



PREFABRICATED ACCESS SUPPLIERS' AND MANUFACTURERS' ASSOCIATION



training course notes

low level access

www.pasma.co.uk

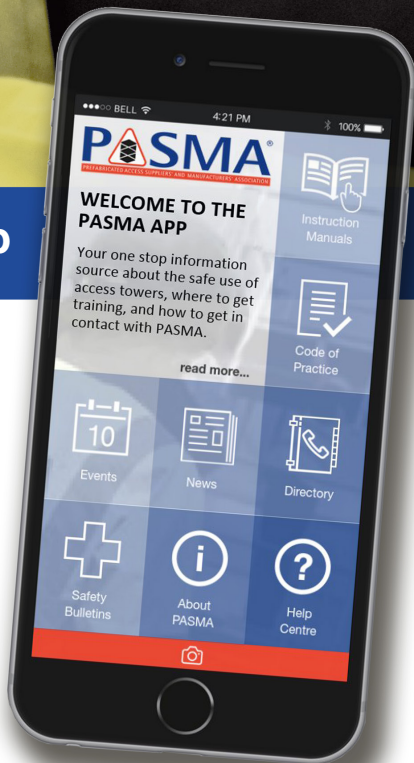




Stay up to date with our free app

The PASMA app is the perfect way to stay up to date with PASMA and the tower industry. It features:

- Manufacturer's Instruction Manuals
- Operator's Code of Practice
- Directory of PASMA Training Centres, Hirer Dealers, Hire and Assembly and Manufacturer's Members
- Industry News
- Safety Bulletins
- Upcoming Events



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Notes to delegates - please read carefully

This Course Notes booklet forms an integral part of the PASMA course 'Low Level' and is not a stand-alone document. The course aims to show you how to use low level work platforms safely.

PASMA, the Prefabricated Access Suppliers' and Manufacturers' Association, is the lead industry body for all matters relating to low level work platforms. All members offer equipment that meets the current British Standards, BS 8620 and have third party product conformity certification from an Approval Body such as BSI (or international equivalent).

PASMA training can only be carried out by PASMA approved training centres, who are subject to assessment and ongoing audit to ensure a consistent quality of training wherever PASMA training is delivered. The PASMA name and logo are UK and International Registered Trademarks of the Association, which can only be used by members and can only be used by approved training centres in respect of training.

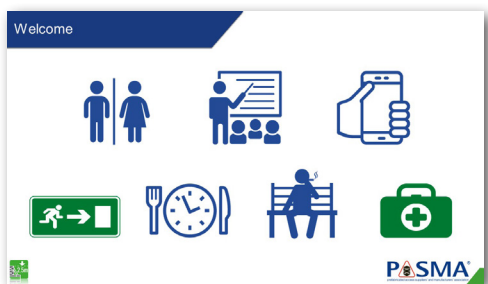
You are encouraged to take as many notes as you wish, as this is a useful method for many in helping to remember important points. However, you **will not** be allowed to consult your notes while undergoing assessments.

The topics covered in this course are intended to ensure that the course meets the Aims and Objectives and that, on successful conclusion, you will be able to demonstrate the core competences.

If you have any difficulties, whether physical or with language or comprehension, you must bring this to the attention of your instructor.

The written assessment and its requirements will be discussed before you attempt it and consists of a multiple-choice question paper with all points covered in the course of the training module. The pass mark is 80%.

The practical assessment and its requirements will also be discussed in detail before you begin. You will be observed and assessed in a predetermined practical exercise and will be penalised for errors or omissions. Some errors or omissions are considered so serious that they will result in mandatory failure. These will be explained in more detail by your Instructor.



Working at height can be dangerous, which is why it is important you follow the training and instruction you have received today to keep you safe.

Every year, literally millions of people work at height in a variety of industry sectors. Some are more obvious than others, such as construction, roofing and facilities management, but there are also countless others who work at height on a day-to-day basis - often without realising it - in shops, offices, factories and hospitals. The list is almost endless.

What they all have in common is risk. The risk of a fall that might kill them or leave them with serious life-changing injuries with potentially devastating consequences for their families, friends and work colleagues.

Not just the most common cause of fatal injury, falls from height also accounted for an estimated 43,000 non-fatal injuries each year - an average of 118 injuries every day.



The No Falls Foundation, in partnership with other stakeholders, has three aims:

- To help keep people safe by creating greater awareness and understanding of the risks associated with working at height;
- To better understand the causes of falls from height through research and the exchange of information and knowledge;
- To support those people facing the aftermath and consequences of a fall from height.

PASMA supports the No Falls Foundation both through its contribution to its work and programmes but also by making a contribution for every delegate that is trained through the PASMA training scheme.

If you know anyone who has been affected by a fall from height, or if you are interested in the work of the No Falls Foundation, visit the website at www.nofallsfoundation.org

Finally, remember you can keep up to speed with everything to do with PASMA and low level work platforms by downloading our App.

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Course Documentation



Your delegate pack includes:

- PASMA Operator's Code of Practice
- PASMA Delegate Booklet
- PASMA Training Course Notes
- Manufacturer's Instruction Manual



PASMA H&S Fitness Statement

Literacy & Language

Literacy and language comprehension are essential for any tower user. Safe use Low Level Work Platforms (LLWP) requires delegates to consult safety notices and **thoroughly understand the manufacturer's instruction manual**.

Physical Fitness

Users should be physically fit and in good health

Meeting the Requirements

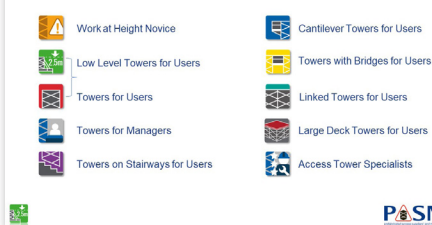
If delegates have any problems with comprehension, or any doubts about their fitness, they must bring them to the attention of their employer



As well as these Training Course Notes, your delegate pack also includes a copy of the latest PASMA Operator's Code of Practice, a Delegate Booklet which you are required to complete, and which will act as a record of your training and assessment, and lastly a copy or copies of the manufacturer's instruction manual(s) used in your training course.

Since the safe use of low level work platforms requires that you consult safety notices and read and thoroughly understand the manufacturer's instruction manual, literacy and language comprehension are important requirements for any low level work platform user.

PASMA Training Scheme



As well as the Low Level course, the PASMA training scheme also offers a range of other courses such as Towers for Users, and courses for other configurations of towers such as Towers on Stairs, Towers with Cantilevers, Towers with Bridges, and Linked Towers.

Similarly, since the assembly and use of low level work platforms can be physically demanding, users should be physically fit and in good health, and should generally, not have problems with eyesight or hearing, heart disease, high blood pressure, epilepsy, fear of heights, vertigo, giddiness, difficulty with balance, impaired limb function, alcohol or drug dependence, including prescribed drugs, or psychiatric illness.

Training modules are also available at different levels from Novice, User, Manager, Professional Rigger and Designer.

You should also consider how the effects of extremes of temperature – heat and cold; lack of nutrition – fasting; and lack of water – dehydration, can impair your ability to work effectively.

Courses are being developed on a continuous basis, so please check with your Instructor or PASMA training centre for availability.

If you have any problems with literacy or language comprehension, are pregnant, or have any doubts about your fitness to use low level work platforms, you must bring them to the attention of your employer. This need not preclude you from using low level work platforms, provided your employer conducts an assessment and is able to put into place adequate measures to take account of any difficulties you may have.

NOTES

2 Information

The information section of the course will introduce you to the Product Standards which relate to low level work platforms and point you to industry guidance and sources of information. Manufacturers' instruction manuals will be addressed in some detail and you will learn about the legal and regulatory framework which affects the use of low level work platforms. You will next learn about Risk Assessments, Method Statements and planning for emergencies and rescue in the context of low level work platform safe use.

