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# Hi-Step Range

## User Manual

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### Aluminium Range

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#### **Section 1**

#### **Safety in Operation**

The Henchman Hi-Step is designed for optimum safety and stability in operations – normally outdoor – where there is not a level flat hard surface. Like any height access equipment, careful attention should be paid to use the Hi-Step properly and with good sense as advised by the manufacturer so as to minimise the inherent risk involved in working at height.

1. Before climbing, always:
  - a) Ensure that each extending leg is secured with an R clip;
  - b) Ensure that all bracing bars are secured at both ends by nuts and are locked straight
  - c) Check that all 4 feet are in full contact with the ground & platform is stable;
  - d) Step back to check platform is level.
2. Inspect the Hi-Step for damage before each use. Do not use the product if any part has been damaged in any way, seek replacement part from Henchman Ltd.
3. When setting the Hi-Step on sloping or uneven ground, firstly adjust the extending legs to keep the platform level and stable; then screw each of the feet in or out so that they are in complete contact with the ground surface. Not more than 1 1/2" of thread should be showing. If more adjustment is necessary, slide the leg itself to the next pin hole.
4. Never mount the Hi-Step unless it is fully assembled.
5. Do not allow children on the Hi-Step – nor give them the opportunity to climb up. If necessary, store the Hi-Step in the folded position.
6. Never more than one person at a time on the Hi-Step. Not more than 150kg on a platform.
7. Do not modify the Henchman yourself, nor use any replacement parts not supplied by Henchman. The Hi-Step range is tightly engineered to meet safety and stability requirements. "Foreign" parts may endanger the integrity of the product.

# Hi-Step Range

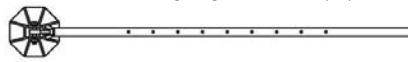
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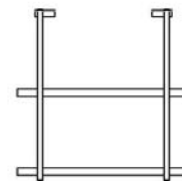
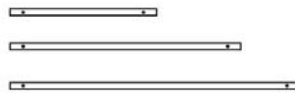
#### Section 2

#### Box Contents & Parts Identification

Extending Legs With Feet (x4).

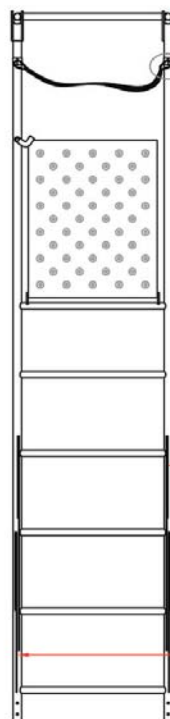


Connector Rails (x2 / x3 or x4 Depending On Model).



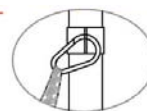
Access Ladder (x1).

Ladder Frame With Platform (x1).



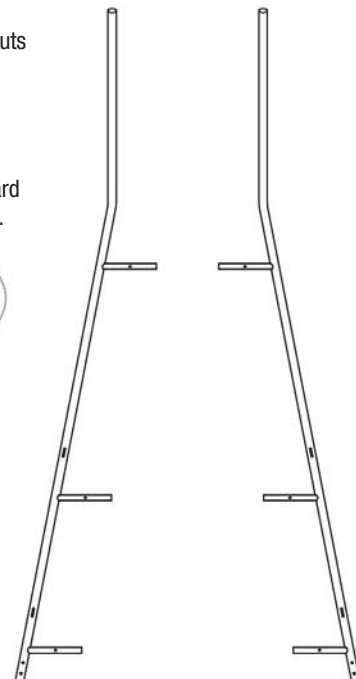
M10 x 50mm Bolts & Nuts (x2 attached).

Clip-On Rear Guard Strap (x1 each).



Folding Bracing Bar Mechanisms Attached To Ladder Frame.

Left & Right Verticals (x1 each).



Self Adhesive Non-Slip Strips. (1 per rung).



