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USER ASSEMBLY GUIDE

**PROFESSIONAL
CONSERVATORY LADDER**

LFI
PRO

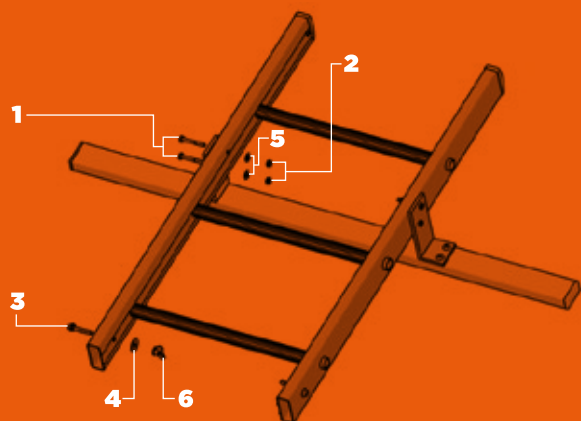
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**THIS ASSEMBLY
GUIDE IS INTENDED
TO PROVIDE YOU
WITH STEP-BY-STEP
INSTRUCTIONS ON
HOW TO ASSEMBLE
YOUR PRO
CONSERVATORY
LADDER AND USE
IT WITH EASE
AND SAFETY.**

You should read and understand all notes and diagrams, before commencing assembly. Personnel should be qualified or competent to assemble the PRO Conservatory Ladder . Remember to do a risk assessment of the work to be carried out prior to commencing. This conservatory ladder shall only be used according to this manual without any modification.

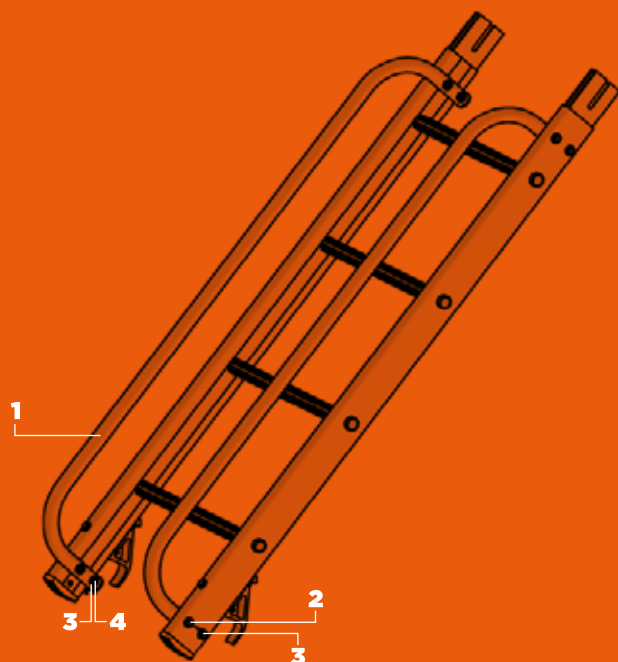
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IDENTIFYING COMPONENTS



TOP SECTION COMPONENTS

Item	Description	Quantity
1	M6 x 45 Bolt	4
2	M6 Nylock Nut	4
3	Spigot Pin	2
4	M8 Large Washer	2
5	M6 Washer	6
6	M6 Wing Nut	2
7	PVC Bearer Top	1



TOP BASE SECTION COMPONENTS

Item	Description	Quantity
1	Hand Rail	2
2	M6 x 60 Bolt	8
3	M6 Washer	16
4	M6 Nylock Nut	8

SAFETY INFORMATION

As with any Work At Height activity, a suitable risk assessment should be conducted before use. The Risk Assessment should pay special attention to how you get the ladder on the roof safely & the general condition of the roof to sustain your weight.

It is highly recommended that a form of fall arrest system is used. Please call 01531 820541 for more information on the safe use of this equipment.

