

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

Meeting Date: Tuesday 12 March 2019

Time: 1.00 pm

Venue: LLDC, Level 10, 1 Stratford Place, Montfichet Road, London E20

Members of the London Legacy Development Corporation Health, Safety and Security Committee are hereby notified and requested to attend the meeting of the Health, Safety and Security Committee of the Corporation at 1.00 pm on Tuesday 12 March 2019 to transact the business set out below.

This meeting will be open to the public, except for where exempt information is being discussed as noted on the agenda. A guide for the press and public on attending and reporting meetings of local government bodies, including the use of film, photography, social media and other means is available at

www.london.gov.uk/sites/default/files/openness-in-meetings.pdf

Committee Members:

Simon Blanchflower (Chair)
Nicky Dunn OBE
Keith Edelman

1 Apologies for absence

2 Declarations of interest

Members are reminded that any interests in a matter under discussion must be declared at the start of the meeting, or at the commencement of the item of business.

3 Committee Terms of Reference and Forward Plan (Pages 1 - 8)

The Committee is asked to note the Terms of Reference and forward plan.

4 Executive Director of Park Operations and Venues' Update (Pages 9 - 12)

The Committee is asked to note the Executive Director of Park Operations and Venues' Update.

5 Health and Safety Risk Review (Pages 13 - 14)

The Committee is asked to note the health and safety risk review report.

6 Reporting Template (Pages 15 - 18)

The Committee is asked to review the template and advise on a preferred approach.

7 Any other business the Chair considers urgent

The Chair will state the reason for urgency of any item taken.

8 Date of next meeting

The next meeting of the Committee is due to be held on a date to be agreed.

9 Exclusion of the press and public

The Committee is recommended to agree to exclude the public and press from the meeting, in accordance with paragraphs 3&7 of Schedule 12A of the Local Government Act 1972 (as amended), in that the following items of business contain information relating to the financial or business affairs of an individual, organisation or the London Legacy Development Corporation (LLDC), and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

10 Executive Director of Park Operations and Venues' Update - Exempt information relating to the item on Part 1 (Pages 19 - 30)

The Committee is asked to note the report containing exempt information.

11 Health and Safety Risk Review - Exempt information relating to the item on Part 1 (Pages 31 - 60)

The Committee is asked to note the health and safety risk review appendix containing exempt information.

Subject: Committee Terms of Reference and Forward Plan
Meeting date: 12 March 2019
Report to: Health, Safety and Security Committee
Report of: Mark Camley, Executive Director of Park Operations and Venues

This report will be considered in public

1. SUMMARY

- 1.1. This report sets out the terms of reference of the new Health, Safety and Security Committee and a forward plan of agenda items for review.

2. RECOMMENDATIONS

2.1 The Committee is asked to:

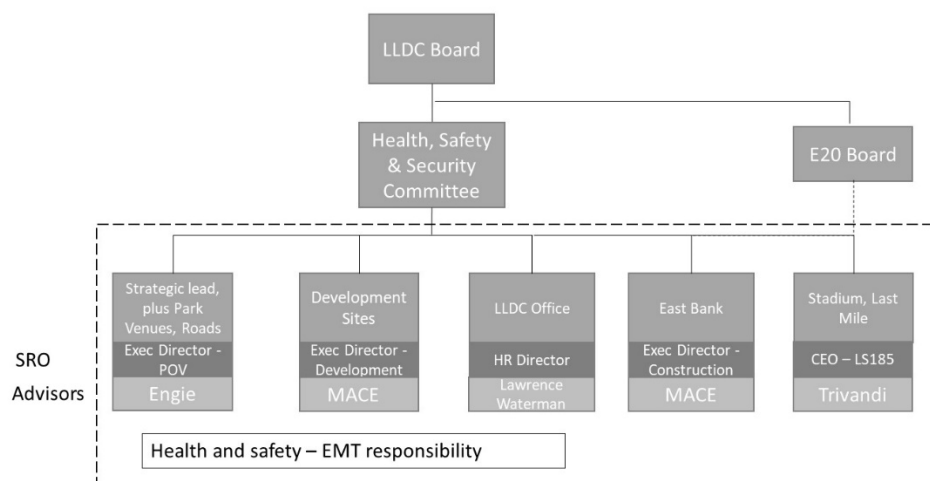
- 2.1.1. **Note the Health, Safety and Security Committee terms of reference; and**
2.1.2. **Note and comment on the forward plan of agenda items.**

3. BACKGROUND

- 3.1. The LLDC Board agreed to establish a Health, Safety and Security Committee at its meeting on 29 January 2019 and also approved its Terms of Reference, chairing arrangements and membership. The Terms of Reference are set out at Appendix 1. These include the addition of the London Stadium's Director Health, Safety & Compliance to the attendee list.
- 3.2. The Health, Safety and Security Committee comprises the following LLDC Board members:
- Simon Blanchflower (Chair)
 - Nicky Dunn
 - Keith Edelman
- 3.3. Mark Camley, Executive Director of Park Operations and Venues has taken the executive lead for the new Committee, co-ordinating the strategy, policy, reporting and response across LLDC's responsibilities.

