

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

**Date:** Thursday 26 September 2019

**Time:** 2.00 pm

**Venue:** LLDC, Room 5, Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ.

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

**In Attendance:** Rachel Massey, LLDC

### **1 Apologies for absence**

- 1.1. Apologies were received from Lyn Garner, Chief Executive Officer, LLDC, Graham Gilmore, Chief Executive Officer, London Stadium, and Jamie Dean, Mayor's Observer.

### **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 3 May 2019**

- 3.1 **It was agreed that the minutes of the meeting held on 3 May 2019 be signed by the Chair as a correct record.**

### **4 Matters arising and action list**

- 4.1 Updates were provided against the actions. A presentation on operational day to day safety checks and briefings would be given at the next Committee meeting (action 5.8). The Chair had provided examples of fairness policies from the rail industry to Colin Naish (action 7.2), who had subsequently had conversations with MACE, including on behaviour

safety training, and this action could therefore be marked as closed.

#### **4.2 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 report providing an update on health, safety and security activities related to the remit of the Committee.
- 5.2 Trend analysis had been undertaken to determine repeating issues and how these could be addressed. Work was ongoing to improve how the data was used to allow more effective interventions to be made.
- 5.3 The stadium egress plans had worked well for the West Ham game against Manchester United, which was the highest attended football game at the stadium. The F10 bridge had to be reduced in width, owing to piling and works on Eastbank, but was now at its narrowest.
- 5.4 Discussions with the SGSA, West Ham United and the licensing authority regarding West Ham's application for 62,500 spectators at the stadium for football matches were ongoing, particularly around where the seats could be added. It was felt that more was needed to be done on persistent standing.
- 5.5 There were several incidents of note in relation to the build for the new Major League Baseball (MLB) store, including failure to wear correct PPE, dangerous vehicle manoeuvres without banksman and insecure site fencing. Lessons had been learned and, for future events, plans put in place to ensure compliance was consistent across the Stadium and the Park.
- 5.6 Delays to the completion of the North South highway were ongoing; there were around 400 movements of construction vehicles on Copper Street per week, which meant road closure, for a week, was necessary to carry out maintenance. It was noted that LLDC did not receive any HGV Road User Levy to account for the cost of maintenance and it would be explored whether CIL or S106 agreements could be used to cover the cost. Construction Traffic Management Plans were being looked at to see how effective they were and whether any claim for maintenance could be made from them.
- 5.7 The Road Safety Audit had been renamed the Road Safety Review as advice stated that it could not be considered to be a true audit. The tendering process was planned to be completed by the end of January 2020, after which the final report would be ready four to five weeks after.

- 5.8 Three cable strikes had occurred in 2019, all in different locations and with different causes; one had occurred when a road was being planed and a dead cable had been struck; the second had occurred when a buried cable began to rise and pot ended and the machine caught the cable; and the third occurred owing to a machine operator using a toothed bucket to clear an area. All occurrences of cable strikes had been investigated and lessons had been learned.
- 5.9 There was an instance where a contractor had mounted the curb and hit a lamp column next to a primary school when the left wheel hit the curb and the foot hit the accelerator. The operator had not followed site procedure for safe entry and was removed from the site the same day. Drug and alcohol tests were clear and the operator was sent for remedial training.
- 5.10 The Committee noted that the bullet points under paragraph 4.17 did not relate to LLDC but were an illustrative example used in the training.
- 5.11 The Committee noted the paper.**

## **6 LLDC Health and Safety Policy Update**

- 6.1 The Head of Security and Safety presented the report, which updated the Committee on LLDC's Health and Safety Policy.
- 6.2 The Healthy and Safety Policy, approved in March 2018, had been reviewed and rewritten to expand the policy statement, in line with occupational health and safety standards, in order to enhance the performance of the organisation in all areas of activity. The revisions also formalised governance, reporting and performance measurement.
- 6.3 The Committee noted the policy revision.**

## **7 LLDC Venue Safeguarding Report September 2019**

- 7.1 The Director of Visitor Services presented the report, which updated the Committee on safeguarding for 2019.
- 7.2 All safeguarding policies were up to date. The existing safeguarding policies at 3 Mills Studios were being revised as LLDC had asked Knight Frank to develop a formal policy based on the likely risk groups attending the studio complex. LLDC was working with the new tenants of the Timber Lodge café and south park kiosks to develop their Safeguarding Policy further.
- 7.3 Since the last meeting of the Committee, there had been six incidents reported: three incidents had been reported from the venues and there were zero causes for concern; and three incidents, involving lone male adults, had been within the park.

- 7.4 A greater number of children with special educational needs had attended the Queen Elizabeth Olympic Park (QEOP) Summer School in August 2019 than had attended in 2018. LLDC would look at how standard operating procedures were applied, to ensure thorough safeguarding of those in attendance.
- 7.5 If a child was reported lost, the team would follow procedure and alert staff on the ground, search the area and search CCTV. It was possible to lock down the north Park but this would be considered a rarity. Staff would also work with stakeholders in Westfield and, if necessary, the emergency services. It was noted that the majority of lost children were found in Westfield. LLDC benefitted from a very good CCTV system and an experienced team in the Park.
- 7.6 Minor additions had been made to the Safeguarding Policy since it was presented to the Board on 16 September 2019, specifically updates to refer to gangs, and Appendix D of the policy had been updated to include the full text of the modern slavery statement.
- 7.7 The Committee noted the report.**

## **8 Health, Safety and Security Risk Review**

- 8.1 The Executive Director of Park Operations and Venues presented the report, which updated the Committee on major health and safety risks identified by LLDC.
- 8.2 At its 12 March 2019 meeting, the Committee considered an update of independent review of LLDC's major health and safety risks. This report had been used as the basis of the Health, Safety and Security risk register, which would be refined over the coming months to ensure that risk and control ownership was clear, control ratings and actions plans were introduced, and residual risk ratings for each risk were agreed.
- 8.3 The Committee noted the key risk areas, as set out in paragraph 3.3 of the paper.
- 8.4 The Committee noted the paper.**

## **9 Any other business the Chair considers urgent**

- 9.1 There was no urgent business.

## **10 Date of next meeting**

- 10.1 The Committee noted that the next meeting was to be arranged.**

**11 Exclusion of the press and public**

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

**12 Minutes of the previous meeting held on 3 May 2019 containing exempt information**

- 12.1** It was agreed that the minutes of the meeting held on 3 May 2019 containing exempt information be signed by the Chair as a correct record.

**13 Matters arising and actions list that contain exempt information**

- 13.1** The Committee noted the actions containing exempt information and the oral updates.

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

- 14.1** The Executive Director of Park Operations and Venues presented the report providing an update on health, safety and security activities related to the remit of the Committee, containing exempt information.

- 14.2** The Committee noted the report.

**15 LLDC Health and Safety Policy Update - Exempt information relating to the item on Part 1**

- 15.1** The Head of Security and Safety presented the report and appendix containing exempt information, which updated the Committee on LLDC's Health and Safety Policy.

- 15.2** The Committee noted the report.

**16 Health, Safety and Security Risk Review - Exempt information relating to the item on Part 1**

- 16.1** The Executive Director of Park Operations and Venues presented the report and appendix containing exempt information, which updated the Committee on major health and safety risks identified by LLDC.

- 16.2** The Committee noted the report.

## 17 Close of Meeting

The meeting closed at 3.05pm.

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Chair

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Date

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