ASSEMBLY PROCEDURE

TOOLS REQUIRED

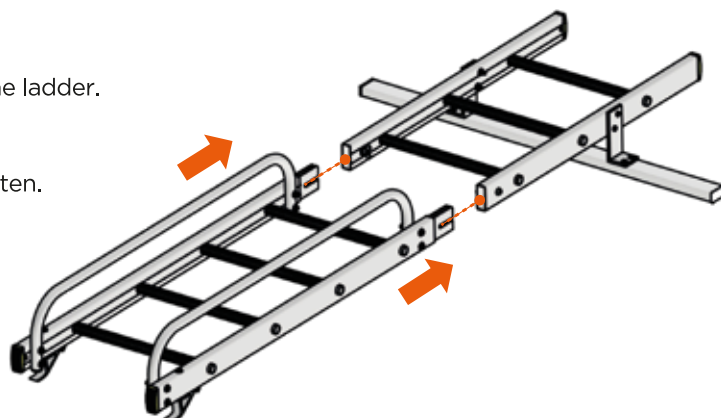
10mm spanner

Please note:

Spigot pin and wing nut come pre-assembled and do not need to be removed to insert spigot.

TOP SECTION STEP-BY-STEP

- 1.0** Align the bearer bar holes with the top end section of the ladder.
- 2.0** Insert the two M6 x 45mm bolts through the bearer bracket and the holes in the ladder stiles.
- 2.1** Place two M6 washers followed by the M6 nuts and tighten.
- 3.0** Take the handrails and line the holes up with the inside holes of the top stile (this is the end with the spigot).
- 4.0** Insert M6 x 60 bolts through the holes in the stile and the handrail.
- 4.1** Using the M6 washers and nuts supplied, secure the handrails.
- 5.0** With the handrails in place, join the two top sections together by insert the spigot into the open end of the top section.
- 5.1** Tighten the wing nuts.

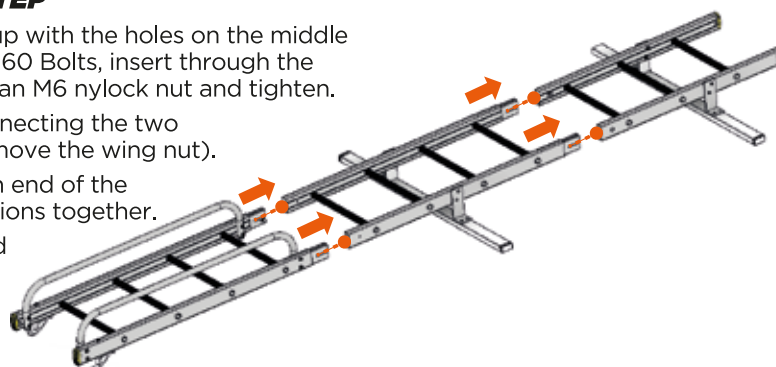


PIVOT BAR STEP-BY-STEP

- 6.0** Take the pivot bearer bar and unscrew the bolts on each side and remove the thumb screws.
- 7.0** Slide the pivot bracket over the stiles just below the top rung.
- 8.0** Reinsert the bolts and tighten the thumb screws.

ADDITIONAL EXTENSION SECTION STEP-BY-STEP

- 1.0** Take the bearer bar, line the holes on the bracket up with the holes on the middle of the extension section stiles. Using the four M6 x 60 Bolts, insert through the bracket and stile. Place an M6 washer followed by an M6 nylock nut and tighten.
- 2.0** To add the 1m extension, loosen the wing nuts connecting the two top sections together (it is not required to fully remove the wing nut).
- 3.0** Slide the spigots of the lower section into the open end of the extension and tighten the wing nuts to secure sections together.
- 4.0** Slide the spigot end of extension into the open end of the top section and tighten the wing nuts.