Large R Clips (x4).



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#### Section 3

#### Assembly of the Hi-Step.

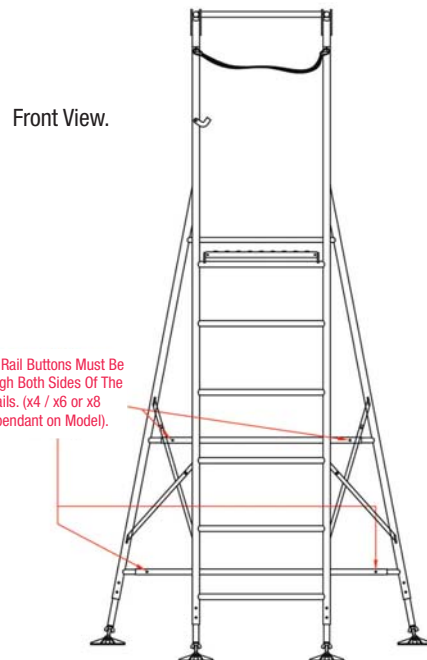
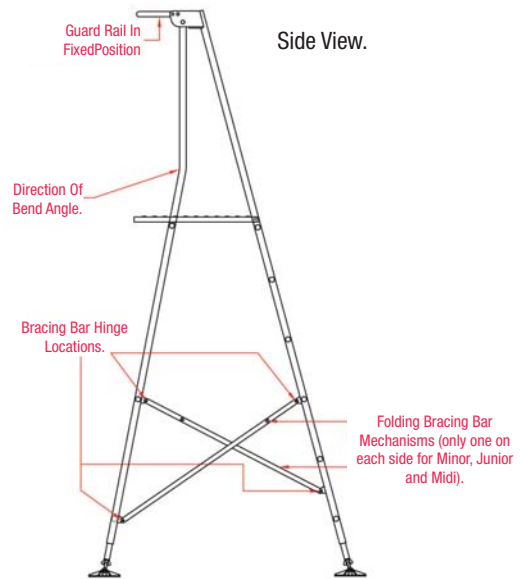
**Tools required - Two 17mm spanners, One 13mm spanner.**

1. Unpack and identify all contents. See 'Section2 - Box Contents & Parts Identification'
2. Slide (no tools required) the connector rails onto the stubs on the right hand long vertical - according to the colour coding on the rails and down the long verticals.
3. Attach left hand long vertical to the other end of the connector rails. All 'buttons' should be cleanly popped into the holes on the rails. This now makes up the hedge side frame.
4. Remove nuts and bolts from top of the ladder frame. Locate the hedge side frame into the brackets at the top of the ladder frame (they may require a push to locate). The hedge side frame should point upwards with the lugs on the inside. (they may require a push to locate both sides). Re insert the bolts through the holes of BOTH frames and fasten with self locking nuts. (Do not over tighten)
5. Push each of the four adjustable legs into the tubular ends of the base of each frame and fasten with large R clips. (All four R clips should point from ladder frame to hedge side frame direction. All legs should be set to the same hole).
6. Carefully stand the unit up and open the frames. Lower the platform to the horizontal and locate the lugs on the underside of the platform over the rung on the hedge side frame. Push down to locate.

**After** having located the platform, secure the loose end of each bracing bar to the lug diagonally opposite, using nut/washer provided. For Senior, Major and Maxi there are two bracing bars on each side, which cross each other diagonally. Push the bracing bars down to straighten them and 'Lock' them out. Platform lugs must be located over rung on hedgeside frame and bracing bars straightened and secured before use each time. The bracing bars on each side of the unit should cross over.

Remove bracing bars only when folding the platform to move it or store it.

7. Stick the non-slip strips onto the tops of each of the rungs of the ladder section.
8. The removable 2 rung access ladder is required to climb onto the platform when the adjustable legs are extended beyond halfway.