It is important to understand that these standards are not regulations; they are a guarantee that the equipment is designed and manufactured to a minimum, albeit high standard.

BS 8620 is the British Standard for a low level work platform with one working platform with side protection for use by one person with a maximum working platform height of less than 2.5m. These products have a maximum working load of 150kg and a maximum platform size of 600mm x 950mm. These products, commonly referred to as “podiums” or “pulpits”, because extensively used following the implementation of the Work at Height Regulations (Wahr) in 2005.

The standard includes requirements for stability, rigidity, overturning and strength.

Towers built with a platform height below 2.5m, sometimes called “room scaffolds”, have requirements in EN 1004-1.

EN 1004 -1 specifies standards for materials, resistance to overturning and loadings for towers, platforms and side protection, and also sets minimum dimensional requirements such as 950mm height of main guardrail, no unprotected gap of more than 470mm, toe boards at 150mm minimum and a maximum nominal height between platforms of 2.0m.

As the nature of the Work at Height Regulations is non-prescriptive, the HSE has made it clear that where terms such as “suitable and sufficient” are used in the regulations, it is to National and European Standards that they will refer to determine the definition of such terms, since the standards are specific in their dimensional and material specifications and properties.

PASMA members undertake to manufacture and use equipment which meets these Standards.

The place to find the manufacturer's recommended assembly and dismantling method(s) is in the current instruction manual.

As well as detailing the exact sequence for assembly and dismantling, it will also contain important safety information; a list of component quantities for the configuration of low-level work platforms and all of the necessary technical information such as the maximum Safe Working Loads on the platform.

2 Information

Guidance

PASMA Operators Code of Practice

Universally accepted as the reference book for users, managers and health & safety professionals for guidance on safe use of Mobile Access Towers



INDG401

This brief guide describes what employers need to do to protect their employees from falls from height



PASMA Code of Practice

Delegates will receive a copy of the Code of Practice in their delegate pack. The PASMA Code of Practice is a key reference document for good practice in the use of low level work platforms.

In addition to its function as a key document for users, their supervisors and managers and health and safety professionals, it is also intended to supplement PASMA approved training courses by serving as a worthwhile reminder of the good practices that delegates have learned during training and work experience.

INDG401 – Working at Height – A brief guide

Simplified guidance from the HSE which describes what you need to do to protect employees, yourself and others from falls from height. Following this guidance is normally enough to comply with the Work at Height Regulations (WAHR). You are free to take other action, except where the guidance says you must do something specific.

2 Information

PASMA Website

On the website you can find a full range of information regarding the association, industry news, towers, training and memberships. www.pasma.co.uk



The PASMA website is a useful resource for anyone who has an interest in low level access and contains lots of helpful and current information, including news, upcoming events, guidance, downloads, videos and other resources to inform and educate those who use low level work platforms.

2 Information

PASMA App

A full range of Manufacturer's Instruction Manuals, the Operator's Code of Practice and relevant supporting information is available to view and download via the PASMA App

Suppliers and a list of PASMA training centres are also available and you can choose to be notified of any updates or amendments



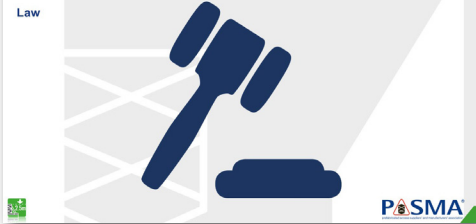
PASMA also has a mobile phone App which you can download for free. It places in your hand a huge range of practical information that can be used on a day-to-day basis.

Using the App you get invaluable access to manufacturers' instruction manuals; the opportunity to check or verify advice in the PASMA Code of Practice; an easy and fast route to finding PASMA training centres, manufacturers and hirers; the opportunity to keep up to date with the latest news and developments and the ability to upload tower and low level platform images.

Importantly, it will also provide the opportunity for PASMA card holders to instantly maintain a personal record of safe builds of Low Level Work Platforms (LLWP) - using photographic and GPS positioning - a facility that will also be used to identify potentially unsafe towers and low level work platforms notify them to PASMA.

2 Information

Law



The Health & Safety at Work (etc) Act (HASAWA)

The Health & Safety at Work (etc) Act is the overarching legislation which sets out the framework for health and safety in the workplace.

The Act also gives the authority to the HSE, in consultation with relevant industry bodies, to lay down Regulations which give a more detailed interpretation of the Act and how it applies in certain sectors or activities.

The Health and Safety (Fees) Regulations – Fee For Intervention (FFI)

There is a regulatory duty on HSE to recover its costs for carrying out its regulatory functions from those found to be in material breach of health and safety law. This shifts some of the cost of health and safety regulation from the public purse to those businesses and organisations that break health and safety laws.

The fee includes the costs covering the time of the entire original visit. The total amount recovered will be based on the amount of time it takes HSE to identify the breach and help you put things right (including associated office work), multiplied by the hourly rate.

Your fee may include the inspector's time:

- at your business or workplace
- preparing reports
- getting specialist advice
- talking to you after the visit
- talking to your workers

The fee can vary depending on:

- how long the original visit was
- the time the inspector spent helping you put things right
- the time it took the inspector to investigate your case
- any time HSE spend on taking action against you.

Management of Health & Safety at Work Regulations

Every employer shall:

- Make suitable and sufficient assessment of Health and Safety risks to employees and others who may be affected by their works
- Put in place appropriate control measures arising from these assessments (Method Statements)
- Take into account the capabilities of employees with regards to health and safety
- Ensure employees are provided with adequate health and safety training.

Young people at work [HSG165]

There are special provisions within the Management of Health & Safety at Work Regulations in respect of young people. These require that employers take account of young people's inexperience, particularly in high risk activities such as working at height and make special provisions for training and supervision.

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Construction Design & Management Regulations (CDM)

Identifies a number of key elements to securing construction health and safety. These include:

- Managing the risks to health and safety by applying the general principles of prevention, which set out the principles dutyholders should use to direct their approach to identifying the measures necessary to control the risks to health and safety in a particular project. CDM requires Designers, Principal Designers, Principal Contractors and Contractors to take account of the principles in carrying out their duties.
- Appointing the right people and organisations at the right time.
- Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
- Dutyholders co-operating and communicating with each other and co-ordinating their work and consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

Provision and Use of Work Equipment Regulations (PUWER)

General Requirements:

- Suitability of work equipment
- Maintenance and Inspection of work equipment.
- Training requirements, information and instruction for the use of work equipment.
- Stability of the work equipment.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR)

These regulations require the reporting of any injuries, fatalities or dangerous occurrences including:

The collapse or partial collapse of any scaffold structure (including towers) over five metres high.

Collapse or partial collapse of a scaffold structure that is assembled over or adjacent to water where there would be a risk of a person drowning who fell from the scaffold.

- Contact with overhead power cables
- Injury to a member of the public
- Seven-day absence from normal duties
- Major Injuries
- Fatalities

Manual Handling Operations Regulations

Avoid the need to undertake manual handling operations where practicable.

Where manual handling operations cannot be avoided, assess health and safety risks associated with the task.

Personal Protective Equipment at Work Regulations

Most work situations require you to wear some sort of PPE. Assembling, working on and dismantling low level work platforms is no different. The likely minimum requirement is safety shoes/boots, hard hat, and gloves.

An assessment by your employer may indicate different and/or other site-specific requirements.

Work At Height Regulations (WAHR)

Introduced in 2005 and superseding the provisions of other regulations in respect of working at height, the Work at Height Regulations have the most significant impact on the use of low level work platforms, and these will be reviewed in some detail over the following pages.

2 Information

Work at Height Regulations

What is Work at Height?

