

Minutes of the Meeting of the London Legacy Development Corporation Health, Safety and Security Committee

Date: Friday 3 May 2019

Time: 10.00 am

Venue: LLDC, Rooms 1-2, Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ

Present: Simon Blanchflower CBE (Chair)
Nicky Dunn OBE
Keith Edelman

In Attendance: Mark Camley, Executive Director of Park Operations and Venues
Colin Naish, Executive Director of Construction
Andrea Gordon, Director of Human Resources
Peter Tudor, Director of Visitor Services
Ton Tolley, Head of Safety and Security
Tony Westbrook, Head of Development
Peter Swordy, Director of Health, Safety and Compliance – London Stadium
Graham Gilmore, Chief Executive Officer, London Stadium

1 Apologies for absence

- 1.1 An apology for absence was received on behalf of Michelle Reeves, Mayor's Observer.

2 Declarations of interest

- 2.1 The Chair noted that Members had declared registrable interests in line with the relevant Standing Orders and asked Members to confirm if they had any interests or additional interests to be declared related to matters listed on the agenda other than those already made and included in the register.

There were no additional declarations of interest.

3 Minutes of the previous meeting held on 12 March 2019

- 3.1 It was agreed that the minutes of the meeting of the meeting held on 12 February 2019 be signed by the Chair as a correct record.

4 Matters arising and action list

4.1 The Committee noted the Actions List.

5 Executive Director of Park Operations and Venues' Update

5.1 The Executive Director of Park Operations and Venues presented the report providing an update on health, safety and security activities related to the remit of the Committee. It was noted that the desktop exercise referred to in paragraph 3.9 of the report would take place on 20 May, not 5 May as per the report.

5.2 There had been two minor bin fire incidents since the report had been written – one in the Aquatics Centre and one in the Stadium.

5.3 A member of the public who had suffered a cardiac arrest in the Stadium, had successfully been treated by the staff on duty whose quick and effective actions had helped save their life. There had been three cardiac incidents in total since reporting to the Committee.

5.4 The Director of Visitor Services was the LLDC's designated Safeguarding officer and each venue within the Park had its own safeguarding policy and monitoring and reporting procedures.

5.5 Staff had attended both Prevent and Channel training.

5.6 Lead and lag indicators would be included in future update reports to the Committee.

5.7 It was agreed that a clear and consistent definition of near misses would be developed and submitted to a future meeting.

[Action: Executive Director of Park Operations and Venues]

5.8 Operational day to day safety checks and briefings would also be included in future reports.

[Action: Executive Director of Park Operations and Venues]

5.9 The Committee noted the report and recommended to the Board the appointment of Simon Blanchflower as the Board Safeguarding Champion.

6 Stadium Operational Readiness for Summer Events Programme

6.1 The Executive Director of Park Operations and Venues presented the update on the Stadium operational readiness for the summer 2019 events programme.

6.2 The Committee noted the report.

7 Review of Health, Safety and Wellbeing Preparations for the Delivery of Stratford Waterfront

7.1 The Executive Director of Park Operations and Venues introduced the update on the health, safety and wellbeing preparation for the delivery of Stratford Waterfront.

- 7.2 The Chair would provide and review all good examples of fairness policies from the rail industry.

[Action: Chair/Executive Director of Construction]

- 7.3 Officers agreed to consider whether it would be useful to hold Safety, Health, Environment Leadership Team (SHELT) meetings at Director level.

- 7.4 The Committee noted the report and congratulated officers on the work in implementing compliance with the Construction Design Management Regulations 2015.**

- 8 Any other business the Chair considers urgent**

- 8.1 There was no urgent business.

- 9 Date of next meeting**

- 9.1 The Committee noted that the next meeting was due to be held on 26 September 2019 at 2pm.**

- 10 Exclusion of the press and public**

- 10.1 It was agreed that the public and press be excluded from the meeting, in accordance with Part 1, paragraphs 3&7 of Schedule 12A to the Local Government Act 1972 (as amended), in order to consider the exempt papers. Each of these papers contained information relating to the financial or business affairs of a person or authority.**

- 11 Minutes of the previous meeting held on 12 March 2019 containing exempt information**

- 11.1 It was agreed that the minutes of the meeting held on 12 March 2019 containing exempt information be signed by the Chair as a correct record.**

- 12 Matters arising and action list that contains exempt information**

- 12.1 The Committee noted the actions containing exempt information and the oral updates.**

- 13 Executive Director of Park Operations and Venues' Update - Exempt information relating to the item on Part 1**

- 13.1 The Executive Director of Park Operations and Venues presented the report providing an update on health, safety and security activities related to the remit of the Committee, containing exempt information.**

- 13.2 The Committee noted the report.**

- 14 Stadium Operational Readiness for Summer Events Programme - Exempt**

information relating to the item on Part 1

14.1 The Executive Director of Park Operations and Venues presented the report providing an update on the stadium operational readiness for the summer events programme.

14.2 The Committee noted the current plans for the summer events and LLDC's opinion on the Stadium Operator's operational readiness.

15 Close of Meeting

15.1 The Meeting closed at 10.20am.

Chair

Date

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