

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

Date: Tuesday 17 October 2023

Time: 11.00 am

Venue: Small Auditorium 1,2 and 3, 10th Floor, 5 Endeavour Square, London E20 1JN/Teams

Present: Simon Blanchflower CBE (Chair)
Phil Mead
Helene Raynsford

In Attendance: Mark Camley, Executive Director of Park Operations and Venues
Ed Fane, Head of Venues
Tony Tolley, Head of Security and Safety
Leona Roche, Head of Development
Peter Swordy, Director of Health, Safety and Compliance, London Stadium
Momna Arif, LLDC Secretariat
Sue Riley, GLA Secretariat

1 Apologies for Absence

- 1.1 An apology was received from the Executive Director of Construction.
- 1.2 The Chair welcomed the recently appointed Head of Venues to his first meeting of the 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 13 June 2023

- 3.1 It was agreed that the minutes of the meeting of the Committee held on 13 June 2023 be signed by the Chair as a correct record.

4 Matters Arising and Action List

4.1 There were no outstanding actions.

4.2 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 areas related to the remit of the Committee.

5.2 A verbal update was provided in Part 2 of the agenda on an incident which had just occurred this morning at the London Aquatics Centre.

5.3 Further details would be provided on the heavy signage incident reported on 21 September 2023. There had been no personal injuries.

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

5.4 At the London Stadium, safety and housekeeping with West Ham Football Club was an issue due to the large number of events being hosted at the Stadium and the number of stakeholders on site - housekeeping issues were an issue, such as storage and movements on site, which required active monitoring. A compulsory daily safety briefing for all staff was held every morning.

5.5 To manage the recent uptick in anti-social behaviour relating to theft, in particular mobile phone snatching, proactive joint operations with Park security and the Metropolitan police were being implemented successfully.

5.6 The Committee noted the report.

6 London Stadium Update

6.1 The Director of Health, Safety and Compliance LS185 presented the update on health, safety and security activity related to London Stadium.

6.2 A busy schedule of events over the summer required five complex seating transitions and configurations in-between each event and the low number of near misses and personal injuries reflected a strong safety culture.

6.3 It was recognised that the consistent implementation of policies around drone and helicopter use for footage would need to be reviewed in light of the Burna Boy and The Weekend concerts.

6.4 All customer complaints had been responded to and related mainly to personal responsibility.

6.5 The Committee congratulated staff on the successful hosting of a busy and complex schedule of events that involved a wide range of varying attendees.

6.6 The Committee noted the report.

7 Construction Related Health and Safety Update

7.1 The Head of Security and Safety, LLDC Park Operations and Venues, introduced the update on health, safety and wellbeing issues related to construction activity.

7.2 The Committee noted the report.

8 LLDC Park and Venues Safeguarding Report June - August 2023

8.1 The Head of Venues introduced the report providing an update on safeguarding incidents for the period between June-August 2023.

8.2 The Committee noted the report.

9 Health, Safety and Security Trends

9.1 The Executive Director of Park Operations and Venues presented the report containing information about health, safety and security trends date for Quarter 1 of 2022/23 to Quarter 1 of 2023/24.

9.2 Changes in data trends reflected levels of activity as well as differences in perception of reporting, such as near misses versus a safety observation, changes in reporting, and levels of awareness and training. It was also reliant on park venue stakeholders taking on board the safety culture.

9.3 Low levels of near misses could be more concerning as this would reflect low levels of reporting. It was hoped that volunteers could also be encouraged to engage in safety reporting.

9.4 Trends would continue to be logged and monitored.

9.5 The Committee noted the report.

10 Health, Safety and Security Risk Update

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

10.2 The Committee noted the report.

11 Any other business the Chair considers urgent

11.1 There was no urgent business.

12 Date of Next Meeting

- 12.1 The Committee noted that the next meeting was due to be held on Tuesday 12 March 2024 at 10.00am.**

13 Exclusion of the press and public

- 13.1 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.**

14 Matters Arising and Actions List that contain exempt information

- 14.1 All actions had been completed.**

- 14.2 The Committee noted the Actions List.**

15 Executive Director's Report - 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 that contains exempt information, related to the remit of the Committee.**

- 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, LLDC Park Operations and Venues, presented the update on health, safety and wellbeing activity related to construction activity which contains exempt information.**

- 16.2 The Committee noted the report.**

17 LLDC Park and Venues Safeguarding Update June - August 2023 - Exempt information relating to the Item on Part 1

- 17.1 The Head of Venues introduced the report containing exempt information, on safeguarding issues from June to August 2023.**

- 17.2 The Committee noted the report and the update.**

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 presented the update on health, safety and security risks identified by LLDC that contain exempt information.

18.2 The Committee noted the report and appendices.

Chair

Date

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