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#### **Section 4**

#### **Operation**

The Hi-Steps are similar to a stepladder – but are designed, by use of the 4 adjustable extending legs, to keep you level and stable, and therefore safe, on sloping and uneven ground.

1. Each of the 4 legs adjusts by pulling out or pushing in and securing with a large R clip. There are 9 holes on the leg, and two on the main frame sleeve. Adjustments smaller than 3" (the hole distance on the legs) can be made by using the alternate hole on the main frame (a 1.5 inch adjustment). Final small adjustments are made by screwing the feet in or out. Don't screw the foot out more than 1 1/2". These leg adjustments are made to keep the platform stable and level, and to alter the platform height.

Check all R clips are in place before climbing. Check platform is level and stable before mounting.

2. When the legs are fully extended, hook the 2 rung accessladder onto the most appropriate rung of the Front Frame – to provide easier access.
3. Moving the Hi-Steps is best done:

Short distances - by carrying it or "walking it" on the 2 front legs; see brochure/website.

Longer distances - by folding it and carrying it, or by carrying it horizontally from inside, unfolded "like a pair of suitcases".

Any distance - by using the trolley. See brochure/website.

4. For storage like a stepladder;
  - Remove extender if fitted.
  - Latch platform at vertical
  - Release Bracing Bars.
  - Fold two frames together.
  - Remove legs from mainframe (if leaving in keep well oiled (WD40)).
  - Stand up or hang on wall.

#### **Section 5**

#### **Maintenance**

1. The Hi-Step range products are tightly engineered in order to provide stability and safety. Be careful therefore not to dent or twist the aluminium out of shape.
2. Check the whole unit for any signs of damage before each use.
3. Do not try to force back into place or fix any damaged part. Seek advice or replacement part from Henchman.
4. Keep the extending legs clean. Keep the legs well oiled (WD40) to ensure smooth running up and down the sleeve. Oil legs prior to storing for lengths of time.
5. Store the Hi-Step products under cover in winter. Do not let the tubular sleeves fill with water and ice.
6. Keep all threads of the Hi-Step well greased or oiled.
7. Keep inner part of telescopic Extender bracing bars well oiled, particularly when putting away for storage. (WD40)

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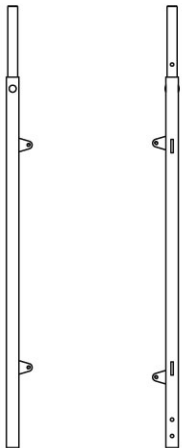
#### Section 6

#### Extender Box Contents & parts identification

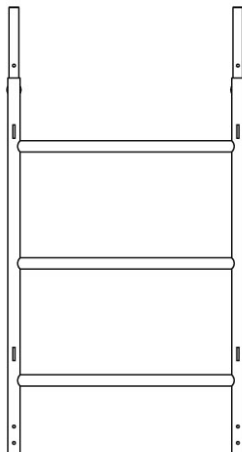
One Package containing all -

1 x User guide

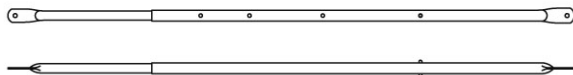
Left & Right Pole Section  
Extension Legs (x1 each).



Ladder Section (x1).



Telescopic Bracing Bars (x6).



Self Adhesive Non-Slip Strips (x3).



R Clips (x4).



#### Section 7

#### Extender Assembly

1. Lay the Hi-Step on its side on the ground and take out the legs. (keep the bracing bars attached and straight)
2. Insert the 2 pole section extender legs with lugs pointing inwards and towards each other. Fasten with R clips. Do the same with the extender ladder section with lugs pointing inwards. Secure with R clips.
3. Re-insert the 4 original adjustable legs (with 9 holes) into the new extender frame work. Secure these legs with R clips near the halfway point.
4. Attach both ends of the 6 adjustable telescopic bracing bars to the lugs on the extender framework. 2 bracing bars cross each other on the left side of the unit, the right side and the hedge side. 4 bracing bars are identical, 2 are longer. The longer 2 are for the hedgeside frame. Secure one end of each with wing nuts and washers. When all are fitted, extend each one until button pops into the suitable hole (as indicated on the product). To check fitted correctly the extender pole section should follow on in a straight line from the main frame.
5. Stand the Hi-Step upright.

