

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

Date: Tuesday 22 September 2020

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 Venues and Operations
Colin Naish, Executive Director of Construction
Peter Tudor, Director of Visitor Services
Tony Tolley, Head of Safety and Security
Rosanna Lawes, Executive Director of Development
Sarah Perry, Human Resources Director
Peter Swordy, Director of Health, Safety and Compliance, London Stadium

1 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.

2 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.

3 Matters Arising and Action List

- 4.1 The Committee noted the Actions List.

4 Minutes of the previous meeting held on 5 March 2020

- 3.1 It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 5 March 2020 be signed by the Chair as a correct record.**

5 Executive Director of Park Operations and Venues Update

- 5.1** The Executive Director of Park Operations and Venues presented the Update.
- 5.2** A near miss was reported to the Committee, which was currently being investigated and was as a result of rot at the base of a wooden column in the play area in the South Park, which was due to be rectified shortly. The area would be closed accordingly while contractors were on site and an update report would be provided to the next meeting.

[Action: Executive Director of Park Operations and Venues]

- 5.3** The Director of Construction gave a brief presentation on the range of Covid-19 measures undertaken on the East Bank site including one way circuits, temperature checks, removing seats and adding plastic screens in the staff canteen. The Health and Safety Executive had made an unannounced visit to the site and commended the steps taken, and Considerate Contractors had also given the highest score possible. The Chair congratulated the team for all its hard work and success in providing a safe working environment.
- 5.4** The Executive Director of Park Operations and Venues noted that given the recent Government advice, LLDC has informed staff to work from home if they can, but if the office environment presents a significantly better option than home working then these staff can be accommodated.

5.5 The Committee noted the report.

6 LLDC Park and Venue Safeguarding Report September 2020

- 6.1** The Director of Visitor Services presented the update on safeguarding from January to June 2020. The venues closed in March 2020 and there had been no reported issues.
- 6.2** The Committee discussed the update on the legal implications of requiring Park volunteers to undergo mandatory DBS checks. All Park Champions are subject to an ID check, and most of the roles do not fall into the Regulated Activity criteria. Where they do, DBS checks are required. LLDC had reviewed procedures in other organisations (such as Team London, Active Newham, the London Transport Museum) and these did not require DBS checks for all volunteers, only for those in Regulated Activity roles. Our Park Life, the company who manage the volunteer programme were confident that their existing processes have eliminated opportunities for issues to arise, but have proposed additional measures that could be implemented including – for example - increasing the volunteer team so that buggy drivers are always accompanied by another volunteer, and installation of CCTV in the Information Point.

- 6.3 It was reported that when the stewarding is brought in-house by LS185, all stewards will be subject to DBS checks, via an external provider, and LS185 are also developing a comprehensive accreditation system for the Stadium.
- 6.3 The annual review of the Safeguarding Policy would be included in the next period report. **[Action: Director of Visitor Services]**

- 6.4 **The Committee agreed the approach outlined in the report to undertake DBS checks on volunteers undertaking Regulated Activity roles, and the enhanced procedures for other volunteer roles.**

7 London Stadium Update

- 7.1 The Director of Health and Safety Compliance, LS185 introduced the update on health, safety and security activity related to the Stadium.
- 7.2 The broken barrier, which had allowed the illegal parking of a vehicle close to the one of the Stadium gates on a match day had been rectified.
- 7.3 A health and safety consultancy was helping to complete risk assessments and close out all the actions identified by the Trivandi report.
- 7.4 The seating transition project had completed successfully. There was one RIDDOR incident.
- 7.4 Stadium staff had been commended for ensuring that football matches played behind closed doors were safe for all those involved.
- 7.5 **The Committee noted the report.**

8 Construction Related Health and Safety Update

- 8.1 The Head of Security, Safety and Park Operations and Venues introduced the update on activity related to construction.

- 8.2 **The Committee noted the report.**

9 Health, Safety and Security Risk Update

- 9.1 The Executive Director of Park Operations and Venues presented the update on major health, safety and security risks identified by the LLDC and noted the addition of a new global pandemic risk and the reduction in likelihood of the group penetration risk. The Committee noted that with the change in Government guidance related to Covid-19, it would be important to maintain focus on employee well being

- 9.2 **The Committee noted the report.**

10 Any other business the Chair considers urgent

10.1 There was no urgent business.

11 Date of Next Meeting - To be confirmed

11.1 The date of the next meeting was due to be confirmed.

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 5 March 2020 containing exempt information

13.1 It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 5 March 2020 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 introduced 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 Operations of LLDC Park Operations and Venues provided an update on health, safety and well being activity related to construction activity, containing exempt information.

16.2 The Committee noted the report.

17 Health, Safety and Security Risk Update - information relating to the Item on Part 1

17.1 The Executive Director of Park Operations and Venues presented the health, safety and security risk update, containing exempt information.

17.2 The Committee noted the appendix.

Chair

Date

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