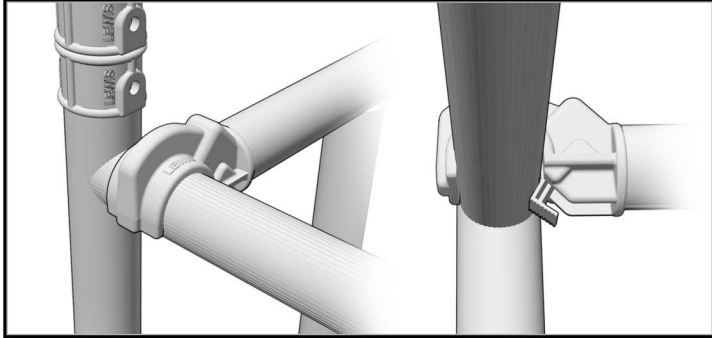
- The adjustable legs are for leveling the tower only. They must not be used to gain extra height.
- Beware of horizontal forces that might cause instability. Maximum horizontal force = 30kg.
- Beware of high winds. (See page 4)
- Sheets, tarpaulins, or signage must not be attached to this tower outdoors.
- Towers above 8.2m platform height are for indoor use only.



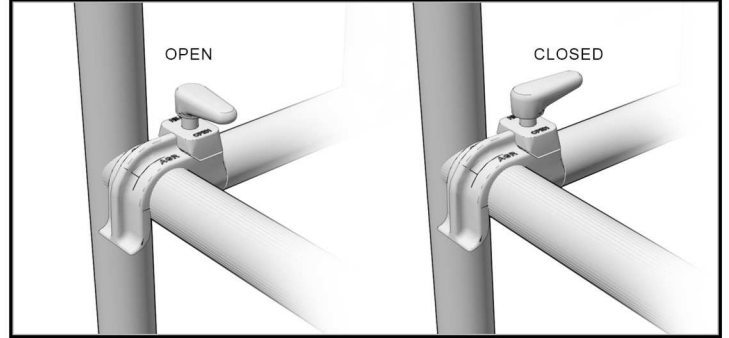
COMPONENTS DIAGRAM



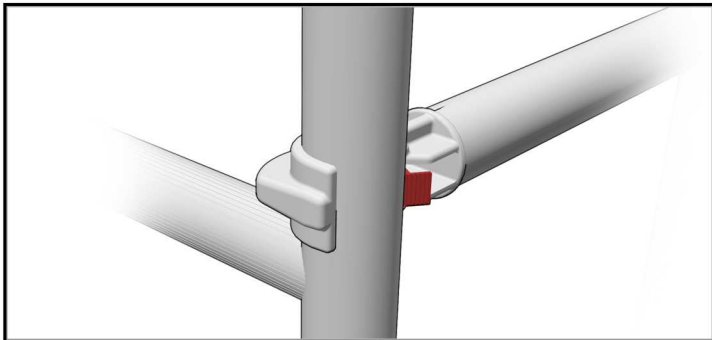
COMPONENTS INFORMATION



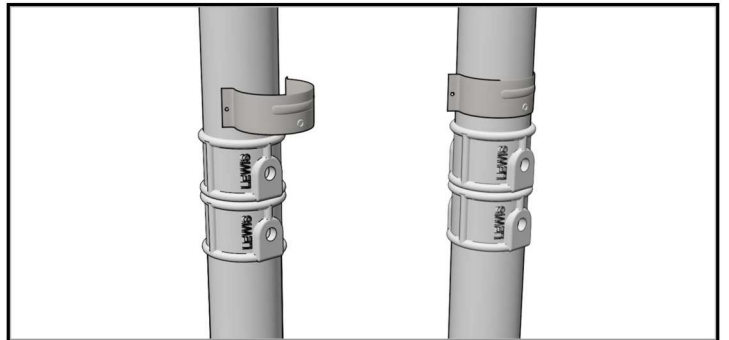
ADVANCED GUARD RAILS - Ensure once fitted all x4 clips are securely attached before moving on to any next steps



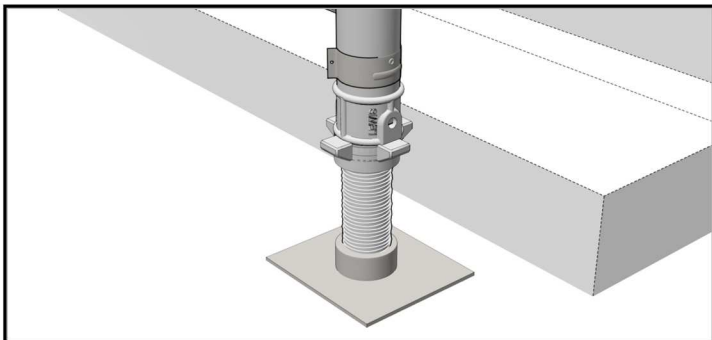
AGR HOOKS - Please ensure the latch is securely locked and in place. You push the handle in a downwards motion, to release then latch, then you turn the handle in the direction needed to lock and unlock.



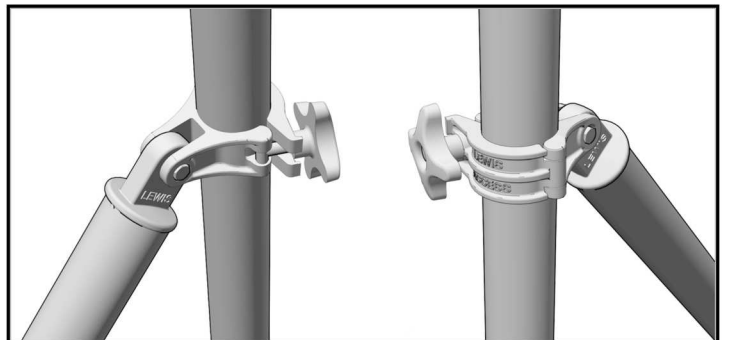
FITTING HORIZONTAL BRACE - Fit the braces downwards or from the inside facing outward. Braces should never be fitted inward.



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



NON-SLIP - Fit steel base plate firmly into all four legs



STABILISERS - Using the handle please make sure the clamp is secure before use.

