

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

Date: Tuesday 12 March 2019

Time: 1.00 pm

Venue: LLDC, Level 10, Marketing Suite, 1 Stratford Place, Montfichet Road, London E20

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

In Attendance: Lyn Garner, Chief Executive Officer
Gerry Murphy, Deputy Chief Executive Officer
Mark Camley, Executive Director of Park Operations and Venues
Julian Lindfield, Trivandi
Colin Naish, Executive Director of Construction
Andrea Gordon, Director of Human Resources
Darren Rackowshi, Operations Director, London Stadium
Michelle Reeves, Mayor's Observer
Peter Tudor, Director of Visitor Services
Tony Tolley, Head of Safety and Security
Tony Westbook, Head of Development
Peter Swordy, Director of Health, Safety and Compliance, London Stadium
Rachel Massey, LLDC Secretariat
James Varley, GLA Secretariat

1 Chair's Announcements and Apologies for absence

1.1 The Chair welcomed those present to the first meeting of the Health, Safety and Security Committee. Members and attendees introduced themselves and gave a brief explanation of their roles and how they were related to health, safety and security activities.

1.2 No apologies for absence had been received.

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 Committee Terms of Reference and Forward Plan

- 3.1 The Executive Director of Park Operations and Venues introduced the item.
- 3.2 The Committee's Terms of Reference had been agreed by the Board at its meeting on 29 January. Since then, the attendance list had been reviewed and the Director of Health, Safety and Compliance, London Stadium had been added.
- 3.3 The Forward Plan set out the proposed major activity for the remainder of the year.
- 3.4 The Committee noted the Terms of Reference and the Forward Plan.**

4 Executive Director of Park Operations and Venues' Update

- 4.1 The Executive Director of Park Operations and Venues introduced the item which provided an overview of health, safety and security activities.
- 4.2 The incidents reported to the Committee were relatively low level and it was noted that it was possible that there may be under-reporting around smaller issues.
- 4.3 It was confirmed that the recent incident involving a UKPN dumper truck driver took place while UKPN was in possession of the site.
- 4.4 Members suggested future reports include reference to mitigating actions and follow ups to incidents.
- 4.5 The Committee noted the report.**

5 Health and Safety Risk Review

- 5.1 The Executive Director of Park Operations and Venues introduced the item which provided assurance around the major health and safety risks identified by LLDC.
- 5.2 The Committee noted the report.**

6 Reporting Template

- 6.1 The Executive Director of Park Operations and Venues and the Executive Director of Construction introduced the paper which set out the draft reporting template.
- 6.2 The aim was to achieve a consistent level of reporting and appropriate balance of leading and lagging indicators.
- 6.3 LLDC officers had engaged with MACE and a number of activities were taking place to promote health and safety. These included:

Workforce site tours

You said / we did board

Toolbox talks

Monthly safety themes and health campaigns

Fruit days to encourage wellbeing

Behavioural safety training

Safety stand-downs and moments

Mental health first aiders

Visual common standards

On site safety demonstrations

Sub-contractor participation in safety meetings

FORS compliance

Safety awards

- 6.4 Stadium reporting would be split between football match days and event days to avoid distortions in reporting.

6.5 The Committee noted the report.

7 Any other business the Chair considers urgent

- 7.1 There was no urgent business.

8 Date of next meeting

- 8.1 The Committee noted that the next meeting was due to be held on 3 May 2019 at 10.00am.

9 Exclusion of the press and public

- 9.1 It was agreed that the public and press be excluded from the meeting, in accordance with Part 1, paragraph 3 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.

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

10.1 The Executive Director of Park Operations and Venues introduced the report.

10.2 The Committee noted the report.

11 Health and Safety Risk Review - Exempt information relating to the item on Part 1

11.1 The Executive Director of Park Operations and Venues introduced the appendix which presented the Health and Safety Risk Review.

11.2 The Committee noted the report.

Chair

Date

Contact Officer: Rachel Massey, LLDC, Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ, Tel: 020 3288 1829, Email: rachelmassey@londonlegacy.co.uk