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

Above
Below
Or At Ground Level



The first question we should address and understand is

“What is work at height?”

Work at height is defined as: Work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place.

Example:

Work below ground level could be work at height if a hole has been excavated and someone may fall either from an unprotected edge or whilst descending.

Work at ground level could be work at height, if it is alongside an empty swimming pool.

You may be able to add to these examples, instances where work is “at height”, even if it is at or below ground level.

Where do the Regulations apply?

Unlike previous regulations which covered work at height activities which were confined to particular activities, such as construction, the WAHR apply everywhere, in all industries and in every work activity at height, where there is a risk of fall liable to cause personal injury.

2 Information

Hierarchy of Control Measures

For each step, consider what is reasonable and use ‘collective measures’ over ‘personal measures’



The Regulations set out a framework that ALL duty holders must: Avoid > Prevent > Protect, in that order. The main objective which applies to all work at height is that you must do all that is reasonably practicable to prevent anyone falling.

Firstly, avoid work at height. This can be achieved at planning and design stage by, for instance prefabricating and installing prefabricated units at height, rather than assembling at height where those assembling are at risk of fall.

Next, if there is an existing safe place with suitable fall prevention measures, use it in preference to work equipment.

This is preferable because whilst assembling or positioning work equipment such as low level work platforms, MEWPs or ladders, the operative is at risk of fall during the assembly / installation / dismantle processes.

If neither of these is possible, you should select suitable work equipment with fall prevention measures.

The hierarchy also requires that priority is given to collective measures - that is, measures which prevent or protect any and everyone, over personal measures which prevent or protect only the individual, such as harnesses.

2 Information

Collective Measures

Dimensions are set for components such as guardrails and toe-boards; measures such as these reduce the likelihood of an operative falling through exposed gaps, or the risk of objects falling



Although the Work at Height Regulations are nonprescriptive or goal setting regulations, minimum dimensions are set for guardrails and toe-boards or other equivalent fall prevention methods.

These dimensions are also required by the product standard.

A principal guardrail must be not less than 950mm
There shall be no gap of more than 470mm
Toeboards shall be not less than 150mm.

The maximum gap of 470mm is intended to ensure that you cannot fall through an exposed gap, and although 950mm is the minimum guardrail height, the goal setting nature of the regulations require that a risk assessment take account of the need to add extra guardrails if necessary, if for example the low level work platform is being used by particularly tall operatives, or if there are other factors which mean that the guardrail height will not be effective in preventing falls at 950mm.

2 Information

Tower Inspection Record

Inspections must be carried out by a Competent Person:
 Inspect after assembly and before use
 Complete a **written report**, before going off duty
 Give to person for whom report was completed within **24 hours**
 Re-inspect and report "as often as is necessary to ensure safety"
 (or within the previous seven days)
No need to re-inspect when a LLWP is moved
 Keep copy of the **Inspection Report** safe and on site until the work is completed
 Then keep in office for a further **3 months**

This is what PASMA recommends

The Work at Height Regulations require that low level work platforms are inspected after assembly and before use by a competent person, that a written report of that inspection is completed before going off duty, and that a copy of the report is given to the person for whom the report was completed within 24 hours.

PASMA, in consultation with the HSE, has developed the PASMA Tower Inspection Record for this purpose. As well as providing a visual indicator of the Low Level Work Platforms inspection status, it also acts as a written report, and by affixing the Record to the Low Level Work Platform you satisfy the requirement to "give to the person for whom it was completed within 24 hours"

NOTES

PASMA Tower Inspection Records are available in packs of 50 from PASMA Member Services (Tel. +44 (0) 345 230 4041) or from www.pasma.co.uk

When the record is full, it is removed from the low level work platform (if the low level work platform is still being used, a new Tower Inspection Record is commenced) and retained as a record of the inspections until the work is completed, and thereafter at your office for a further three months, as required by the Regulations. The HSE Guidance indicates, in addition to the 7 day frequency of inspections, that a low level work platform should be inspected after any event likely to have affected its stability or structural integrity, such as adverse weather conditions. You may be able to think of other events which could have such an effect.

Finally, it is important to note that the Regulations do not require a written report each time a low level work platform is moved or relocated on the same site.

2 Information

Incomplete/Damaged Towers

If your LLWP is incomplete, or is in a dangerous condition you **must** let other people know

A Tower Incomplete, Tower Damaged or Tower Unsafe sign should be placed in either:
 a prominent position or
 adjacent to access point

This is what PASMA recommends

As well as being suitable for recording inspections, the reverse side of the PASMA Tower Inspection Record can also be used as a visual indicator and record that a low level work platform is not to be used because it is incomplete, damaged or otherwise unsafe.

If your low level work platform is incomplete or is in a dangerous condition, you must let other people know. You should affix a Tower Incomplete, Tower Damaged or Tower Unsafe sign in a prominent position or adjacent to an access point, so that any potential users are aware of its condition and do not attempt to use it.

2 Information

Hazards and Risk
What is a HAZARD?
Anything which has the potential to cause harm to someone or something

What is a RISK?
Risk is the chance, high or low, that someone or something could be harmed by a hazard, together with an indication of how serious the harm could be = Consequences



PASMA[®]

2 Information

Hazards and Risk Assessment

A risk assessment is a systematic evaluation of the likelihood and possible consequences of potential hazards which can or may occur during work and is required by law

The purpose of risk assessment is to:

- Highlight any hazards
- Implement control measures to determine how risks can be eliminated or reduced



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It is important that users of low level work platforms fully understand the Risk Assessment, which we will address below, and follow their employer's Method Statement, which we will cover shortly.

In order to do so, you must firstly identify the hazards, that is, anything which has the potential to cause harm to someone or something. Next you must assess the risk, that is, the chance, high or low, that someone or something could be harmed by a hazard, together with an indication of how serious the harm could be. In other words, the consequences.

So far as is reasonably practicable (SFAIRP) involves weighing a risk against the trouble, time and money needed to control it. Source: www.hse.gov.uk/risk/theory/alarpglance.htm

In other words, an employer does not have to take measures to avoid or reduce the risk if it is technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.
Source: www.hse.gov.uk/pubns/hsc13.pdf

What the law requires is what good management and common sense would lead employers to do anyway: that is, to look at the risks and take sensible measures to reduce them to a level as low as reasonably practicable (ALARP).
Source: www.hse.gov.uk/pubns/hsc13.pdf

All work activities, including work at height, require a competent person to create a plan of how the work is to be carried out, based on a risk assessment. This is usually known as a Method Statement and will look at this in more detail shortly. The Method Statement must also consider and plan for emergencies and (where appropriate) rescue, which again we will look at in more detail below.

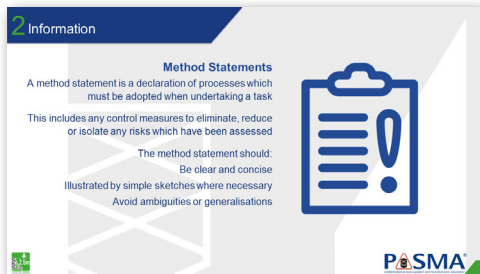
Source: INDG163 Risk assessment A brief guide to controlling risks in the workplace, www.hse.gov.uk/pubns/indg163.pdf

This leaflet aims to help you identify, assess and control health and safety risks associated with workplace hazards.

It is mainly aimed at employers, managers and others with responsibility for health and safety, and will also be useful to employees and safety representatives.

The guidance makes clear that only significant findings need to be recorded and emphasises the importance of controlling the risks identified. However, the guidance still suggests that you should identify the hazards, think about who might be harmed, evaluate the risks, record your significant findings and review your risk assessment.