COMPONENTS QUANTITY

LEWIS STAIRSCAFF - 1.3m x 0.78m

3T Method			INTERNAL & EXTERNAL		INTERNAL ONLY		
Code	Component & Weight (kg)	Working Height (m) >	5.0	7.0	9.0	11.0	13.0
		Platform Height (m) >	3.0	5.0	7.0	9.0	11.0
	Base Plate	1.7kg	4	4	4	4	4
	Adjustable Leg	1.1kg	4	4	4	4	4
	Walk-Through Frame (2.0m x 0.70m)	6.2kg	2	2	2	2	2
	4 Rung span frame (1.0m x 0.70m)	3.9kg	3	7	11	15	19
	1.3m Trap Door Deck	7.8kg	1	2	3	4	5
	1.3m Horizontal Brace (Red)	1.6kg	1	1	1	1	1
	1.64m Diagonal Brace (Blue)	1.9kg	3	3	3	3	3
	1.3m Advanced Guard Rail	5.0kg	3	6	9	12	15
	Folding Toe-board	4.4kg	1	1	1	1	1
	Standard Stabiliser	9.0kg	4	4	4	4	4
	Confined Space Stabiliser	2.3kg	0	0	4	8	12
TOTAL SELF-WEIGHT OF TOWER (kg)			85	144	192	230	269

(Working Heights & Platform Heights are measured from the underside of the lowest base plate)

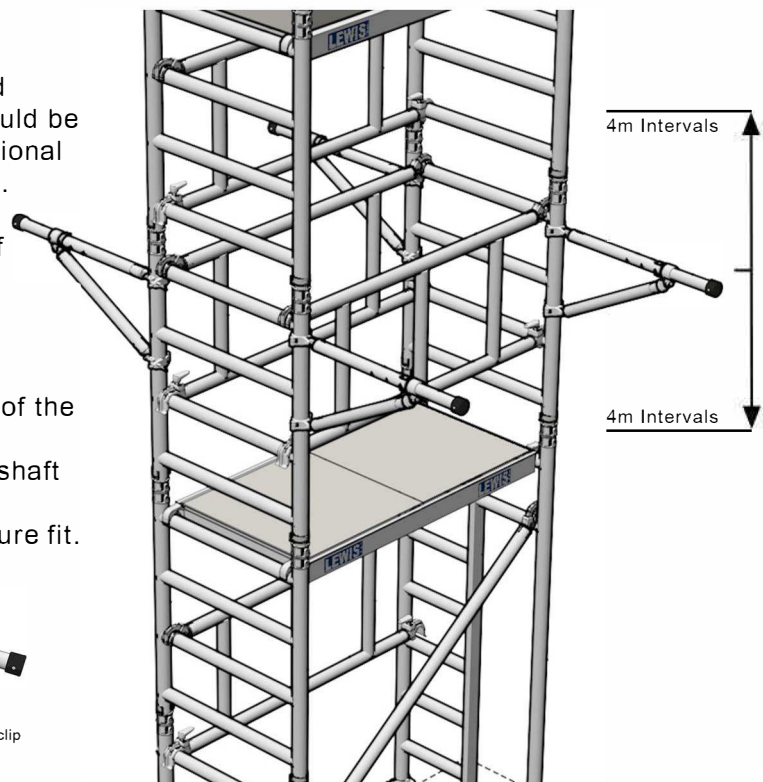
PROPS & TIES

The LEWIS Stairscuff tower must be properly propped or tied to prevent lateral movement. Props or ties should be installed at 4m intervals. For enhanced stability, additional props or ties may be added at lower levels as needed.

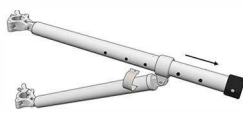
The method illustrated below demonstrates the use of LEWIS Confined-Space Stabilisers for efficiency and compatibility. Alternative methods may also be used.

To install:

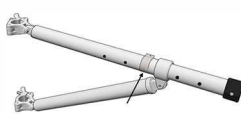
- Attach one confined-space stabiliser to each corner of the tower as shown.
- Ensure the stabiliser feet are in contact with the lift shaft walls.
- Adjust the stabilisers as necessary to achieve a secure fit.



Unclip & extract pin



Extend /retract adjustable arm



Re-insert pin and engage clip

BUILD METHOD

WHEN BUILDING A LEWIS TOWER

To comply with the 'Work at Height Regulations,' we demonstrate assembly procedures that include placing platforms every 2 meters in height and installing guardrails before climbing onto a platform to enhance safety and minimize fall risks.

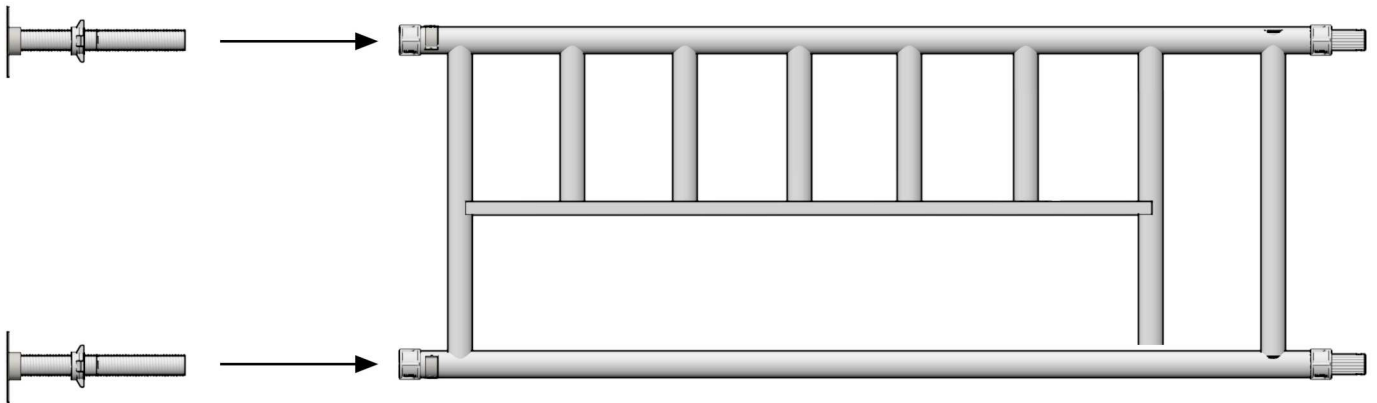
Never stand on an unguarded platform positioned above the first rung of a tower. If your risk assessment indicates it is necessary, guardrails may also be required on platforms at this level.

The procedure shown demonstrates the assembly of a 7m working height tower.

We recommend using two people to assemble our LEWIS Tower. For heights above 4 meters, it is crucial to have at least two individuals involved. Always climb the tower from the inside.

STEP 1

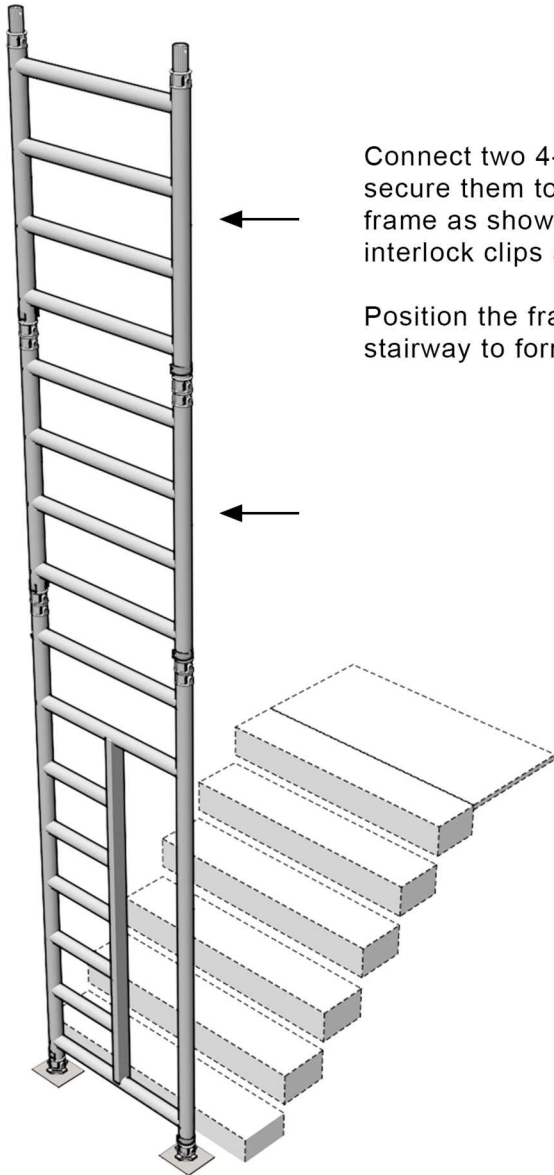
Insert two base plates into the adjustable legs and attach the leg and base plate assemblies to one of the two 2m Walk-through frames. Repeat the Process for the remaining legs and base plates



