

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

Date: Monday 13 December 2021

Time: 2.00 pm

Venue: Via Microsoft Teams

Present: Simon Blanchflower CBE (Chair)

In Attendance: Momna Arif, LLDC Secretariat
Mark Camley, Executive Director of Park Operations and Venues
Colin Naish, Executive Director of Construction
Peter Tudor, Director of Park Operations and Venues
Tony Tolley, Head of Safety and Security
Bode Akanbi, Health and Safety Manager, London Stadium
Kaitlene Koranteng, LLDC Youth Board Chair
Nina Memhi, Community and Sports Outreach Manager (for Item 7)
Kerri Blyberg, Public Affairs Officer, (for item 7)
Naz Begum, Senior Project Officer (for Item 7)
Marina Milosev, Senior Planning Policy Officer (for Item 7)
Nena Truman, Workplace Experience Manager
Sue Riley, GLA Secretariat
Tony Westbrook, Head of Development
Peter Swordy, Director of Health, Safety and Compliance, London Stadium
Lee Stranders, Risk Manager (Item 20)

1 Apologies for Absence and Chair's Announcements

1.1 An apology for absence had been received on behalf of the new Member of the Committee, Phil Mead. He had submitted his comments to the Chair in advance of the meeting which would be reflected by the Chair during the meeting.

1.2 The proceedings for this meeting were being held under the LLDC's

Covid-19 Remote Decision Making Scheme, as set out on the agenda front sheet and on the LLDC website.

2 Declarations of Interest

- 2.1 Pam Alexander was attending the Committee meeting as a guest attendee for the item on Women and Girls' Safety on the Park. There were no other additional declarations of interest.

3 Minutes of the previous meeting held on 20 September 2021

- 3.1 **The Chair approved the minutes of the meeting held on 20 September 2021.**

4 Matters Arising and Action List

- 4.1 **The Chair noted the actions arising from the previous meeting.**

5 Executive Director and Park Operations and Venues Update

- 5.1 The Executive Director of Park Operations and Venues introduced the update on areas relating to the remit of the Committee.
- 5.2 Officers were reviewing the latest Government advice in relation to the Omicron variant and the implications for the Stadium and other venue events. Staff would be encouraged to work from home, where possible.
- 5.3 Phil Mead provided a comment in relation to accident statistics being presented in absolute terms and if it would be possible to see trend analysis on a regular basis, over recent years, to look for continuous improvement. The Chair agreed and noted that trends would be reported regularly to the Committee.

[Action: Executive Director of Park Operations and Venues]

- 5.4 Another comment raised by Phil Mead prior to the meeting related to the microwave incident on 27 October 2021 and if PAT testing in the Stadium was up to date. It was confirmed that all electrical fire safety testing (PAT) was up to date.
- 5.5 The Chair noted the incident relating to the member of the public whose foot was trapped under the shutter in the retail space at the Stadium. The Health and Safety manager for the London Stadium clarified that it took 30 seconds for the shutter to descend and a 'shout back protocol' was in place to alert staff and members of the public to steer clear. In this particular case the member of the public did not step back and left their foot forward.

- 5.6 **The Chair noted Phil Mead's comments and noted the report.**

6 East Bank Site Visit

- 6.1 The Director of Park Operations and Venues provided a verbal update on the recent visit to the East Bank site, which had also been reported to the LLDC Board.
- 6.2 The Chair had noted during the visit that it was a very busy site, but was being well

managed with clear segregation. Suggestions regarding a grid system for sectional handovers and transition arrangements had been passed on to Mace.

6.3 A further visit would be arranged in six months.

[Action: Executive Director of Park Operations and Venues]

6.4 The Chair noted the verbal update and that there were no comments from Phil Mead.

7 Safety of Women and Girls' Update

7.1 The Executive Director of Park Operations and Venues presented the update on the work of the Safety of Women and Girls Project Board.

LLDC officers on the Safety of Women and Girls Project Board, the Chair of the LLDC Youth Board and Pam Alexander was also present for this item.

7.2 The Chair advised that there was no Part 2 report on this item.

7.3 The Senior Planning Policy Officer gave a brief presentation of work to date (attached at Appendix 1).

7.4 Work with neighbouring boroughs was essential to any strategy and the Chair and guest Board Member volunteered to escalate as appropriate.

7.5 A meeting with the Mayor's Night Czar had been held on 2 December 2021, who had requested that all Park venues sign up to the Night Charter, which included a Safety Champion and a commitment to staff training. It was noted that most venues were already signed up to the Charter with the exception of Lea Valley and Here East.

7.6 Officers were looking at how the design of public spaces could incorporate safety features, particularly in relation to Pudding Mill Lane.

7.7 Pam Alexander expressed her thanks to officers for their hard work, commitment and creativity in responding to the challenge of improving women's safety in the Park. The report to the Committee had gone above and beyond the initial consultation. She also welcomed the quick publication of safety guidance and the integrated, cross team working.