Note: Please ensure all fixings are fully tightened and correctly located before attempting to climb frame.

#### Section 8

#### Trolley Fitting

The Trolley (wheels) fit on the Hi-Step with or without an Extender  
 Step 1 - Your Trolley is ready for use without any assembly needed.

Step 2 - Put on one side the removable, two rung ladder. Lift Trolley on to lower rung of the ladder – the vertical bar locates onto the second rung the ladder frame, and secure with pins and R clips.

Step 3 - The unit is now ready for transporting. Lean over on to wheels, to wheel to the next position.

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### Steel Range

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#### Contents

- Section 1** Safety in Operation  
**Section 2** Operation of the Hi-Step Senior, Midi and Junior  
**Section 3** Hi-Step Trolley  
**Section 4** Extender Assembly  
**Section 5** Maintenance of the Hi-Step Range

#### Safety in Operation

1. The Henchman Hi-Step is designed for optimum safety and stability in operations – normally outdoor – where there is not a level flat hard surface. Like any height access equipment, care should be taken to use the Hi-Step properly and with good sense.
2. Before mounting, always:
  - a) Ensure that each extending leg is secured with pin and R clip;
  - b) Ensure that both ends of the bracing bars are secured tightly;
  - c) Push or tread down any of the feet that are on soft powdery soil;
  - d) Step back to check platform is level.
3. If the surface is hard (e.g. concrete) or gravelly, place pieces of matting/rubber under the feet.
4. When setting the Hi-Step on sloping or uneven ground, firstly adjust the extending legs to keep the platform level and stable; then screw each of the feet in or out so that they are in complete contact with the ground surface. Not more than 1 1/2" of thread should be showing. If more adjustment is necessary, slide the leg itself to the next pin hole.
5. Never mount the Hi-Step unless it is fully assembled. Inspect the Hi-Step for damage before each use.
6. Do not allow children on the Hi-Step – nor give them the opportunity to climb up. If necessary, store the Hi-Step in the folded position.
7. Never more than one person at a time on the Hi-Step.
8. Do not modify the Henchman yourself, nor use any replacement parts not supplied by Haygate Engineering. The Hi-Step range is tightly engineered to meet safety and stability requirements. "Foreign" parts may endanger the integrity of the product.

#### Operation of the Hi-Step Senior, Midi and Junior Assembly

1. Lift Hi-Step out of its box and lay it on its side.
2. Screw the 4 feet into the extending legs with the large wing nut above the feet. Remember to grease the threads beforehand.
3. Attach the Bracing Bars, using the wing nut studs on the ladder frame and back frame. Grease the threads beforehand

There are two bracing bars on each side.

Attach one from the top stud on the ladder frame to the bottom stud on the back frame. The other (on the same side) goes from the top stud on the back frame to the bottom stud on the ladder frame. So they cross over.

4. Stick the non-slip strips onto the rungs of the ladder section.

#### Operation

1. The Hi-Steps are similar to a stepladder – but are designed, by use of the 4 adjustable extending legs, to keep you level and stable, and therefore safe, on sloping and uneven ground.
2. Each of the 4 legs adjusts by pulling out or pushing in and securing with pin and R clip. There are 9 holes on the leg, and two on the red sleeve. So adjustments smaller than 3" (the hole distance on the legs) can be made by using the alternate hole on the red sleeve. Final adjustments are made by screwing the feet in or out – but never screw the foot out more than 1". These leg adjustments are made to keep the platform stable and level, and to alter the platform height. (Check both pin and R clip are fastened before mounting.)
3. When the legs are fully extended, hook the ladder onto the most appropriate rung of the Front Frame – to provide easier access.
4. Moving the Hi-Steps is very easy:  
Short distances - by "walking it" on the 2 front legs;  
Any distance - by using the trolley.  
Longer distances - by folding it and carrying it vertically, or by carrying it horizontally from inside, unfolded. Alternatively with silver platform flat on your chest and legs pointing away in front of you. (Not possible with the Senior)