(Note that adjustable legs should only be used for leveling purposes)

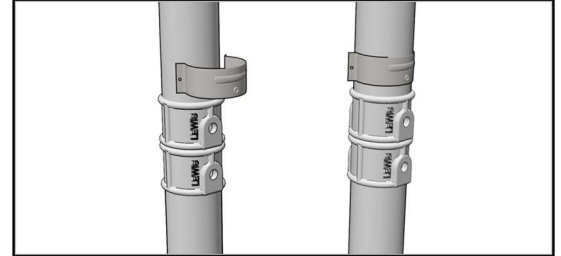
BUILD METHOD

STEP 2

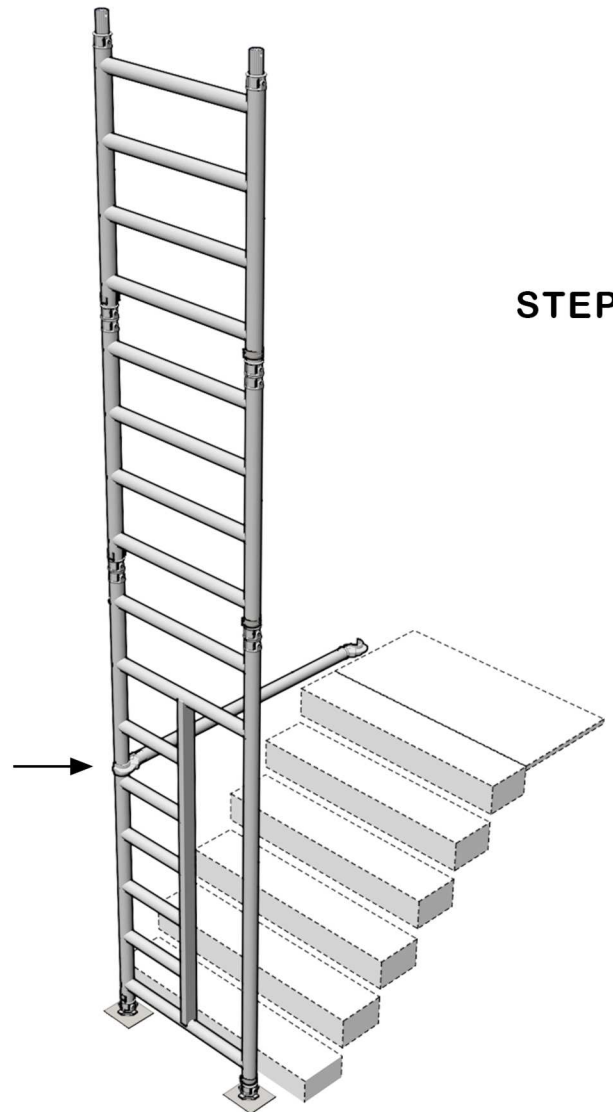


Connect two 4-rung frames and secure them to the walk-through frame as shown, ensuring the interlock clips are engaged.

Position the frames onto the stairway to form the lower "downstairs" end of the tower.

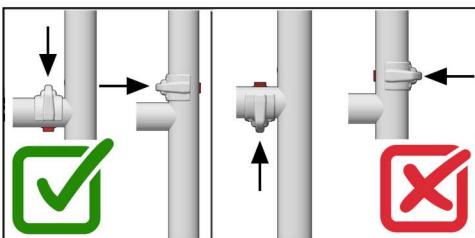


STEP 3



Attach the red horizontal brace to the vertical section of the end frame on the climbing side, just above the 5th rung, ensuring the claw faces outward.

****Note:**** Open all locking claws before installation.



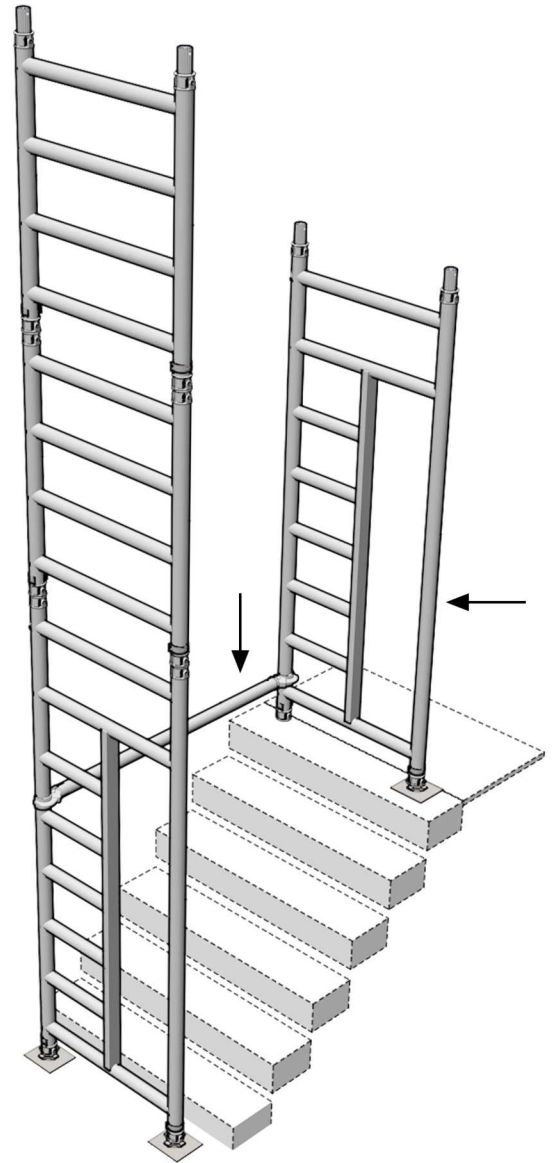
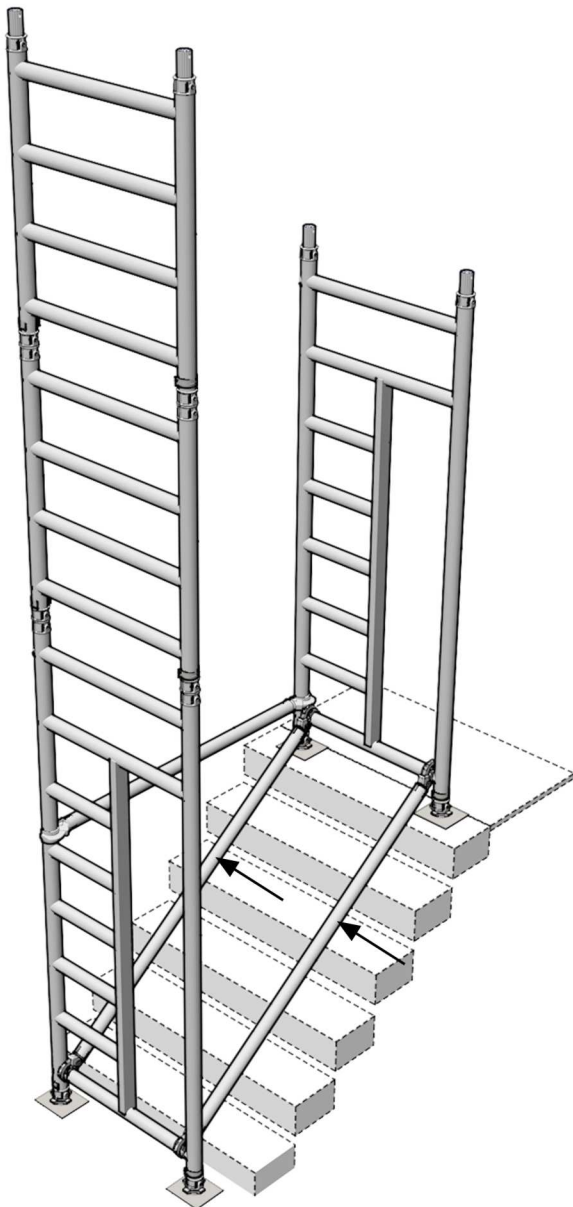
BUILD METHOD