7.8 The need to identify resources to take the action plan forward was highlighted. A request for funding would be submitted to the Change Board.

7.9 Guidance on advertising in the Park was being reviewed, to ensure that it was appropriate and not demeaning to women and girls.

7.10 Kaitlene Koranteng welcomed the report. Many of the issues had been discussed previously at the Legacy Youth Board, particularly in relation to safety issues around the Park boundaries and lighting. It was suggested that consultation with female boat users and residents should take place.

- 7.11 The Chair agreed, if required, to facilitate a discussion safety issues with the Canals and Rivers Trust, in co-ordination with Pam Alexander.
[Action: Executive Director Park Operations and Venues]
- 7.12 It was also important to continue to engage with MACE and the construction industry on attitudes to women and girls. There was a meeting planned with their Board Sponsor and Women at Mace lead.
- 7.13 Evidence based data, provided by Commonplace, would be available as a future resource for other organisations.
- 7.14 Naz Begum, Senior Project Officer, would be taking the lead in directing the project and taking it forward.
- 7.15 It was agreed that an update would be provided to the Board as part of the Committee summary and an Action Plan submitted to the next meeting of the Committee. **[Action: Senior Project Officer]**

7.16 The Chair noted the report.

8 London Stadium Update

- 8.1 The Director of Health Safety and Compliance and LS185 Health and Safety Manager presented the update on health, safety and security matters related to the London Stadium.
- 8.2 The complexities and challenge of implementing Covid-19 requirements for match games was outlined. Digital ticketing, after initial teething problems, was now proving effective.
- 8.3 Staffing challenges in terms of stewards continued, with a large number having left the job market combined with the impact of Brexit.
- 8.4 Phil Mead provided comments on the report in relation to the change in government Covid-19 related rules and if officers were updating operational plans and advance customer communications and if there were any practicalities and challenges for the stadium and the likely cost implication. Officers noted that Government policy changed rapidly and the Stadium had been responsive to all eventualities. In response to the latest change in guidance, all staff were being requested to confirm their vaccination status and to wear masks at all times. Spectators would now be required to show proof for double vaccination and a lateral flow test result.

8.5 The Chair noted Phil Mead's comments and the report.

9 Construction Related Health and Safety Update

9.1 The Head of Security and Safety LLDC Park Operations and Venues Introduced the update on the LLDC's Health and Safety wellbeing activity related to construction activity across the Park.

9.2 The Chair noted the report.

10 LLDC Park Venue and Safeguarding Report July - September 2021

10.1 The Director of Visitor Services introduced the update on safeguarding from July to September 2021, as reported by venues in the park.

10.2 Officers confirmed that they had been in contact with the Samaritans and would chase up. Staff training by Assist would be provided in the new year, subject to Covid-19 guidelines.

10.3 The Chair noted the report.

11 Health, Safety and Security Risk Update

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

11.2 The Chair noted the report.

12 Any other business the Chair Considers Urgent

12.1 There was no urgent business.

12.2 The Chair advised that Phil Mead had requested a future discussion on safety culture, which he would discuss in more detail off line.

[Action: Chair]

13 Date of Next Meeting

13.1 The Chair noted that the next meeting was due to be held on 24 March 2022 at 2pm and not 22 March 2022, as published on the agenda.

14 Exclusion of the Press and Public

14.1 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.

- 15 Minutes of the previous meeting held on 20 September 2021 containing exempt information**
- 15.1 It was agreed that the minutes of the meeting of the Committee held on 20 September 2021, containing exempt information, be signed by the Chair as a correct record.**
- 16 Matters Arising and Actions List that contain exempt information**
- 16.1 The Chair noted the Actions List.**
- 17 Executive Director's Report - Exempt information relating to the Item on Part 1**
- 17.1** The Executive Director of Park Operations and Venues presented further exempt information relating to the update on health, safety and security activity related to the remit of the Committee.
- 17.2 The Chair noted the report and appendices.**
- 18 LLDC Park Venue and Safeguarding Report July - September 2021 - Exempt information relating to the Item on Part 1**
- 18.1** The Director of Visitor Service presented the update on safeguarding matters containing exempt information.
- 18.2 The Chair noted the report.**
- 19 Construction Related Health and Safety Update - Exempt information relating to the Item on Part 1**
- 19.1** The Head of Safety and Security introduced the report on construction related health and safety update, containing exempt information.
- 19.2 The Chair noted the report.**
- 20 Health, Safety and Security Risk Update - Exempt information relating to the Item on Part 1**
- 20.1** The Executive Director of Park Operations and Venues presented the update on health, safety and security risks, containing exempt information.
- 20.2 The Chair noted the report.**

20 Close of Meeting

21.1 The meeting closed at 4.30pm.

Chair

Date

Contact Officer: Momna Arif, LLDC, Level 10, 1 Stratford Place, Montfichet Road,
London E20 1EJ, Tel: 020 3288 1780, Email:
MomnaArif@londonlegacy.co.uk