

Live Edge Working Policy

Plan - Do - Check - Act

Introduction

The Health and Safety Executive (HSE, the UK government enforcement agency for H&S) have highlighted their concern about unsafe working at height practices within the events industry and therefore we would like to remind all exhibitors and contractors of their legal responsibilities.

The HSE have the power to stop work deemed hazardous, enforce penalties (Fines for Intervention), and prosecute. It is essential that designers/ contractors consider during the design process how the risk of working at height and working on live edges while constructing the stand can be eliminated or reduced to a reasonably practicable level, i.e. without significant risk of harm.

Legislation

[Health and Safety at Work etc Act 1974](#)

[Management of Health and Safety at Work Regulations 1999](#)

[Working at Height Regulations 2005](#)

[Construction \(Design and Management\) Regulations 2015](#)

Pre Show Preparation

The design/ contractor is required to submit full Working Drawings, Structural Calculations, Visuals, Risk Assessment, Method Statement (RAMS) and Construction and Dismantling Phase Plan (CDPP). The deadline for this submission is **17.00 GMT on 12 August 2022**. This information has been reviewed by the Operations Manager (RXUK), ExCeL H&S Managers and the Structural Engineer (Campbell Reith).

The RAMS and CDPP submitted must describe how the hazards of working on a live edge and working at height will be controlled to a suitable level. The hazard should be highlighted so it can clearly be reviewed and must include details of scheduling, temporary barrier provision, erection and dismantle methods, PPE (Personal Protection Equipment, such as hard hats, harnesses etc) and management control/ supervision.

Drawings must show details of staircases, handrails, balustrades, kickboards, glazing and travel distances.

Permission to build has only be processed once all information has been received and is sufficient and suitable.

Responsibilities

It is the exhibitor's responsibility to appoint a suitable company to design and build your stand. Often the design company can be different to the company responsible for the actual build. It is important that the exhibitor understands what companies are working for them and their directly appointed contractor.

It is the designer responsibility to consider safe construction and dismantling methods during the design process and the exhibitor must understand that some design elements may not be possible due to time constraints or build regulations.

It is the build contractor's responsibility to receive the necessary information from the designers to construct and dismantle the stand design. They should coordinate together the construction drawings required to carry out the work.

The contractor is responsible for the planning of building the stand within the time available and produce the risk assessment and method statement.

It is either the designer or contractor's responsibility to complete the CDPP document, but the designer will require the RAMS from the contractor to complete the document fully.

The H&S and Floor Manager teams work on behalf of the Organisers to monitor the working practices within the halls. They are responsible for stopping or reporting H&S breaches. The Operations Manager will be provided with notification of any poor and or hazardous working practices and will escalate any major concerns to the exhibitor. Please note that in exceptional circumstances work may have to stop immediately to prevent any further risk. The reasons for this will be clearly identified and explained to the senior manager on site and a written record of this will be recorded.

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, contractor and RXUK. It is designed to ensure that the work activity is undertaken in line with the UK Regulations on Work at Height and reduce the risks to a reasonably practicable level. Any concerns with the content of the policy should be discussed with the RXUK Safety Manager on site.

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, Method Statement and CDPP documents provided during the submission process. Checks will be made that the Control Measures, PPE and Supervision described in the RAMS/ CDDP 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 a policy 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.

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.

Live Edge Working Policy

Number _____

Event Name	World Travel Market London 2022
Exhibiting Company Name	
Stand Number	
Principle Contractor	
Onsite Manager (Principle Contractor)	
Other Stand Main Contacts	

Description of Control Measures described in RAMS/ CDPP	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		

Person Issuing Policy			
Date Issued	Time Issued	Date Closed	Time Closed

I confirm that I understand my responsibilities under Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, Working at Height Regulations 2005, Construction (Design and Management) Regulations 2015 and all other relevant legislation and agree to undertake to comply with the safety procedures as detailed therein.

The information regarding this Permit to Work will be communicated to all workers involved and suitably supervised for the duration of the permit period.

I understand that this permit will be removed if there is any unsafe work practices and will not be reissued 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	
Signed (H&S Manager)			