STEP 4

Place a second walk-through frame higher on the stairs as shown, ensuring the opening is on the same side.

Attach the other end of the horizontal brace just above the bottom rung.

This will form the higher "upstairs" end of the tower.



STEP 5

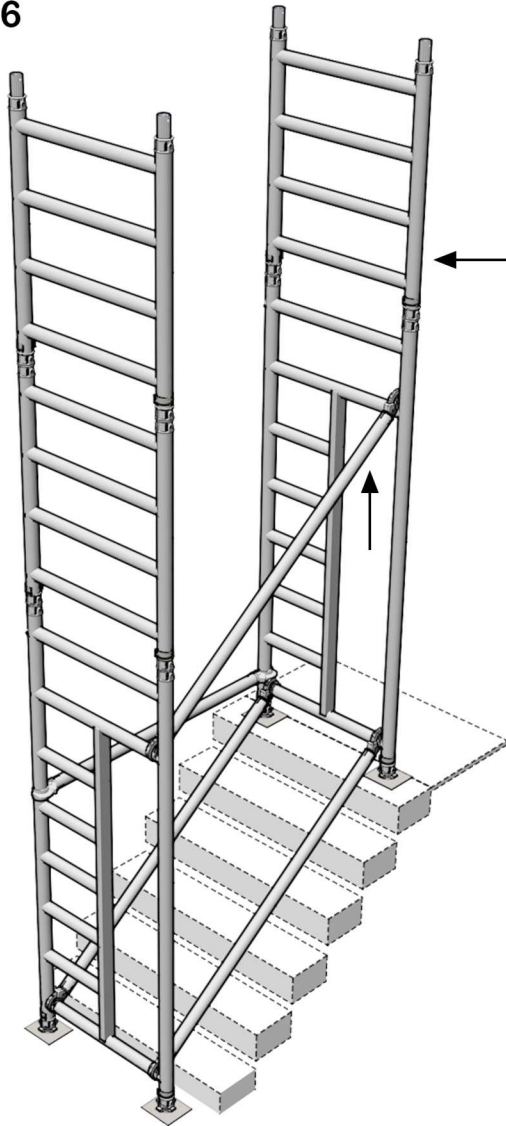
Attach a pair of blue diagonal braces between the bottom rungs of both portal frames, one on each side of the tower, ensuring the claws face downward.

Check that the frames are vertical and level using a spirit level, adjusting the legs as needed.

****IMPORTANT:**** Use the adjustable legs only for leveling the tower, not for increasing its height.

BUILD METHOD

STEP 6



Attach a diagonal brace between the 7th rung of the lower "downstairs" frame and the 7th rung of the higher "upstairs" frame.

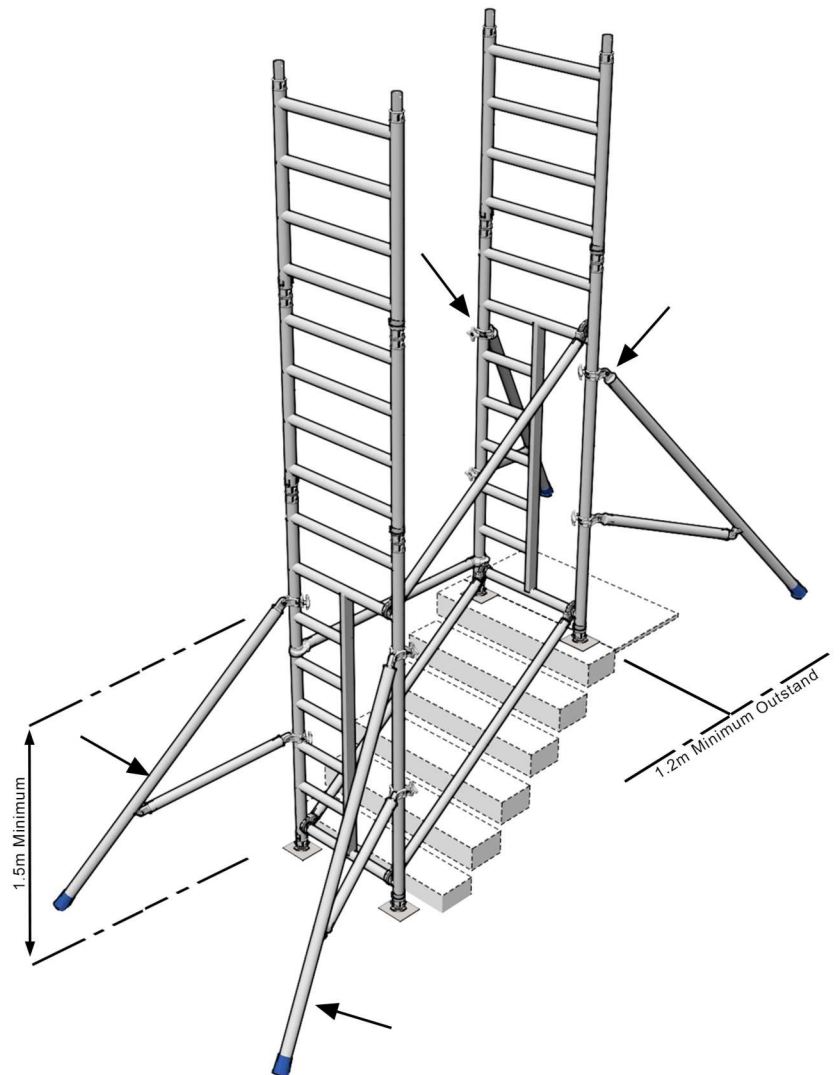
While standing on the stairs, secure a 4-rung frame onto the walk-through frame at the higher level. Ensure interlock clips are fully engaged.