3.4. The Health, Safety and Security governance arrangements are set out below.

Health, safety and security governance



4. FORWARD PLAN OF AGENDA ITEMS

4.1. The main event and construction activities through to the end of 2019 are set out in the table below.

Month	Activity
March 2019	Trivandi phase 2 (Stadium health and safety review) completes
April 2019	North South Highway opens Monier Road Bridge closes Trivandi phase 3 complete
May 2019	End of football season – seat moves
June 2019	Stadium concert Major League Baseball (MLB) – seat moves
July 2019	Athletics Seat moves Greenway reopens East Bank – commencement of piling works
August 2019	Football season restarts MOPAC review closed out Ride London
September 2019	
October 2019	Monier Road Bridge opens
November 2019	Eastwick phase 2 hoarding
December 2019	

- 4.2. These events and activities have informed the forward plan of agenda items for 2019. The indicative forward plan is set out at Appendix 2.

5. FINANCIAL AND LEGAL IMPLICATIONS

- 5.1. There are no financial implications from this report.
- 5.2. The Localism Act, pursuant to section 198 and paragraphs 6 and 7 of Schedule 21, allows a Mayoral development corporation to establish committees, and to delegate powers to them.
- 5.3. The procedure for committees is set out in detail in the LLDC's Standing Orders.

6. APPENDICES

- Appendix 1 – Health, Safety and Security Committee Terms of Reference
- Appendix 2 – Health, Safety and Security Committee forward plan of agenda items

List of Background Papers:

Papers for the meeting of the Board 29 January 2019

Report originator(s):
Telephone:
Email:

Rachel Massey
020 3288 1828
rachelmassey@londonlegacy.co.uk

Appendix 1: Health, Safety and Security Committee terms of reference

Status:	Taking decision within its terms of reference. Part VA of the Local Government Act 1972, which deals with access to meetings and documents, applies to this committee.
Membership:	The Committee shall be appointed by the Board and shall comprise at least three members.
Chair:	The Committee Chair shall be appointed from time to time by the Board. In the absence of the Committee Chair at a meeting of the Committee, the Member of the Committee approved by the Chair of the Corporation shall chair the meeting, or the remaining members present shall elect one of themselves to chair the meeting.
In attendance:	GLA observer Chief Executive, LLDC Deputy Chief Executive/Executive Director of Finance, Commercial and Corporate Services, LLDC Executive Director of Park Operations and Venues, LLDC Executive Director of Construction, LLDC Executive Director of Development, LLDC Director of HR, LLDC Head of Safety and Security, LLDC Director Health, Safety & Compliance, London Stadium Subject to the rights of the public to attend meetings, attendance of other officers, advisers or other persons shall be at the invitation of the Chair for all or part of the meeting. The Chair may authorise the Chief Executive to issue invitations generally or in specific cases.
Secretary:	To be agreed by the Proper Officer
Quorum:	Two members of the Committee or, if greater, one third of the number of members of the Committee in office

Frequency of meetings

1. The Committee will meet three times a year or at such greater frequency as determined by the Committee Chair. Meetings of the Committee shall be convened by the secretary at the request of its Chair.

Purpose of the Committee

2. To ensure the efficient and effective discharge of the London Legacy Development Corporation's functions, through the safe and secure provision of services and access including to the Park, Venues, Development and Construction sites.

Terms of Reference and Delegated Authority

3. The Committee will take decisions in accordance with the Scheme of Delegations and advise on and monitor the Corporation's health, safety, security and safeguarding strategies including but not limited to:
 - a. reviewing the policy framework annually;
 - b. identifying and monitoring risks and issues, including mitigation measures
 - c. ensuring a co-ordinated approach to health, safety and security including governance and management arrangements
 - d. compliance with legal and regulatory requirements; and
 - e. consideration/review of health, safety and security audits and investigations in tandem with the Audit Committee
4. The Committee will advise on any matter referred to it by the Corporation Chair or Deputy Chair or Board.
5. Within the remit of its activities, the Committee shall oversee the Corporation's work on Diversity and Inclusion.

Procedural and reporting arrangements

6. The Mayor shall be entitled to appoint an observer to attend meetings of any Committee or Sub Committee, pursuant to Standing Order 5. Such an observer shall be entitled to receive notice of, and all papers for, and to attend and speak (but not vote) at, all such meetings unless s/he has a direct or indirect interest in the matter under consideration. Standing Order 6 and Standing Order 8 shall apply to the observer as if s/he were a Member.
7. The Chief Executive and Executive Director of Park Operations and Venues shall be entitled to attend all meetings of the Committee. Subject to the rights of the public to attend meetings, attendance of other officers, advisers or other persons shall be at the invitation of the Chair for all or part of the meeting. The Chair may authorise the Chief Executive to issue invitations generally or in specific cases, pursuant to Standing Order 5.2.
8. Unless otherwise agreed, notice to each Committee member confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each Committee member, any other person required to attend and all other board members no later than five (5) days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate at the same time.
9. The Secretary or a nominated deputy shall minute the proceedings and resolutions of all Committee meetings, including recording the names of those present and in attendance.
10. The Secretary or a nominated deputy shall promptly circulate the minutes of the meetings to all Committee members.
11. The Committee will report any meeting to the Board at the next meeting.
12. The Committee shall conduct an annual review of its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