USER INSTRUCTIONS

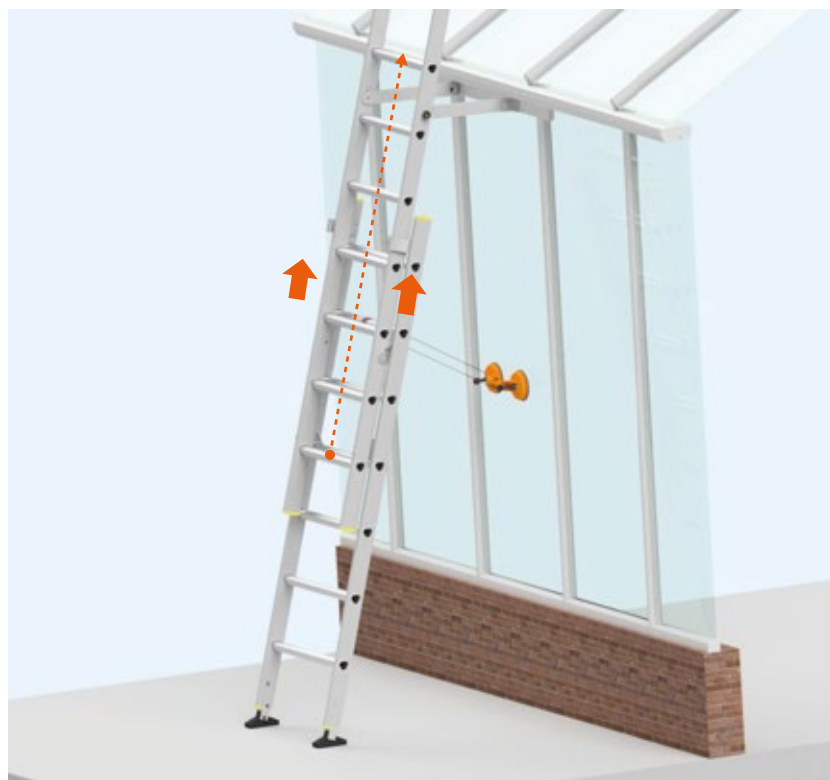
STEP 1.0

Extend the Pivot bearer to the stops and tighten the thumb screws.

1.1
Extend the base ladder so the bearer can be placed just under the eaves of the roof.

1.2
Lean the ladder against the conservatory at a 75-degree angle with the bearer located just under the eaves. The bearer may also be placed on the roof if insufficient space under the eaves.

1.3
Wipe clean the glass, then place the suction cup on the glass, approximately 1m from the floor. Use the strap to connect the suction cup and rung of the base ladder.