STEP 7

Install the stabilisers. Refer to the notes on page 4

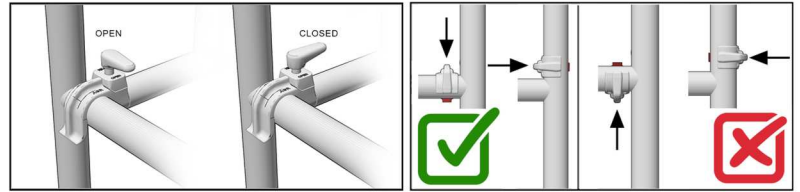
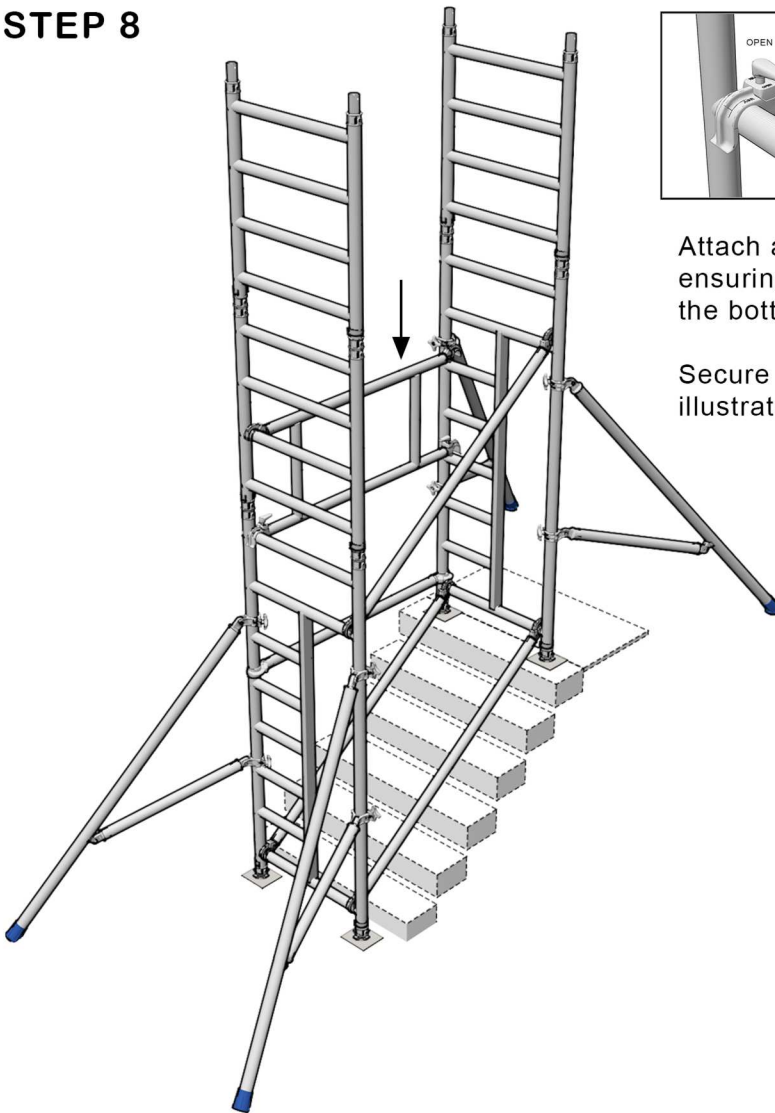
Important:

- The upper clamp of the stabilisers must be positioned at least 1.5m above the bottom of the frame.
- Whenever possible, ensure the stabilisers extend outward by a minimum of 1.2m.



BUILD METHOD

STEP 8



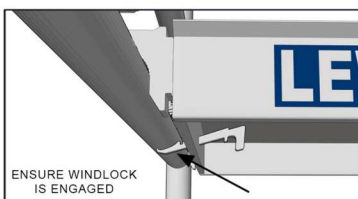
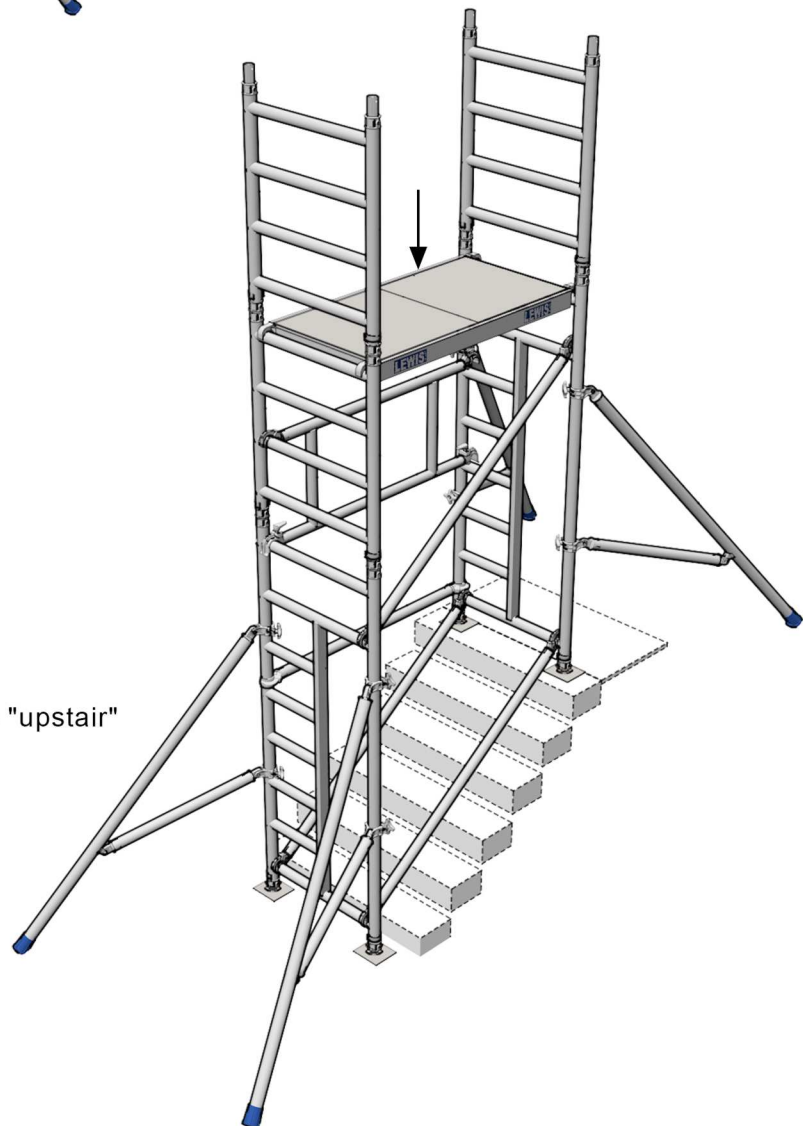
Attach a Advanced guardrail frame to the rear of the tower, ensuring the top claws are positioned on the 10th rung from the bottom of the "downstair" frame.

