

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

Date: Thursday 5 March 2020
Time: 12.30 pm
Venue: LLDC, 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
Peter Tudor, Director of Visitor Services
Tony Tolley, Head of Safety and Security
Tony Westbrook, Head of Development
Peter Swordy, Director of Health, Safety and Compliance – London Stadium
Rachel Massey, Board Secretary
Sue Riley, GLA Secretariat

1 Apologies for Absence

1.1. There were no apologies for absence.

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 26 September 2019

3.1 It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 26 September 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's Report

5.1 The Executive Director of Park Operations and Venues presented the update on health, safety and security activity.

5.2 The demonstration by West Ham United football club fans on 29 February 2020 had been well managed, supported by police intelligence, with no impact on the game on the day.

5.3 A report on the Road Safety Review would be submitted to the next meeting.
[Action: Executive Director of Park Operations and Venues]

5.4 Task 5.1.4, as set out in Appendix 1, had been completed. All actions would be completed by the end of April 2020 and Trivandi would carry out a final review. An update report would be submitted to the next meeting.
[Action: Executive Director of Park Operations and Venues]

5.5 The Committee noted the report.

6 Construction Related Health and Safety Update

6.1 The Head of Security and Safety presented the update on health, safety and wellbeing activity related to construction activity.

6.2 The Committee noted the report.

7 LLDC Venue Safeguarding Report - March 2020

7.1 The Director of Visitor Services introduced the update on Safeguarding for June-December 2019.

7.2 The Board had agreed that all volunteers should be ID checked before commencing duties but the Our Parklife were reluctant to accept liability if an individual refused to do so. It was agreed that Option 1 should be pursued.
[Action: Director of Visitor Services]

7.2 The Committee noted the report.

8 Health, Safety and Security Risk Update

8.1 The Executive Director of Park Operations and Venues presented the update on major health, safety and security risks identified by LLDC.

8.2 The Committee noted the report.

9 Forward Plan

9.1 The Executive Director of Park, Operations and Venues introduced the key dates and consequent workplan for the Committee over the next 12 months.

9.2 The Committee agreed the workplan for the next 12 months, subject to the Road Safety Review being added to June 2020, with any necessary follow ups in December 2020.

10 Any other business the Chair considers urgent

10.1 The Executive Management Team had met to consider the risk of COVID-19 and the impact on the workforce and venue operations. A number of contingency plans were in place to address the issues identified, including volunteers and stewarding. Staff briefings had been held to provide information and assurance and discussions held with key stakeholders such as West Ham Football Club. IT resilience, remote working arrangements and business continuity plans were also being tested and assessed.

10.2 The resilience of MACE and the East Bank development had been reviewed, including critical staff such as tower crane operators. An impact tree and RAG status had been developed.

11 Date of Next Meeting

11.1 The Committee noted that the next meeting was due to be held on 22 September 2020 at 2pm.

12 Exclusion of the press and public

12.1 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.

13 Minutes of the previous meeting held on 26 September 2019 containing exempt information

13.1 It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 26 September 2019, containing exempt information be signed by the Chair as a correct record.

14 Matters arising and actions list that contain exempt information

14.1 The Committee noted the Actions List containing exempt information.

15 Executive Director of Park Operations and Venues' Update - Exempt information relating to the Item on Part 1

15.1 The Executive Director of Park Operations and Venues presented the update on health, safety and security activity, containing exempt information.

15.2 The Committee noted the report.

16 Construction related health and safety update - Exempt information relating to the item on Part 1

16.1 The Head of Security and Safety presented the update on health, safety and wellbeing activity related to construction activity, containing exempt information.

16.2 The Committee noted the report.

17 LLDC Venue Safeguarding Report March 2020 - Exempt information relating to the item on Part 1

17.1 The Director of Visitor Services introduced the additional exempt information on Safeguarding for June-December 2019.

17.2 The Committee noted the report.

18 Health, Safety and Security Risk Update - Exempt information relating to the item on Part 1

18.1 The Executive Director of Park Operations and Venues introduced the exempt appendix on health, safety and security risks.

18.2 The Committee noted the appendix.

19 Close of Meeting

19.1 The meeting closed at 2pm.

Chair

Date

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