NOTES



All work at height requires a competent person to create a plan of how the work is to be carried out (Method Statement), based on a risk assessment and this must also consider and plan for emergencies and rescue, in case something goes wrong. It is important that the plan is written down, communicated and shared with everyone who is involved in the work, so that everyone knows what to do if things do go wrong. It would be a good idea to practice your rescue plan to gauge how well it works, or if you need to make any adjustments to it, when you are not under stress in a real emergency.

Method Statements are for the benefit of those carrying out the work and their immediate supervisors, so should not be overcomplicated.

Equipment needed for safe working should be clearly identified and available before work starts.



A medical emergency on a low level work platform, such as a person becoming unwell and therefore unable to descend safely, has to be considered so that, in the event of it occurring, those assisting know what to do. This may include an on-the-spot assessment of the low level work platform if it is incomplete or if its inspection status is unclear (for example, if no visible inspection tag is present).

Whatever you decide as your plan, the first priority for anyone attempting a rescue is to avoid becoming a casualty yourself.

What rescue plans are there for low level work equipment? Is there a template I could use?

It is not possible, or indeed sensible, to give specific guidance regarding rescue plans for low level work platforms, as there are so many varying factors to take into account. These variations include (but are not limited to): the reason for the rescue, the persons involved, the dimensions of the low level work platform and its design, the state of build (either partial or complete), the location, the environmental conditions at the time, and other circumstances peculiar to the job site.

All of these factors, and more, create significant differences to the approach and the potential methods of rescue. However, you might consider a general hierarchy of measures for rescue from a low level work platform (LLWP) which will apply in many cases.

Self-help comes first, i.e. the person(s) are capable of descending the LLWP without outside assistance.

Next is an assisted descent, i.e. the person or persons are capable of descending the LLWP with assistance from others.

Last is professional rescue, i.e. the person or persons are totally incapacitated, incapable of descending the LLWP and need to be removed from the LLWP by others. If the person or persons are incapacitated such that they are unable to descend the LLWP even with the assistance of others, then their condition is likely to be such that only the professional medical or rescue services (ambulance and/or fire and rescue service) would have sufficient knowledge, skills and experience to effect a safe and successful rescue.

It is highly likely that, in such a circumstance, persons without such professional medical and rescue knowledge, skills and experience, could potentially cause further injury and/or significant risk to themselves or the person(s) in need of rescue.

2 Information

Equipment Selection

What will you consider before selecting a Low Level Work Platform (LLWP)?

Location
Ground conditions
Width
Height
Platform length
Safe Working Load
Weather



There are many factors which you should consider when selecting a low level work platform. You may have to consider the location, the ground conditions, how wide, how long or how high you need the low level work platform. What sort of working load do you need and what are the weather conditions (now or likely). You would also be well advised to consider specifying to the appropriate product standard.

Employers: Section 2 (2) Training, Equipment, Environment

Employers must provide:

- Safe plant, equipment and safe systems of work
- Necessary information, instruction, training and supervision
- A safe place of work, with safe access and egress
- Safe handling, storage, maintenance and transport of articles and substances, including plant and equipment

Employees: Section 7 & 8 own safety, safety of others by acts/omissions

Employees must take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions.

Employees must co-operate with their employers

It is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety & welfare

Supplier: Section 6 Information on safe use, equipment adequately inspected / tested

Suppliers must provide:

Information for the use of the equipment.
Equipment that is safe when being used.
Adequate inspection of equipment.

HSE Inspectors have the right:

- of entry without an appointment
- to investigate and examine
- to take photos, samples or equipment
- to see documents and take copies
- to dismantle and take away substances
- to have assistance
- to ask questions

If they consider they do not have sufficient authority to carry out their duties, they can assume it.

3 Roles and Responsibilities

The Health & Safety at Work (etc) Act is an enabling Act. This gives authority to the Health & Safety Executive and is the legislation under which employers & employees may be charged.

It places specific responsibilities on classes of people engaged at work.

3 Roles and Responsibilities

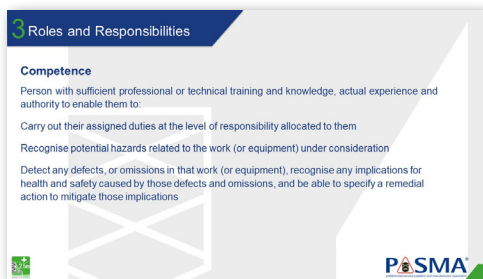
Duties of employers
Duties of employees
Duties of suppliers
Powers of recognised safety authorities
Penalties for non-compliance



Penalties for non-compliance

These can be severe and apply not only to corporate bodies, but also to individuals and employees.

Substantial fines and imprisonment for up to two years if found guilty.



Although there is no definition of competence given in The Work at Height Regulations (WAHR), the Advisory Committee on Work at Height Training (ACWAHT) which was formed and is chaired by the HSE, and comprises all the lead organisations involved in work at height, has given the following definition of competence for people who are to work at height:

A person with sufficient professional or technical training and knowledge, actual experience and authority* to enable them to carry out their assigned duties at the level of responsibility allocated to them; recognise potential hazards related to the work (or equipment) under consideration and detect any defects or omissions in that work (or equipment), recognise any implications for health and safety caused by those defects and omissions, and be able to specify a remedial action to mitigate those implications.

*Note: "authority" here means the delegated authority to the individual by his employer to carry out a certain function or duty.

This has previously been defined in other Regulations as simply "a combination of training, technical knowledge and / or experience".

PASMA training aims to address these requirements and ensure the operative meets this definition of a "competent person".

Particularly in relation to mobile access towers and low level work platforms, this definition of a competent person implies:

- To know and understand the specific legal duties under the Work at Height Regulations which apply to them as an individual
- To understand who controls their work at height activity and the lines of communication to use
- To understand the principles of fall protection that the regulations required to be used
- To be able to recognise safe and unsafe situations /activities
- To understand how to deal with the hazards associated with the task allocated to them
- To have adequate training in the correct use and limitations of any work equipment allocated to them for the task
- To understand the need for and the ability to check the adequacy of the safety equipment allocated to them

If that equipment has been issued to them on a personal basis, an understanding of the correct procedure for storage, maintenance and inspection

- To understand safe procedures of work and state the correct procedure for the task, the emergency (including rescue) procedures in place for the work and their role in it
- To know the procedure for reporting any defects, hazards or unsafe procedures they detect.



PASMA training aims to equip you with the necessary training to allow you to meet these criteria and this is recognised, on successful completion of the course, by the PASMA Certificate of Competence and Photocard, which is the recognised proof of competence for mobile access tower and low level work platform users.

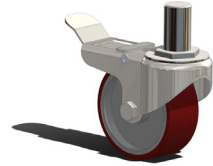
The card will display an expiry date, but at all times remains the property of PASMA and can be withdrawn if the cardholder engages in inappropriate or dangerous activity whilst working at height on LLWP's.

4 Equipment

4 Equipment

Castors

- Free to rotate
- Attaches to the Adjustable Leg
- Braking device
- Safe Working Load



To satisfy relevant regulations but, more importantly, to keep you safe, you need to inspect the equipment before use and to fully understand what you are looking **AT** – be able to identify key components using the Manufacturer's Instruction Manual.

What to look **FOR** – be able to identify faults/defects - guides for this can be found in the Manufacturer's Instruction Manual.

What to **DO** – to know how to report faults/defects, what records to keep and who to report faults/defects to.

Castors can come in a variety of sizes and colours and can have single or double pedal brake mechanisms. The castors carry the sum of all the loadings on the low level work platform, including the self-weight of the low level work platform and the safe working load.