Secure the guardrail unit by engaging the AGR-locks as illustrated.

STEP 9

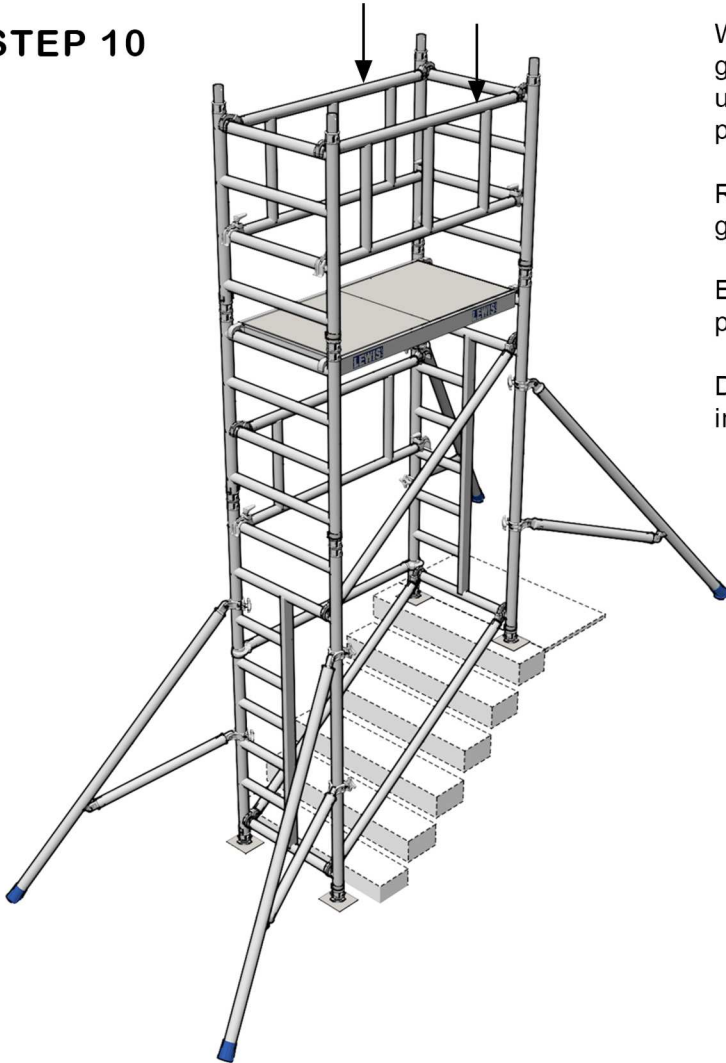
Install a 1.3m trap-door deck onto the 8th rung of the "upstair" Walkthrough frame as shown.

Ensure the wind lock is securely engaged.



BUILD METHOD

STEP 10

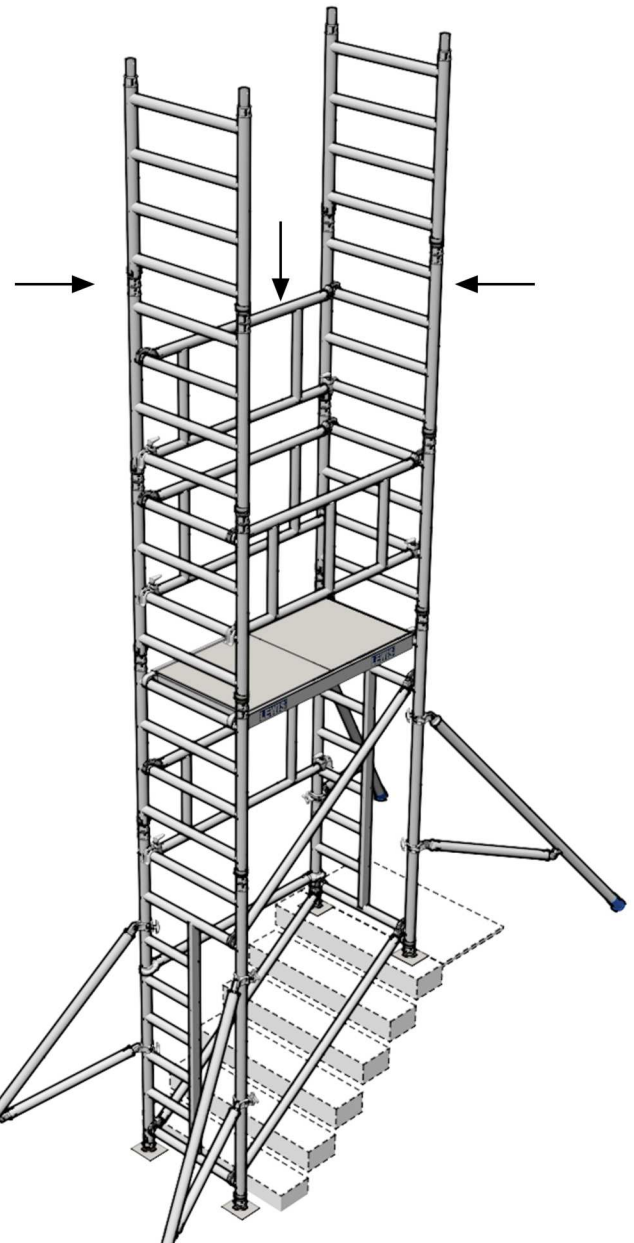


While seated on the trap door deck, install an Advanced guardrail frame at the rear of the tower, ensuring the upper claws are positioned on the fourth rungs above the platform deck.

Repeat the process by installing a second Advanced guardrail frame at the front of the tower.

Engage the locks to securely secure the guardrail units in place.

Do not climb onto the deck until the guardrails are fully installed.



STEP 11

Connect two 4-rung frames and secure them using the interlock clips. While standing on the protected platform deck, attach the connected frames to the downstair end of the tower and engage the interlock clips.

