

Live Edge Working Policy

Plan - Do - Check – Act

TO BE COMPLETED BY CONSTRUCTING CONTRACTOR FOR BUILD AND A SEPARATE FORM FOR DISMANTLING.

Introduction

For construction related work above 2 meters, measures must be in place to prevent the risk of injury. This requires that a safe place of work is provided by employers, for any work above this height, and a means of fall arrest where such a safe environment is not practical.

Where work at height cannot be eliminated, RXUK encourages the assembly of structures at ground level prior to their being elevated to height. This could include decoration of structures or attaching of lights and speakers for rigging purposes. Also, the use of rigging processes that is Self-erecting or self-supporting and not reliant on the building infrastructure is encouraged. Where work at height cannot be avoided, the Contractor must provide a fully boarded working platform. It must have a complete component of top rail, mid rail, toe board, bracing, access ladder, secured and tied wooden planks, etc.

What is a Policy to Work

A **Live Edge Working Policy** will be used at this year's event for the construction and dismantling phases of any work undertaken where there is a risk of a fall from height of workers and or equipment. The policy is a document agreed between RXUK Safety Manager and the Contractor responsible for managing the work.

The aim of the policy is to safeguard staff undertaking the task, contractors and RXUK. It is designed to ensure that the work activity is undertaken in line with the National Annex on Work at Height and reduce the risks to a reasonably practicable level.

As part of the stand plan submission process, every Double Deck stand must complete and submit this document detailing what measures will be in place to reduce the risk of falls from height from working on a live edge. If providing a temporary barrier, please detail exactly what type of barrier and how it will be fixed to the live edge. Please remember that this applies to the dismantle phase as well. Please note, hazard tape is not a temporary barrier. Temporary barriers must be solid e.g. wood/metal/industrial netting.

Event Name	World Travel Catering & Onboard Services Expo 2026 (WTCE)
Exhibiting Company Name	
Stand Number	
Contractor actually building the stand	
Onsite Manager (sub-contractor if applicable)	
Other Stand Main Contacts	

Description of Control Measures described in RAMS/ CDPP (Must be able to show RXUK safety manager the construction materials to be used)	Description of Control Measures Agreed Onsite

✓		✓	
	Hard hats		Genie lift
	Harness		Fork lift
	Hi Vis		MEWP
	No working underneath		Scaffold tower
	Temporary barrier		
	Build at floor level to lift in place		

I confirm that I understand my responsibilities under National Annex requirement for construction agree to undertake to comply with the safety procedures as detailed therein.

The information regarding this Policy to Work will be communicated to all workers involved and suitably supervised for the duration of the permit period. All workers are aware of the risk assessment unique to this build.

I understand that if there is any unsafe work practices all work will be stopped until any re-briefing of the team, provision of safety equipment or remedial works have been carried out and the H&S Manager has reviewed and checked the update arrangements.

Signed (Contractor)			
Print Name		Company	
Date	Time		

Issuing of Policy to Work

The **Live Edge Working Policy** will be issued onsite by the RXUK H&S Manager once a meeting has been carried out with the Project/ Design Manager/ Onsite Contractor Manager prior to the start of work activities. This meeting will involve reviewing the Risk Assessment and Method Statement documents provided during the submission process. Checks will be made that the Control Measures, PPE and Supervision described in the RAMS are in place for the build period. The meeting will be done as soon as possible when the relevant person(s) from the contracting team arrives onsite. Delay may occur if the Onsite Manager arrives later.

Work will be stopped if the construction team are working without agreement from the WTCE H&S Manager or if the construction team are found working unsafely and not following the procedures identified and agreed in the risk assessment and method statement. Any additional working hours required to make up lost time will be charged at the standard rates.

Removal of Policy to Work

If at any time the H&S Manager, Floor Manager, Operations Manager or Venue H&S Manager finds the work being undertaken is not commensurate with the Policy or the work being undertaken has exceeded the limits of the Policy or the work is found to be unsafe, work will be stopped immediately. The Policy to Work will be removed until the improvements for safety working can be put into place. Contractors may also be prevented from building Double Deck stands on future editions of WTCE.

Please note that if extra time is required to continue working outside of the published event timetable additional charges will be applied and must be paid by the contractor immediately.