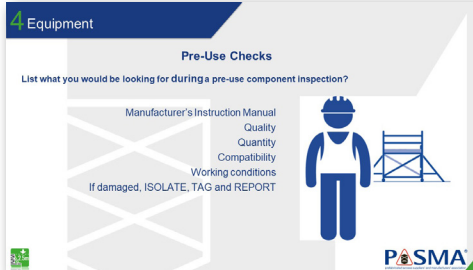
The brakes must be engaged before you climb your low level work platform. The only time you can unlock them is to move the low level work platform.

On inspection, the castor must be free to rotate from side to side, as well as backwards and forwards.

The pommel or spigot on top usually has a ball spring retention device that helps secure the castor into an adjustable leg.

Sizes available are 100mm (4 inch), 125mm (5 inch) and 150mm (6 inch) –all sizes will have the Safe Working Load of the castor marked on the wheel housing- pay attention to this.

Castors cannot generally be repaired, they must be replaced if faulty.



In your pre-use check, you should:

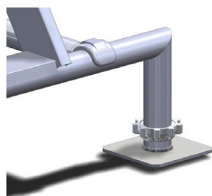
Make sure you have checked all components for damage, compatibility and working condition before the you start to assemble the low level work platform.

You must not use faulty or damaged components and you must never use force to fit or remove components.

ISOLATE, TAG AND REPORT any damaged equipment to someone in your organisation who has the authority to order a repair or replacement. This is essential to ensure the damaged equipment is not subsequently used by someone else who is unaware of its condition.

NOTES

4 Equipment



Base Plates

Static LLWPs
Attaches to the Adjustable Legs
Uneven ground
Inclined surfaces
Stairs



A low level work platform should only be used on flat level solid ground.

The top part of a base plate is the same as a castor, it has the same type of retaining ball spring to help secure it into an adjustable leg. The plate itself helps to distribute and spread the load of the low level work platform more evenly and over a wider area than a castor. It also cannot 'run-away' as a castor could if on stairs or an incline.

4 Equipment

Adjustable Legs
Connects to castors or base plates
Fits into the base of the frame
Levelling
Not for gaining additional height



An adjustable leg is what you attach a castor or base plate to, the other end of the leg will have a retaining spring device that will help secure it into a frame at the bottom of your LLWP - check your Manufacturer's Instruction Manual to find out which frames - they don't always go in all of the frames. Some manufacturers have adjustable legs with quick release mechanisms.

It's a good tip to leave around 25mm adjustment between the nut and pommel or spigot housing of the castor/base plate so you can rotate the nut up or down as required.

The purpose of an adjustable leg is to level the low level work platform, it is not intended to allow you to gain extra height. If you end up too low, you don't have enough equipment and need to consider how much extra you will require to get to where you want to be safely.

To level, pick a starting point (the highest point on uneven ground) and use that as a reference point, this is the leg you don't have to adjust, adjust the rest to suit (using a spirit level as a guide). Never use the adjustment to gain additional height; this has the same effect as building your LLWP on stilts.

4 Equipment



Frames

Frames are the main vertical structural components of the LLWP

Each module is completed with the addition of horizontal and diagonal braces or additional frames to form a rigid framework

Main Frame

Main frame fold for ease of use and transportation

Single Width Frame

Designed to take one platform



Some frames will have a built-in ladder, others have rungs designed to climb. The rung spacings may vary between manufacturers, however, the rung spacing must be between 230mm and 300mm and anti-slip in order for you to climb it safely.

Using folding frame room scaffolds that are 700mm wide allow you to move them when assembled through a standard doorway. This type of frame is locked together by pushing the folding hinge out and ensuring either the castle nut has located, or you have engaged the locking pin. These multi rung frames give you the versatility of placing platforms from 250mm to 1800mm at 250mm increments.

Frames are the main vertical structural components of the low level work platform and are completed as modules with the addition of horizontal and diagonal braces to form a rigid framework.

4 Equipment

Connecting Spigots

Frames fit together by either



Straight Spigots - Locked to the frame below by a locking device



Conical Head Spigots - Lock automatically to the frame below and therefore, generally, do not have a separate locking device



4 Equipment

LLWP Types



When connecting frames together they will have a female and male end, these are called spigots. The spigot can be of two types, vertical (straight) spigot, or conical (angled) spigot.

When a frame sits on top of another it must be locked in place, this will generally either be by a pin clip or circlip or by a node on the spigot, but there may be other methods depending on the type of LLWP you are using. These pins/nodes must be in place to ensure your LLWP is safe. In the case of LLWP's which utilise pins, the pins usually also have to be pulled out in order to get the frames on, leaving them in and 'bouncing' the frame may damage the very thing that is keeping you safe!

With conical head spigots, you should pay attention to the way around you position the frame and therefore the spigot - if you position it the wrong way around, you may be exposing yourself to danger by leaning out of the LLWP to fit the next frame. Check the Manufacturer's Instruction Manual for a visual of this.

There are two common types of Low Level Work Platform:

- Podium Steps
- Room Scaffolds

The type of work they can be used for includes access to ceilings, walls and machinery. Podium Steps would normally be used when the work involves remaining in the one position, such as servicing an air conditioning unit.

By comparison, a Room Scaffold will allow movement over the length of the platform, allowing for more flexibility when working over a short distance or handling equipment of a longer length such as strip lighting.

Because of their compact dimensions, Low Level access units can be taken through doorways and can pass easily through confined areas.

NOTES

NOTES

4 Equipment

Braces

Braces are used in conjunction with frames to form the modules which are the "building blocks" of the LLWP structure

Hooks and Claws

Locking Device

Fitted correctly



4 Equipment

Horizontal Braces

Shorter of the two brace types
Same length as the platform
Can also be used as a guardrail

Diagonal Braces

Longer of the two brace types
Installed diagonally for structural rigidity



Braces are used in conjunction with frames to form the modules which are the "building blocks" of a low level work platform. The number supplied with the LLWP you have are the correct amount required to keep you safe. Leaving any out 'to save time' will only help to speed you to your grave! All braces have hooks or claws at either end with a locking device to prevent them from being accidentally dislodged.

Remember to ALWAYS follow the bracing pattern described in the Manufacturer's Instruction Manual – not all low level work platforms have the same bracing pattern, and you must not assume that you can transfer the bracing pattern from one low level work platform to another.

Tubes should be checked:

- No excessive denting or creasing (sometimes as the result of users hitting them to disengage the hooks!)
- Not bent out of shape
- No cracks in welds – these show up as dirt has got in as a black line
- No cuts or holes have been made or drilled in the tube
- Excessive corrosion (pitting) from chemicals or shot blasting
- Sufficiently clean and free from paint, plaster and other contaminants that would prevent safe handling or assembly.

Hooks should be checked:

- No damage, or deformation (out of shape) from dropping from height
- Excessive corrosion (pitting) from chemicals or shot blasting
- Locking mechanism works okay - some are automatic locking (flick them to check), some require priming to see if it works - check them all.

The Horizontal Brace, which are the shorter braces and can be identified as such since they are the same length as the platform. As well as forming the horizontal connection between frames, they are also widely used in LLWPs to form the side guardrail protection which is necessary to prevent falls.

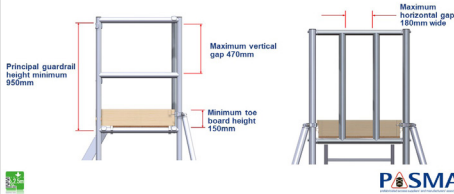
Check your Manufacturer's Instruction Manual to see how these are fitted both at the base of the low level work platform and to form main guardrails and intermediate guardrails – some manufacturers place them face down on the rungs, some, one face down and one face out, some, both face out on the vertical of a frame.

When installing braces to the vertical member of a frame, always ensure that the open face of the hook or claw is facing outwards, this will protect you in the unlikely event of the locking mechanism failing during use.