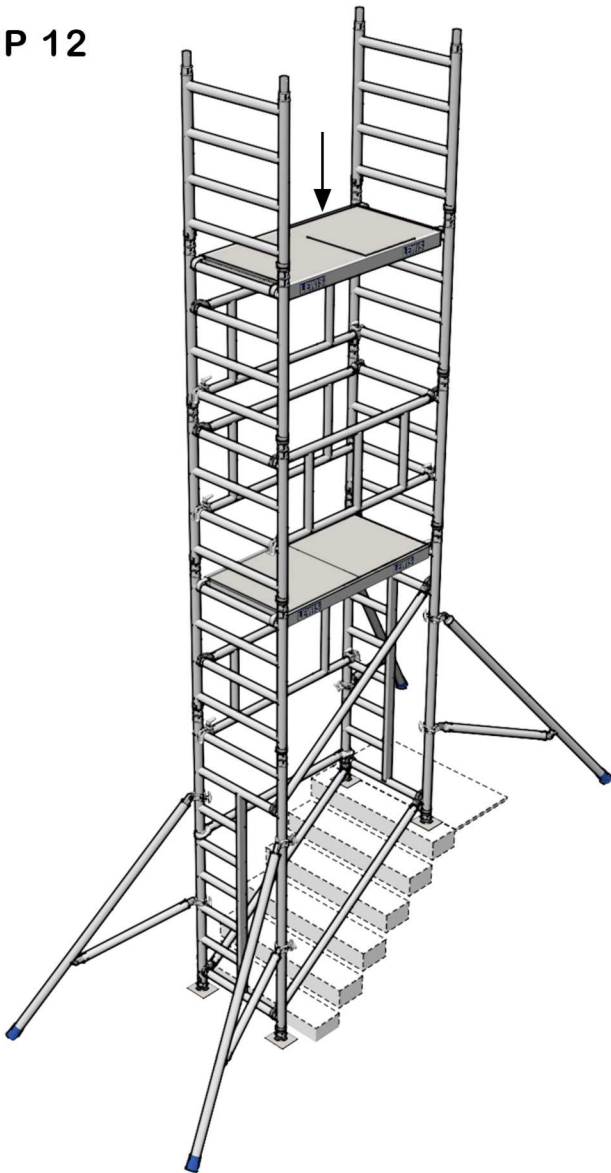
Repeat this process for the upstairs end of the tower.

Install an Advanced Guardrail at the rear of the tower, ensuring the upper claws are positioned on the seventh rung above the platform deck.

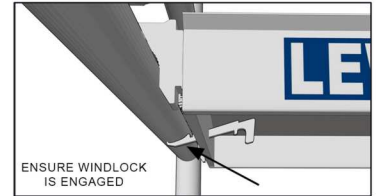
Engage the locks to secure the guardrail in place.

BUILD METHOD

STEP 12



Install a 1.3m trap-door deck onto the 20th rung of the "downstair" frame as shown, ensuring the wind lock is securely engaged.



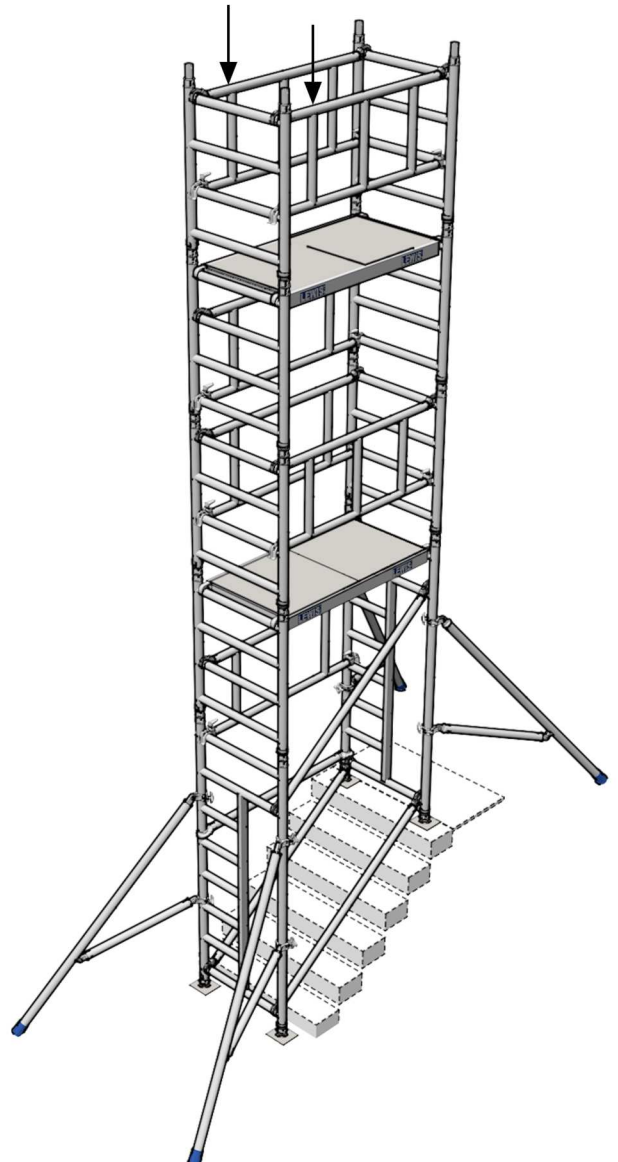
STEP 13

While seated on the trap-door deck, install an Advanced Guardrail frame at the rear of the tower, ensuring the upper claws are positioned on the fourth rung above the platform deck.

Repeat this process by installing a second Advanced Guardrail frame at the front of the tower.

Engage the locks to securely secure the guardrail units in place.

Do not climb onto the deck until the guardrails are fully installed.