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- For storage like a stepladder;
  - Remove extender if fitted.
  - Take off the lower end of each Bracing Bar by undoing the wing nut.
  - Fold up
  - Remove legs from mainframe.
  - Stand up on soft surface.

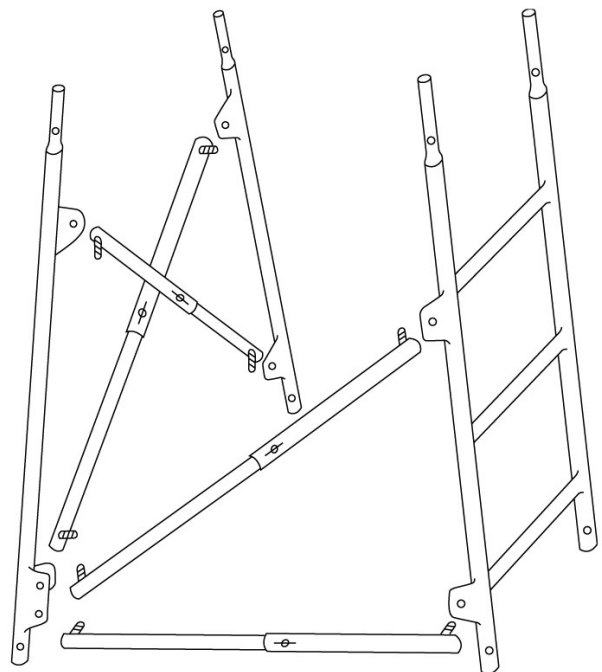
#### Maintenance

- The Hi-Step range products are tightly engineered in order to provide stability and safety. Be careful therefore not to dent or twist the steelwork out of shape.
- Keep the extending legs clean. Keep the legs well greased to ensure smooth running up and down the sleeve. (Do not store with legs in the machine).
- If the paintwork should become chipped, clean and paint over it straight away. The paint specification to match the colour is BS4800 04E53 Poppy. Although the red parts are powder coated to a high specification, it is well to store the Hi-Step products under cover in damp weather.
- Keep all threads of the Hi-Step well greased - particularly the threads on the long foot bolt that screw into the leg.

#### Extender Assembly

- Lay the Hi-Step on its side on the ground and take out the legs.
- Insert the 2 new vertical (red) legs and the new ladder section, as shown in diagram. Secure with 4 pins and R clips.
- Re-insert the 4 original legs (with 9 holes) into the new red verticals and ladder section. Secure these legs with pins and R clips on the bottom hole.
- Stand the Hi-Step upright as soon as the legs are inserted.
- Attach the 6 identical adjustable cross members (silver) as shown, and secure the wing nuts and washers. When all are fitted, extend each one fully in turn and tighten with the central knobs.
- Check all fastenings are secure and adjust the legs for the job in hand.

**Note:** Please ensure all fixings are fully tightened before attempting to climb frame.



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### Trolley Fitting

*Fits on the Hi-Step Senior, Midi and Junior*

#### Step 1

Fit the wheels to the axle and secure with "R" clip.

#### Step 2

Lift Trolley on to lower two rungs of the ladder and secure with pins and clips.

#### Step 3

The unit is now ready for transporting. Tilt forward on to wheels, lower to a comfortable height and wheel to the next position.

**Note:** By loosening the top Trolley jaws, the Trolley will hang down on the bottom jaws, enabling you to climb up with the Trolley still attached.