NOTES

4 Equipment

Guardrails (BS 8620)



Guardrails are used in conjunction with LLWP frames to form modules which are the “building blocks” of the LLWP structure.

Checking these are mix of a frame and brace checklist, check the hooks are okay, locking mechanisms work, tubes are not dented or bent, or covered in excess plaster, cement or other such contaminants.

Products conforming to BS 8620 has specific guardrail requirements to ensure that the platform is safely guard railed to prevent falls. These include limits to vertical gaps as well as horizontal.

The working platform shall have side protection along its entire perimeter.

The top surface of the side protection shall be a minimum of 950mm above the top surface of the working platform when the LLWP is in the deployed position. In each case of side protection, between the top surface of the side protection and the top surface of the working platform and with the LLWP in its deployed position there shall be no opening in the plane side of the protection greater than:

- 470mm when measured vertically at any point except where the opening is less than 180mm when measured horizontally at any point.
- 180mm when measured horizontally at any point except where the opening is less than 470mm when measured vertically at any point.

4 Equipment

Stabilisers

- Increase the base area of the LLWP
- Fit at the earliest opportunity
- Provide stability
- Allow LLWP to be free standing
- Can be fixed or telescopic



A stabiliser's job is to do just that, stabilise your low level work platform, without these you are putting yourself and any others around the area in danger of the low level work platform overturning.

Stabilisers are the more common method of increasing the base size of the low level work platform to allow you to build it higher yet remain freestanding.

It is essential that they are fully deployed to achieve the maximum increase in base dimension. If using telescopic ones, extend them to their largest size wherever possible, all stabilizers should be fitted as low down as possible keeping the lower arms as close to horizontal as possible.

Stabilisers, if required should generally be fitted at the earliest opportunity, you should consult the Manufacturer's Instruction Manual for detailed guidance in respect of the low level work platform and stabilisers you are using.

Stabilisers should be checked:

- Tubes are free from excessive denting or creasing, not bent out of shape and cracked welds
- Feet are present and not damaged or worn out
- Any connecting devices, such as couplers, are in good working order (e.g. no missing nuts or bolts, broken parts or cracks in castings).

4 Equipment



Platforms

Platform provides a level working area. It has a slip resistant deck with hooks and locking devices. They can be of varying lengths and have a safe working load

Platforms are of two types:

Fixed Platforms
Trapdoor Platforms



4 Equipment

Safe Working Load

Every structure has its limitations, the SWL sets the maximum load a LLWP can bear whilst remaining safe

Do not exceed maximum load!

On individual platforms
Or the complete structure

The SWL can be found in the Manufacturer's Instruction Manual



Platforms are the only component designed to let you stand on them to work! They consist of a frame with hooks at each end with a slip resistant platform surface. It is important that the slip resistant surface is not painted or otherwise contaminated so that it loses its slip resistant properties, and any defects will be hidden from view.

For products made to BS 8620, the platform can be a maximum of 600mm x 900mm, but must be no smaller than 500mm x 500mm. For products made to EN 1004-1 the platforms can come in a variety of lengths ranging normally from 1m up to 3m long but must all be a minimum of 600mm wide. They come in two different types; Fixed and Trapdoor.

Some trapdoors are hinged on the left, some on the right, and some even open backwards and to the rear. Double check which way yours hinges before you start your build, as this may affect where you should position your ladder.

They must have a means of securing them to the LLWP to stop them being accidentally removed in high winds, and in use should be kept clear of obstacles and debris.

Check

- Hooks are not bent or cracked
- Windlock device is in place and works
- Platform stiles and cross members are not dented or bent
- Rivets and bolts are in place
- Welds for cracks – these may appear as black lines if dirt has penetrated
- Decking has no holes, excessive wear, debris, concrete/plaster, cut outs or cuts into it
- Trapdoor hinges are functioning correctly and not worked loose
- Trapdoor locking device works correctly and holds the trapdoor closed when not open (not swinging around when you pick it up)
- You can identify the safe working load (SWL).

The Safe Working Load of individual platforms will generally be shown on a label affixed to the platform, but if it is not, it will be shown in the Manufacturer's Instruction Manual. The overall SWL of a low level work platform has to take into account the weight of the components used to build it. You also need to know how heavy your equipment, tools and materials are, in order to know you are not putting yourself at risk of a low level work platform collapse due to overloading.

Products made to BS 8620 have a safe working load of 150kg.

If you are placing materials on a platform for storage, do not block or load onto the trap door.

Lifting tools and materials can be hazardous, you must assess all lifting before carrying it out. Plan how it's going to work and work to that plan. If you are considering using a hoist or other mechanical lifting device consult the Manufacturer's Instruction Manual to check if these methods are considered safe or not, if in doubt contact them to find out. Any lifting that is carried out must be inside the base area of the low level work platform/stabilizers. Whatever you are lifting onto the low level work platform do not overload your platforms or structure.

NOTES

4 Equipment

Toe Boards

Toe boards prevent tools or equipment falling from the working area

Toe boards must be fitted to all working platforms

Various types: folding, single units with slotted joints and single units with plastic corner units

Various designs

Various materials



Minimum Height = 150mm



5 Assembly Methods

Assembling a Low Level Work Platform

Prior to assembling a LLWP you must:

Check/review the risk assessment

Using the current version of the Manufacturer's Instruction Manual

Lay out all the required components

Inspect the components for:

size, quantity, damage, compatibility and contamination

Isolate, tag and report any damaged components



Toe-boards, sometimes referred to as kickboards are designed to ensure that tools and equipment are not accidentally dislodged from the platform.

They should be used on any platform where a risk assessment indicates that there is a risk of any tools, equipment or material falling from the platform and therefore likely to cause injury to anyone below.

The risk of falling tools or materials may exist even at low platform heights. If this is the case then you must fit toe boards to ensure that tools and equipment are not accidentally dislodged from the platform. A set will be generally supplied with every low level work platform.

Before you leave the ground, you should get into the habit of carrying out a few short checks that will help you keep safe.

Firstly, double check the Risk Assessment, you should pay attention to any hazards identified and ensure that they have control measures in place, double check nothing has changed since the risk assessment was carried out.

Check the Manufacturer's Instruction Manual to ensure you have the correct quantity and type of components for your low level work platform and to see if you need to do anything in particular before you start to use it.

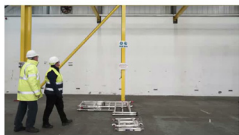
Inspect the components for damage or missing parts. It may help, if you have the room, to lay them out to make this easier.

If you do find something wrong with any component remove it from use, identify it as faulty and report it to your manager or the hire company you got it from. Do not use it, you are going to be working at height, it could be dangerous and you need everything working properly to be safe.

5 Assembly Methods

Now we know what goes into a low level work platform we can now start to look at how to build them safely.

5 Assembly Methods



5 Assembly Methods

3T (Through The Trap)

3T allows the operative to position themselves through the trapdoor of the platform and place horizontal braces ahead of them, forming a guardrail providing collective prevention before standing on the platform



Once you've checked your LLWP components and reviewed your risk assessment, the LLWP can be assembled.

Assembly should follow the Manufacturer's Instruction Manual. Although low level work platforms can look similar, their assembly, safe use and dismantling can vary between Manufacturers. Normally, Podium Steps are assembled as part of a folding assembly, or from a set of individual components. Care should be taken on folding units to check for finger traps in the hinge joints.

Many room scaffolds, in accordance with EN 1004-1, are made from a folding base unit. These have the end frames permanently connected to a folding rear frame. This allows for quick assembly on site and fewer individual components to manage. The height can then be extended by adding additional end frames and braces.

These low level work platforms should also be assembled following the Manufacturer's Instruction Manual and the 3T build method.

Always remember that you must never stand on an unprotected platform.