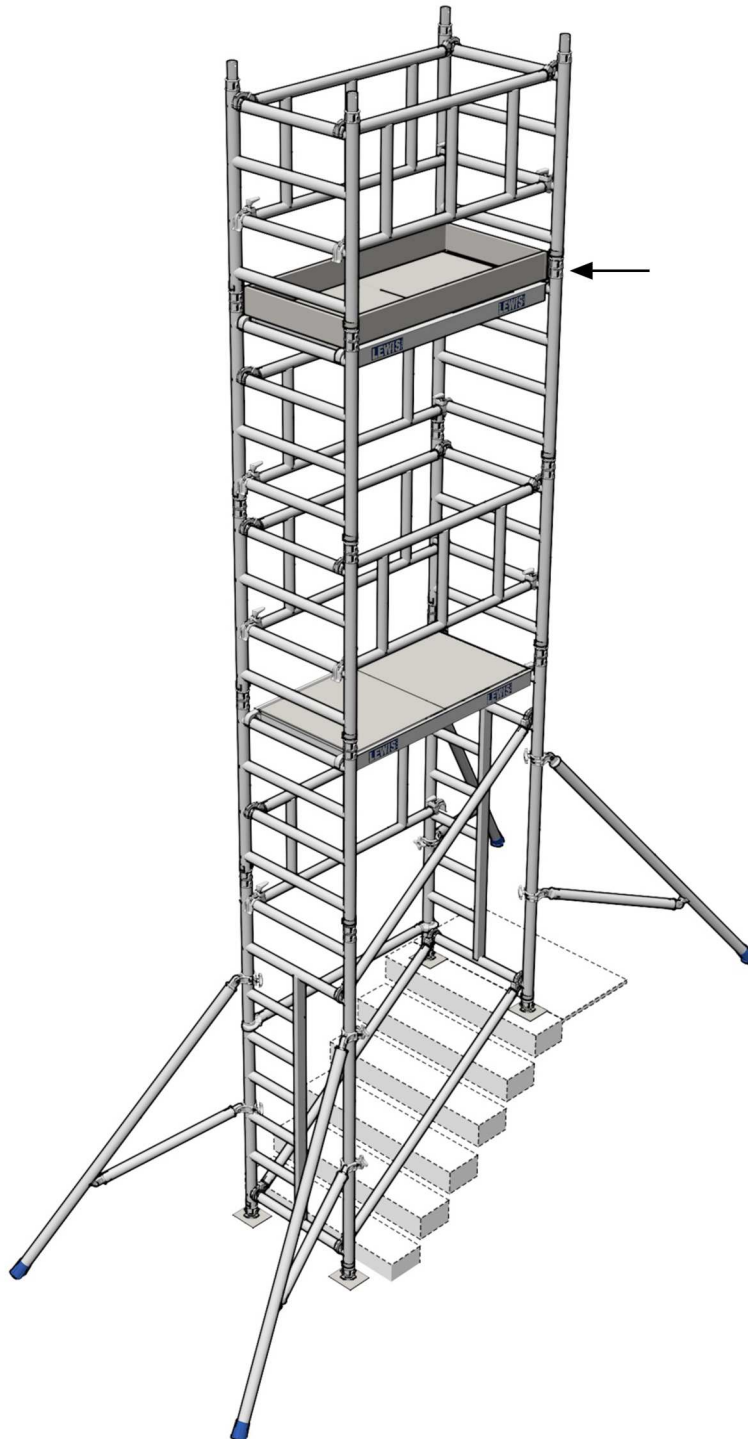


BUILD METHOD

STEP 14

Release the storage strap from the folding toe-board set, then unfold and position it on the working platform.

Ensure it is properly aligned around the deck and does not obstruct the opening of the trap door.



THE TOWER IS NOW COMPLETE.

BUILD METHOD

BUILDING BEYOND 5M PLATFORM HEIGHT

Continue assembling by adding pairs of 4-rung frames, Advanced Guardrail frames, and trap-door decks as outlined in previous steps.

At each platform level, install Advanced Guardrail frames as guardrails on the 2nd and 4th rungs above the platform.

These guardrails must be fitted from the protected trap-door position.

Do not climb onto the platform until the guardrails are fully installed.

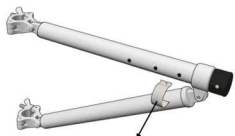
For platform heights of 5m and above, confined-space stabilisers (or props/ties) must be installed at 4m intervals as instructed below.

Attach a confined-space stabiliser (or prop/tie) to all four corners of the tower. Position the upper clamp above the 16th rung and secure the lower clamp between the 15th and 16th rungs, ensuring the stabiliser arm remains horizontal.

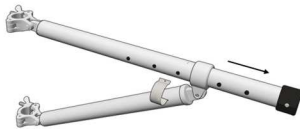
These stabilisers must be used at platform heights of 5m and must be installed every 4m thereafter.

Ensure the end of the stabiliser arm makes contact with the walls. If it does not, adjust by unclipping and removing the locking pin, then slide the arm to the correct length until the holes align.

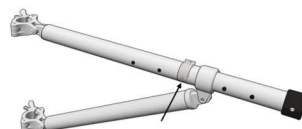
Reinsert the locking pin and ensure the clip is fully engaged.



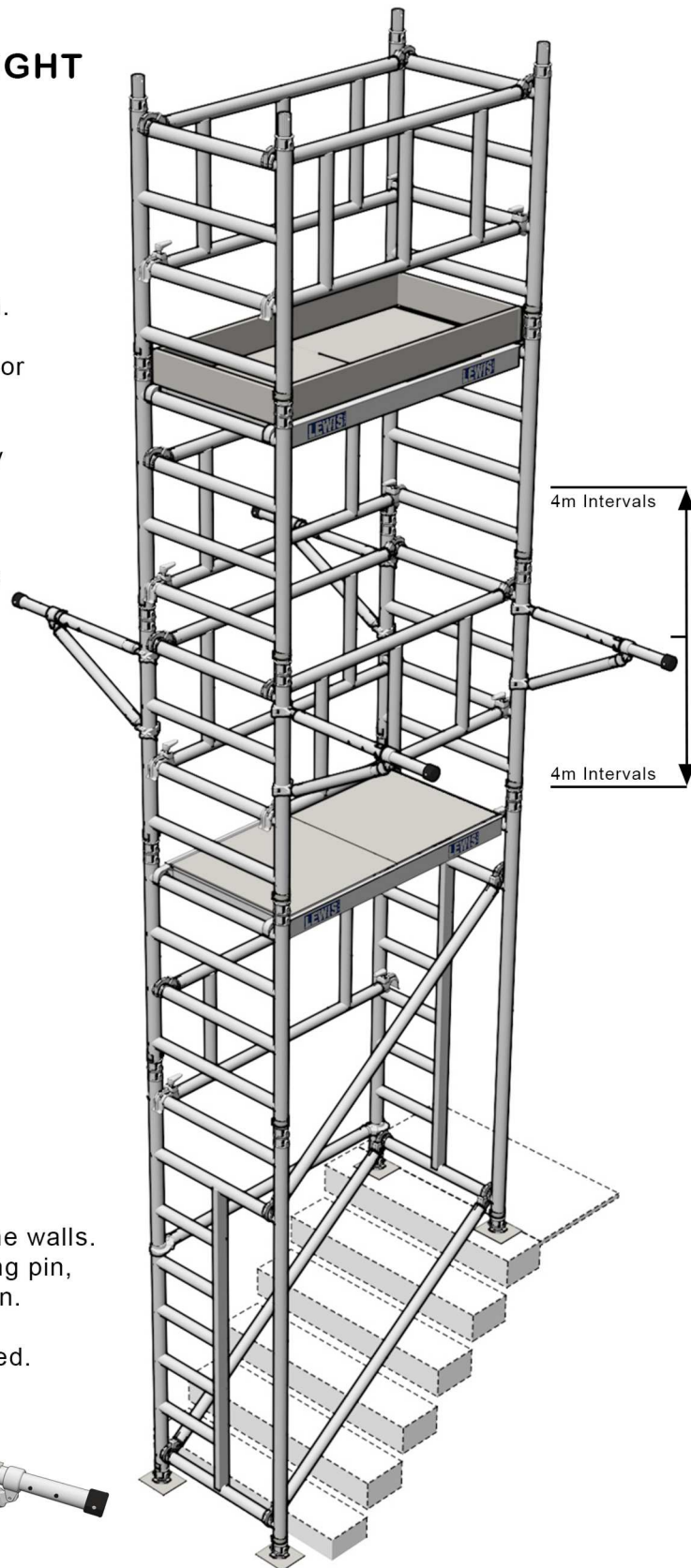
Unclip & extract pin



Extend /retract adjustable arm



Re-insert pin and engage clip



TO DISMANTLE THE LEWIS STAIRSCAFF

Simply follow the assembly steps in reverse, ensuring that the 3T method is followed.



For further information and support please contact us on:

 **0800 043 2222**

 **info@scaffold-tower.co.uk**
www.scaffold-tower.co.uk

Unit 1 Bellingham Trading Estate
 Franthorne Way
 London
 SE6 3BX

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