



Manhole Box USER GUIDE

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Actavo 

Health and safety legislation states that construction equipment users should formulate a site specific Safe System of Work to undertake any work they are planning. This leaflet was designed to offer basic instruction of Shoring Equipment Systems including the assembly, installation and extraction of the Manhole Box, including the Manhole and Backhoe Manhole Boxes. The correct sizes and weights of the components will also be shown so that use of equipment can be planned ahead. It is necessary that users enforce the appropriate safety practices of excavations and trenching throughout installation.

Manhole Box

USER GUIDE

The users of Shoring Equipment should be familiar, confident and competent when handling and installing boxes and accessories. Actavo excavation systems can be supplied with a full range of additional safety products including ladder access and guardrails as well as various other ancillary products. These products are designed to act in accordance with the practice of Shoring Equipment and meet the requirements of the Lifting Operations & Lifting Equipment Regulations, Work at Height Regulations and the Confined Spaces Regulations.

Personnel should make themselves aware that certain conditions such as the close proximity of structures, site roads, railways and excavated materials near the trench can all increase surrounding earth pressures. If in doubt please seek advice.

For additional details please contact Actavo Shoring Department on:

Freephone: 0800 083 7466.

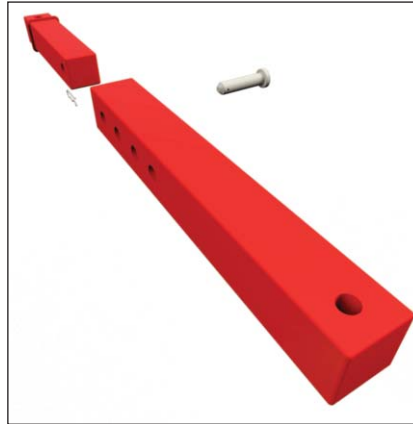
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ASSEMBLE



Stage 1:
Lay Panel Flat on ground with pockets facing upwards.



Stage 2:
Assemble the struts.



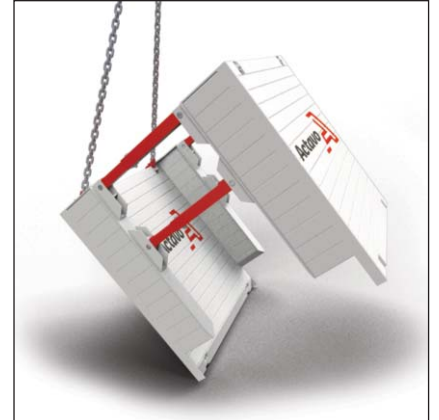
Stage 3:
Insert pins into designated holes and secure with R Clips.



Stage 4:
Insert the struts into the pockets and lock in place with Pins and Clips.

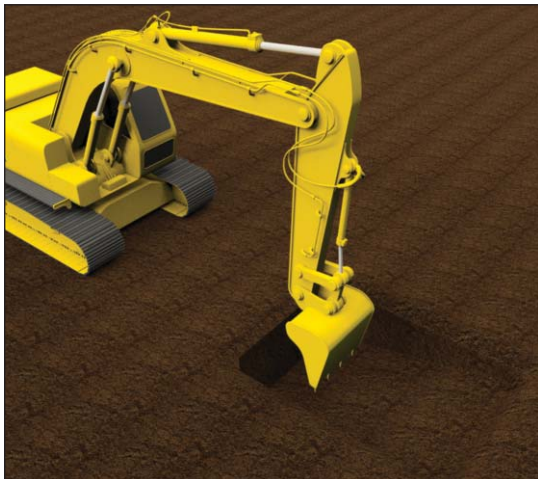


Stage 5:
Lower the second panel, pockets facing downwards onto the upraised struts you have just installed and lock in place.



Stage 6:
Stand the Manhole Box upright on its cutting edges, by attaching chains to the downwards facing panel's lifting points and turn the constructed Manhole Box from flat to upright.