The 3T or 'Through The Trap' method of assembly allows the operative to position themselves through the trapdoor of the platform and position horizontal braces ahead of himself to form a guardrail before standing on the platform, thus providing collective fall prevention on any platform before anyone stands on the platform.

Always remember that you must never stand on an unprotected platform.

As a result of research commissioned by PASMA, it is recommended that users adopt a seated position within the open trap door while assembling, altering or dismantling using the 3T method.

Dismantling and altering LLWPs using 3T requires the same methods to be applied. Whilst it is necessary to unclip the hooks furthest away from the trapdoor before removal, guardrail braces must never be removed whilst standing on the platform but can only be removed from the safe position through the trap.

NOTES

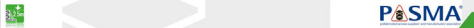
NOTES

5 Assembly Methods

Dismantling a LLWP

When dismantling a LLWP you must ensure the following:

- Never stand on an unprotected platform
- Follow the current version of the Manufacturer's Instruction Manual
- Damaged components are isolated, tagged and reported
- Components are stored correctly
- No heavy loads are placed on components



6 Work Environment

During dismantling, the Manufacturer's Instruction Manual should be followed, and if any component is found to be damaged, it must be isolated, tagged and reported to your manager or hire company.

Always remember that you must never stand on an unprotected platform.

Problems you may encounter during low level work platforms:

Braces and gate locks can become jammed. This can happen if the low level work platform has been moved around a lot over rough ground. Check alignment and if out, realign before trying again, or try the other end as it may be only one end jammed. Do not use a hammer.

Frames can jam on to each other after loading of levels, try levering one end a bit at a time, or getting one end off completely. Do not use a hammer.

Platforms generally only jam if they are out of square, knock one end across to realign. Do not use a hammer.

Legs and Castors can become jammed in frames, either because the leg/inside of the frame may have dirt, plaster, dust or such like in it – the only way resolve this is to knock them out or try twisting. Do not use a hammer.

Once the low level work platform is dismantled, store the components so they won't get damaged, and don't put them where a heavy load may be put on them or vehicles are driving around that may hit or run over them.

You must consider all hazards present before work commences. Survey the site, look at the ground conditions, look out for any overhead hazards, traffic, people and such like.

6 Work Environment

Work Activities

Consider the hazards you can see in this section, can you think of any others?



These are just some of the things that you should not be doing on a low level work platform.

6 Work Environment

Personal Fall Protection Equipment

Both PASMA and the HSE specifically recommend that you do not attach safety harness lanyards to LLWP



Extremes of weather can seriously affect the safe use of low level work platforms:

- Very hot weather
- Heavy rain
- Snow and Frost
- High winds and sand storms

In extreme weather conditions, you should consider postponing work until conditions improve.

6 Work Environment

Adverse Weather

The use of LLWP should be avoided in adverse conditions such as snow, frost and heavy rain as they are likely to affect anti-slip surfaces

In high winds, be aware of factors which increase the effects of wind and can act as a 'sail'

PASMA recommends the use of a handheld anemometer to determine wind speed

Monitor the weather forecast



Average mph	Average km/h	Average m/s	Action
17	27	7.6	Stop Work



6 Work Environment

Ground Conditions

It is essential that an assessment of ground conditions is made before assembling a LLWP

During assessment consider:

paved areas, soil, uncompacted fill, cracks, basements, sewers, tunnels, live or shallow services, poorly backfilled trenches, inspection chambers (manholes), tiled surfaces



Avoid slips and falls, by avoiding the use of low level work platform in adverse weather conditions such as snow, frost and heavy rain which are likely to affect the anti-slip surfaces.

LLWPs are generally intended for indoor use where wind factors are not taken into consideration. However, some LLWPs can be used externally in expectational circumstances, and are subject to manufacturer's guidance, advice and/or specific design that LLWPs are to be used in anything other than zero wind conditions.

One of the major factors affecting the stability of low level work platforms is the effect of wind. If the wind reaches Beaufort Force 4, (17mph) you should cease work and dismantle the low level work platform.

Determining wind speeds can sometimes present difficulties. PASMA recommends the use of a hand-held wind speed device, (anemometer).

Wind imposes a horizontal load on low level work platforms tending to overturn them. In normal safe working conditions this tendency to overturn is counteracted by the self-weight of the low level work platform, and the stabilising effect of the outriggers or stabilisers.

Also be aware of other factors which increase the effects of wind, such as the "sail" effect of attaching sheets, tarpaulins and such like, or working with sheet materials like cladding panels. Also be aware of gusting and the funnel effect at the corners of buildings and in buildings which are open.

You should be aware of all extremes of weather, including extreme heat.

Ground conditions can have a marked effect on the stability of a low level work platform. If a low level work platform is situated on soft or uneven ground or on top of grates or inspection chambers (manholes), it is very possible that it could overturn. Like any structure, it is only as good as its foundations. Consider the use of sole boards or spreader plates to distribute the load.

Ensure brakes are always engaged, unless you are moving the low level work platform. Consider using base plates if the low level work platform is to remain static.

6 Work Environment

Ground Conditions

Always ensure the LLWP is level



Do not extend adjustable legs more than necessary to compensate for uneven ground
Never use bricks or blocks to pack up legs and castors



Make sure the low level work platform is level. You can do this by checking with a spirit level.

Starting at the point on the frame that you judge to be the highest, level the frame first by positioning the level on the cross-member of the frame and adjusting the adjustable leg(s) until the bubble is centred, then do the same thing with the lowest horizontal brace. Next, level the other frame, using the same method as before. Finally, check the lowest horizontal brace on the opposite side.

You need to take care to maintain the vertical alignment of the low level work platform, i.e. make sure it stays level. Don't use a low level work platform that is not level. Level it before you use it.

6 Work Environment

Load Stability

Side Loads

Never push or pull from the top of the LLWP or platform level
Other side loads to consider
Shot Blasting
High Pressure Jets
Use of Percussion Drills
There may be others specific to your work



6 Work Environment

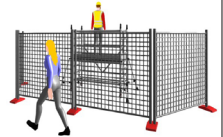
Location

You **must** take reasonable steps to prevent unauthorised access to the LLWP

Establish an exclusion zone around the danger area using physical barriers, ensuring you identify the correct size for your hazard exclusion area
Consider dismantling the LLWP at the end of each work session if unauthorised access cannot be prevented

What makes a barrier effective?

Visibility
Prevention of unauthorised access
Segregation



An example of a side load is where the low level work platform is pushed or pulled, particularly at the top. Pushing or pulling a low level work platform at platform level is dangerous and could cause it to overturn. Side loads at the platform can also be caused by such activities as shot-blasting, high pressured jets, and the use of percussion drills. The list is not exhaustive; there may be other things in your work that could apply side loads. The maximum allowable side load is 20kg.

When low level work platforms are left assembled and unattended in public places, or where vandals or indeed children can gain access to the them, it is advisable to provide barriers around the low level work platform's base to a suitable height to prevent access, or some other suitable means to prevent unauthorised access.

In certain locations, a "pavement permit" may be required from the local authority, which imposes special conditions such as the use of pavement frames, lighting and such like.

6 Work Environment

Moving a LLWP

Ensure all personnel, tools and material are removed from the LLWP
Check the intended route and refer to manufacturer's instructions for good practice when moving
As per the manufacturer's instruction manual leave stabilisers in position and raise **no more than 25mm** from the ground
Only unlock castors when ready to move
Re-lock castors immediately in new position
Check the LLWP in its new position, ensuring it is level and components are correctly positioned

Move LLWP manually and push from the base. Never use mechanical means!



Walk the route, checking the intended route of the move is free of obstructions both at ground level and overhead, particularly overhead electrical cables.

Remove people and material from the low level work platform, raise the stabilisers no more than 25mm from the ground.

