

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

**Date:** Monday 15 March 2021

**Time:** 2.00 pm

**Venue:** Via Office Teams

**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  
Sarah Perry, Human Resources Director  
Peter Swordy, Director Health, Safety and Compliance, London Stadium  
Bode Akanbi, Health and Safety Manager, London Stadium  
Lee Stranders, Risk Manager (for Item 19)  
Rachel Massey, LLDC Secretariat  
Momna Arif, LLDC Secretariat  
Sue Riley, GLA Secretariat

### **1 Apologies for Absence**

- 1.1 There were no apologies for absence.
- 1.2 The Chair welcomed everyone to the meeting and explained that the meeting was being held via remote access in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- 1.3 The Chair welcomed Momna Arif, LLDC Secretariat and Bode Akanbi, Health and Safety Manager, London Stadium, to their first meeting of the Health, Safety and Security Committee.

## **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 1 December 2020**

- 3.1 **It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 15 March 2021 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 update.
- 5.2 There had been no major incidents since the last meeting but the report now included a more comprehensive list of near misses, as requested by the Committee, which provided an opportunity for learning. By focusing on lower level issues cultural change can be driven to improve health and safety throughout an organisation and avoid more serious infringements. In relation to the Stadium it was noted that there were daily activity briefings, but the reduction of site supervision due to the pandemic may also be enabling poor practices by contractors. The Stadium's Health and Safety Committee would be reconvened and issues flagged with contractors.
- 5.3 The LLDC would be responding to the Protected Duty Consultation into the Manchester Arena bombing.
- 5.4 **The Committee noted the report.**

## **6 LLDC Park and Venue Safeguarding Report October - December 2020**

- 6.1 The Director of Visitor Services presented the update on safeguarding from October to December 2020. Many venues were still closed so there was little activity to report.
- 6.2 Hackney Bridge co-working space was scheduled to be open in April in 2020 and would have all the necessary policies in place. It was noted there had been a slight increase in the number of vulnerable people overnight in the Park. A new construction safety centre would also be on site. The Chair stressed the importance of ensuring all venues and centres of activity within the Park were

aligned and consistent in terms of safeguarding procedures.

**6.3 The Committee noted the report.**

**7 Review of Committee Terms of Reference**

7.1 The Director of Governance and Programme Management introduced The amended Terms of Reference for review.

**7.2 The Committee agreed the proposed changes to the Board for approval.**

**8 Committee Forward Look**

8.1 The Executive Director of Park Operations and Venues presented the Forward Look for the next 12 months.

8.2 It was agreed that an item on the easing of lockdown, which would be discussed in more detail under item 11 (Health, Safety and Security Risk Review) be added to the Forward Plan to be discussed at the next meeting.

**[Action: Executive Director of Park Operations and Venues]**

8.3 While the use of consultants would be scaled back with the appointment of new staff on the health and safety team, it was a requirement to carry out an annual independent review good practice to carry out an annual independent review of Stadium management and practices. It would be considered whether the re-assessment of the Trivandi review could be undertaken as part of the same process.

**8.4 The Committee agreed the Forward Look as amended.**

**9 London Stadium Update**

9.1 The Director of Health and Safety Compliance presented the update on Health, Safety and Security activity related to the London Stadium.

9.2 There had been a substantial number of behind closed door matches in a short amount of time since the last report, but only 1, 623 people had turned up to the ballot ticketed game. Temperature readings had been mandated on entry but no option to enforce mask wearing. There were some seating issues and clustering around concessions stands. The use of better signage at height, as opposed to floor markings, was being considered.

9.3 Officers biggest concern with the return of crowds under the easing of lockdown was forward planning for travel and transport with TfL, and increased numbers with Westfield Shopping Centre being open.

9.4 A stadium management plan for 10,000 people was being planned for 23 May 2021, which was the last game of the season for West Ham FC and their 125<sup>th</sup> anniversary as a football club. Officers were working closely with all partners to

share best practice and experience.

**9.5 The Committee noted the report.**

**10 Construction Related Health and Safety Update**

10.1 The Head of Security and Safety, Park Operations and Venues presented the update on health, safety and well being activity related to construction activity.

**10.2 The Committee noted the report.**

**11 Health, Safety and Security Risk Update**

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

**11.2 The Committee noted the report.**

**12 Any other business the Chair considers urgent**

12.1 There was no urgent business.

**13 Date of Next Meeting**

13.1 The Committee noted that the next meeting was due to be held on 14 June 2021 at 3pm.

**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 1 December 2020 containing exempt information**

15.1 It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 1 December 2020 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 Committee noted the Actions List.

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

17.1 The Executive Director of Park Operations and Venues presented the update containing exempt information.

**17.2 The Committee noted the report.**

**18 Construction Related Health and Safety Update - Exempt information relating to the Item on Part 1**

18.1 The Head of Security and Safety, Park Operations and Venues, introduced the update on construction related matters, containing exempt information.

**18.2 The Committee noted the report.**

**19 Health and Safety Security Risk Update - Exempt information relating to the Item on Part 1**

19.1 The Executive Director of Park Operations and Venues introduced the update on major health, safety and security risks, containing exempt information.

**19.2 The Committee noted the report.**

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Chair

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Date

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