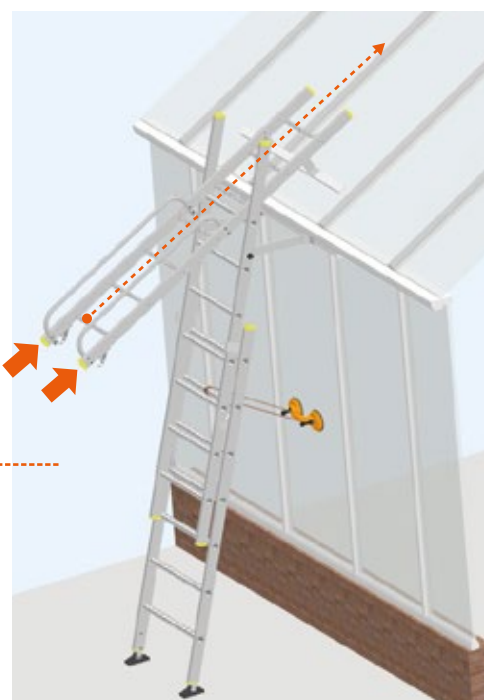


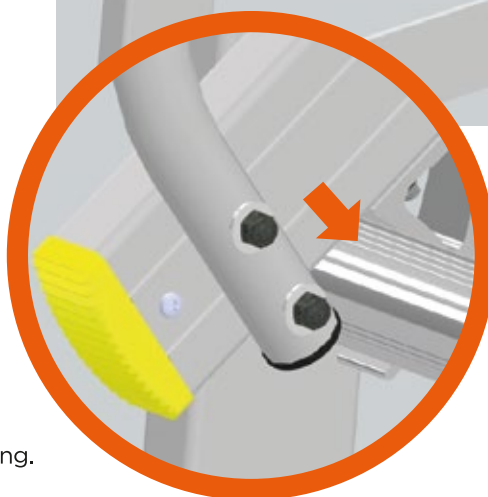
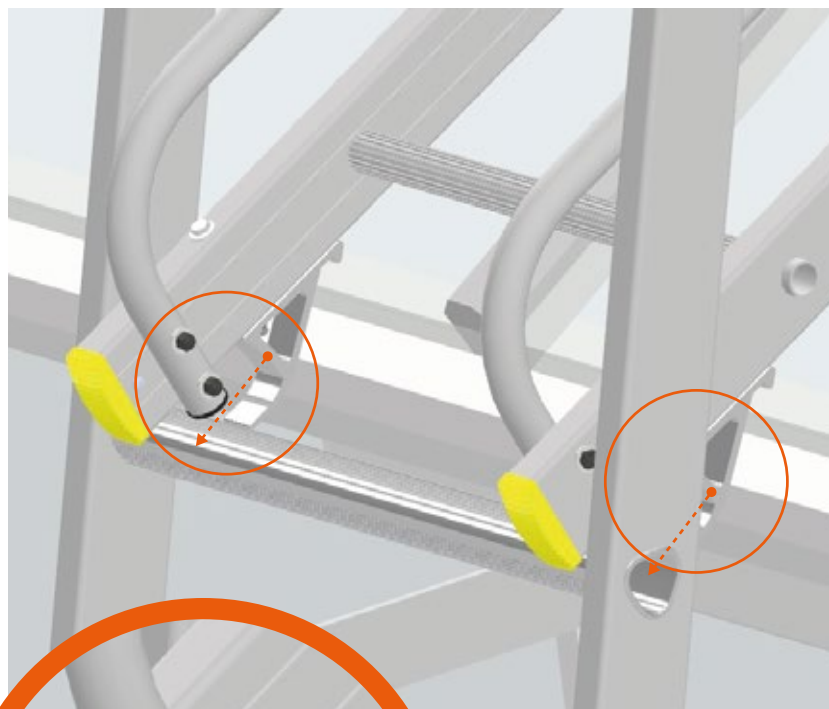
STEP 2.0

Using the base ladder stiles as guides, slide the roof section up and over.

STEP 3.0

Push the roof section up onto the roof.





4.0 STEP

Ensure the ladder is fully on the roof.

Engage the bottom hooks onto the top rung.



PRE USE CHECKS:

- + Ensure the roof ladder is in line with the base of the ladder.
- + Ensure both the bottom hooks are engaged on to the top rung of the base ladder.
- + Ensure the base ladder is secured to the conservatory with the supplied suction cup and strap.



RISK ASSESSMENT COMPLETION FORM

Inspector _____ Date & time _____

Location & Site _____ Inspection No. _____

Main activity/situation _____ Signature _____

NOTES

A Personnel at Risk

- Employee
- Contractor
- Public

B Severity

- Negligible
- Minor injury
- Serious injury
- Major injury

C Probability

- Impossible
- Improbable
- Remote
- Occasional
- Probable
- Frequent

INSPECTION NO.	ACTIVITY / LOCATION MATERIALS / TOOLS ETC.	HAZARDS IDENTIFIED	A	B	C	RISK RATING (BxC)	SAFETY EQUIPMENT TO BE USED	B	C	RISK RATING (BxC)	ACTION BY

RISK VALUE KEY
1-4 ACCEPTABLE. 5-9 **MEDIUM:** Investigate and where practicable reduce the risk. **10-14 HIGH:** Action must be taken to reduce risk.
15-24 VERY HIGH: Risk is too high to start work or continue, work must be stopped.



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