Ensure there are enough people on hand to control the movement of the structure. Only unlock the castors when ready to move. Use manual effort at or near the base of the low level work platform and push into new position (don't pull!). Check the structure in its new position ensuring it is level and that all components are correctly positioned (i.e. brakes locked and stabilisers lowered and taking load). Never use any other means other than manual effort, i.e. mechanical means.

6 Work Environment

Personal Fall Protection Equipment

Both PASMA and the HSE specifically recommend that you do not attach safety harness lanyards to LLWP



In the event of an arrested fall, you are likely to cause the LLWP to overturn, not only increasing the risk of further injury to yourself, but also occasioning the additional risk of putting others in the vicinity in danger from the falling LLWP.

7 Personal Hazards

7 Personal Hazards

Hazards to Health
Work Related Stress

Find out how to manage work-related stress so you can protect your employees

Over 11 million days are lost at work a year because of stress at work

Employers have a legal duty to protect employees from stress at work by carrying out a Risk assessment



PASMA

PASMA actively supports health and safety initiatives and works closely with health and safety authorities to bring campaigns to the attention of delegates who attend PASMA training courses.

Excessive pressure and demands at work can cause stress. This can lead to chronic physical and mental health conditions. Do the right thing and protect your workers from work-related stress.

7 Personal Hazards

Hazards to Health
PASMA support the HSE in ongoing campaigns, and we want to share with you some important information



PASMA

Go Home Healthy centres on a website that links to HSE guidance, case studies, videos and thought leadership, on the three focal themes. There are also “partner pages” where web users can download collateral from other organisations.

7 Personal Hazards

Hazards to Health
Musculoskeletal Disorders (MSDs)

The term MSDs cover any injury damage of the joints, or any other tissues, in the upper, lower limbs or the back

In order to prevent these injuries, a careful manual handling assessment is required for all tasks in the workplace

8.9 million working days lost per year



PASMA

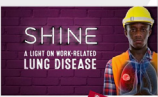
As defined by the HSE, musculoskeletal disorders – or MSDs – refer to any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Work-related MSDs are those caused by the work a person undertakes.

7 Personal Hazards

Hazards to Health
Lung Disease

High-Risk Work
Some work can cause life-threatening lung diseases
Find out how to protect your workers when they do these tasks:

- Construction – cutting, drilling, sanding
- Welding
- Stonework
- Cement and concrete manufacture
- Woodworking
- Baking and milling
- Quarry work



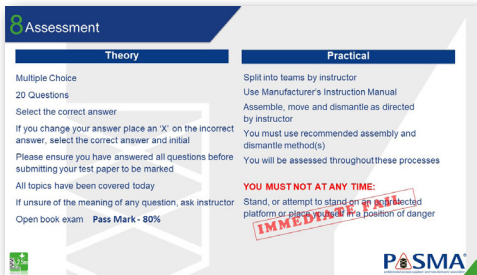
PASMA

Breathing in dust, gases, vapours and fumes at work can cause life-changing lung disease or make existing conditions worse. Do the right thing and protect your workers from work-related lung disease.

NOTES



Assessments, both written and practical, are an essential element of the PASMA Training Scheme.



It is by successful completion of the assessments that you can demonstrate you have understood all of the important lessons contained in the PASMA course, and our Training Centres and Instructors can demonstrate that they have given you all the information you need to work safely at height with LLWPs.

If there are any questions you do not understand, or any elements of the assessment you would like to be explained further, ask your Instructor. Instructors cannot assist you in answering questions but can give a further explanation of questions if you are in doubt.



You are now requested to review the aims and objectives to make sure that you now have all the knowledge you need to work safely at height on low level work platforms.

PASMA is anxious to ensure a consistently high quality of delivery in its training courses.

Your honest feedback in respect of the standard of equipment, facilities, hand-outs and course delivery are invaluable in ensuring this, and in assisting us in future development.

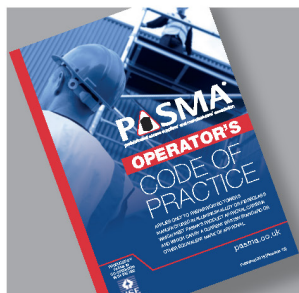
PASMA Training Centres and Instructors are required to operate in accordance with written procedures and are subject to on-going independent audit by PASMA Regional Auditors, so you can be assured that any comments or feedback you offer will be taken seriously by your Instructor.

Please remember our final message and take it back to your workplace

NEVER STAND ON AN UNPROTECTED PLATFORM.

NOTES

A range of tower safety items are available from PASMA



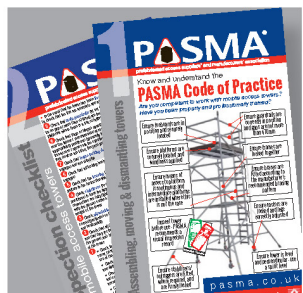
Operator's Code of Practice



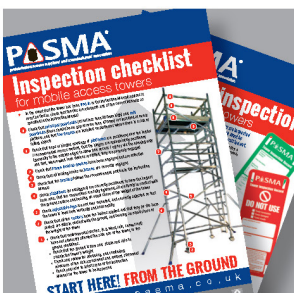
Tower Inspection Records



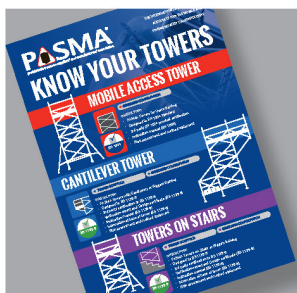
Stamp of Approval Stickers



PocketCards



Posters



Tower Guides



Toolbox Talks



FAQs and Guidance



Tower News & Views

Please visit asma.co.uk

Courses available:



Work at Height Novice

This half day course is designed to cover the essential points for those working at height. It provides vital information about the use of mobile access towers, plus an insight into the use of all forms of access equipment as represented by the Access Industry Forum (AIF).



Towers for Users

PASMA's flagship course, attracting in excess of 70,000 delegates a year, is aimed at personnel who will be responsible for assembling, dismantling, moving and inspecting mobile access towers when using 3T or Advance Guard Rail (AGR) systems.



Cantilever Towers for Users

This course equips experienced tower users with the skillset for more complex tower builds, taking into account the principles of counterbalance calculations for the use of ballast in cantilever applications and much more.



Towers with Bridges for Users

This course teaches experienced tower users how to assemble, dismantle, move and inspect tower bridging units - additional structures that are built over a void or obstruction using platforms as a bridge.



Large Deck Towers for Users

This course teaches experienced tower users how to assemble, dismantle, move and inspect prefabricated tower scaffolds connected laterally at their ends and sides. May also be known as a birdcage tower or boxing ring tower.



Low Level Towers for Users

This course is intended for users of low level access equipment (<2.5m) made from prefabricated tower components, such as folding step units and folding tower units, giving an overview of regulations, legislation and product standards, and covering in-depth current best practice, inspection, and hazards to be avoided.



Towers for Managers

A "must do" course over one day for managers and supervisors responsible for overseeing the work of operatives on site. It is designed to ensure that when working at height using mobile access towers work is properly planned and organised and that those involved are competent and properly trained.



Towers on Stairways for Users

Towers on Stairways teaches delegates how to build stepped towers. The course covers current legislation, regulations and guidance for towers in general, and focuses on hazards specific to using them on stairways.



Linked Towers for Users

This course teaches experienced tower users how to assemble, dismantle, move and inspect linked tower units - additional structures that can be linked at multiple levels.



Access Tower Specialists

Access Tower Specialist (*formerly Professional Tower Rigger*): is the most advanced tower training course. A five-day intensive course covering the practical and theory required to create tower structures in compliance with BS 1139-6. It is intended for advanced users who build towers and tower structures (both standard and non-standard configurations) in the course of their occupation.