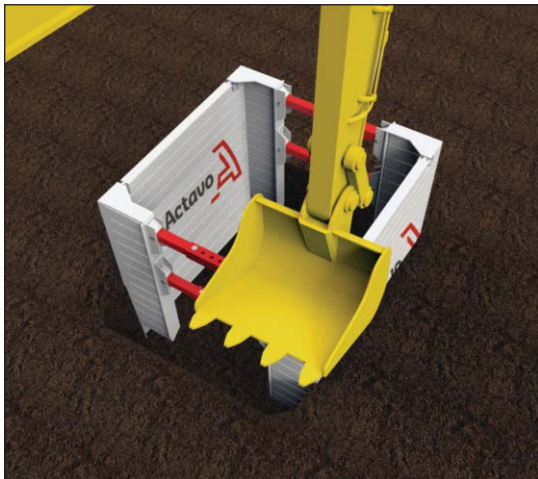
INSTALL



Stage 1:
Dig the trench.



Stage 2:
Lift the Manhole Box into the starter hole.



Stage 3:
Push box at each corner in turn.



Stage 4:
Excavate beneath the panel and remove any excess material.



Stage 5:
Push each corner in turn until the box reaches the limit. Install edge protection and ladder access. Enter excavation once safety is declared.

ADDING A TOP BOX

- 1) Fit the panel connectors to the top box
- 2) Lift the box so these panel connectors hang down
- 3) Locate the panel connectors in the top of the panel
- 4) Then pin through connectors and panel
- 5) Secure with these with 'R' Clips
- 6) Repeat stage 4 and 5 until required depth

EXTRACTION



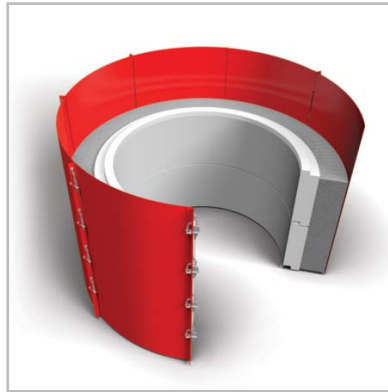
Extraction is the reverse of installation. Ensure that the trench is backfilled before lifting each corner in turn until box is at least 300mm above ground level, then attach 4 Leg Chain and lift box from the excavation.

- a. Attach a Snatch Chain to one lifting point and pull vertically. Repeat this for each corner.
- b. The next stage is to connect all four legs of the lifting chain and lift vertically.

SAFETY TIPS

- Please refrain from using the box on unstable ground and within close proximity to structures due to increase in Earth Pressure.
- Plan all excavations ahead of time to ensure that the correct lifting operations can be used.
- Ensure that all personnel required to install this equipment are suitably trained and supervised whilst assembly and installation is in progress.
- Inspect all components, including lifting points, struts, clips and pins.
- Boxes should never be left flying above the base of the excavation.
- Leave 100mm of the box above ground level on the base/top box.
- Refrain from bearing weight with the bucket in the middle of the panel during installation.
- Only access the box via ladder access.
- Never move the box whilst personnel are inside the excavation.
- Do not use any un-supported part of the trench as access.
- Top Boxes and extension panels are not to be removed before the top of the base box is above ground level.
- To minimise damage do not lift the box via the struts or laterally load them.
- Attach Ladder Access and Guardrails before use.
- Seek advice if you are in doubt.

ANCILLARIES



Backhoe Manhole Box	2.5m		3.0m	
	Base	Top	Base	Top
Panel Length (mm)	2500	2500	3000	3000
Panel Height (mm)	2000	1000	2000	1000
Panel Thickness (mm)	60	60	60	60
Weight (kg)	875	460	975	508
Distance Between Struts (mm)	2200	2200	2700	2200
Clearance Below Strut (mm)	1200	-	1200	-
To Suit Ring Size (mm)	1050/1200/1350		1350/1500/1800	
Standard Working Load	20kn/m ²	20kn/m ²	20kn/m ²	20kn/m ²

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