Amendments

13. Any of these procedures and terms of reference may be altered or amended from time to time by resolution of the Board. Notice shall be given of the proposed alteration(s) in a paper for the meeting of the Board at which they are to be discussed

Appendix 2: Health, Safety and Security Committee forward plan of agenda items (indicative)

March

- Executive Director's update
- Risk Review
- Reporting Template

May

- Executive Director's update
- Trivandi review
- Board training
- Operational readiness for summer events programme

September

- Executive Director's update
- Report on summer events
- East Bank focus

December

- Executive Director's update
- Development site focus

Other agenda items can be added at the request of the Chair or Board and additional meetings can be held at the request of the Chair.

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Subject: Executive Director of Park Operations and Venues' Update
Meeting date: 12 March 2019
Report to: Health, Safety and Security Committee
Report of: Mark Camley, Executive Director of Park Operations and Venues

This report will be considered in public

1 SUMMARY

- 1.1. This report provides an update on Health, Safety and Security activity related to the remit of the Committee.
- 1.2. A report is included in Part 2 of the Agenda, which contain exempt supplemental information. The information is exempt by virtue of part 1 paragraphs 3&7 of Schedule 12A in that it contains information relating to the business affairs of the London Legacy Development Corporation (LLDC), and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

2. RECOMMENDATION

- 2.1. **The Committee is asked to note this report.**

3. INCIDENTS AND NEAR MISSES

- 3.1. The following is an extract from the regular report from LLDC's Health and Safety consultant, Lawrence Waterman, covering the period of January 2019 (based on the reports on construction from Mace, on Park management from Park Operations and LLDC staff safety from HR).
- 3.2. This period has seen three major event days in the Stadium; and various other smaller events in the public realm; Park visitor numbers have decreased across the period in line with seasonal expectations: Accidents remained extremely low at four across the month in the Park and public realm, proportionate to the visitor numbers. Key health and safety points:
 - Member of staff from a contractor hurt his ankle stepping out of the Mobile Elevated Work Platform (MEWP) he was using on the Loop Road. The contractor self-treated.
 - A couple of cyclists came off or nearly came off bikes during icy weather conditions on south and north park - although gritting had taken place, a flash freeze event occurred causing rain to freeze after gritting had occurred in the middle of the night. This item was rectified as soon as it was realised.
- 3.3. Other issues experienced/Near Misses
 - Various times have seen a group of youtubers riding at speed and doing stunts with mini motorbikes on the park. Security have dealt with the incidents.

- Small canister thrown from a moving vehicle at security staff on Carpenters Road - no injury occurred.
 - Issues arising from construction areas, hoarding lines and traffic management in regards to safety of all users have been/are being addressed through the Construction Transport Management Groups and with the developments themselves.
 - Issue around Spectator egress during West Ham United v Birmingham City egress, leading to pinch points and aggressive behaviour have been addressed.
 - Near miss recorded with UKPN contractor after a dumper truck driver was spotted driving on a footpath, with barrier stacked above the bucket height - one hand on the steering wheel and the other trying to stop the barrier from falling off. He also had two people in front of him whom he could not see.
- 3.4. **Eastwick and Sweetwater:** Sweetwater: Inspections of both Phase 1 & 2 have been undertaken as part of LLDC's encouragement of high standards, issues raised with the contractor for action/note, and to which the contractor responded positively, included:
- Requested to improve site security
 - Pedestrian routes on site require improvement
 - Excavations require improved protection (falls)
 - All rebar ends should be protected with mushroom caps.
- 3.5. **Chobham Manor:** site inspection undertaken during January similarly identified actions for the contractor, examples included:
- Pedestrian-vehicle segregation is well managed, but trip hazard were pointed out
 - Reversing equipment always requires a banksman
 - Edge protection required at all potential fall points.
- 3.6. **3 Mills River Wall:** Mace/LLDC continue to engage with the PC to ensure that suitable arrangements are in place in advance of site works
- 3.7. **East Bank:** The enabling works continue to be delivered with no incidents. The project continues to be supported by the Senior Management Team and Client representatives who have carried out joint leadership engagement tours.
- 3.8. **Arc in the Park community project:** works continue with a commitment from a supply chain partner to design and install a mezzanine floor, which will provide valuable additional space to enable the charity to increase its offering.
- 3.9. **Staff health and wellbeing:** no incidents to report in this period.

4. STADIUM

- 4.1. During January 2019 there were 30 medical incidents reported at the three Stadium events, of which three were serious.
- 4.2. LS185 have revised and refreshed the Health and Safety Committee for the Stadium. The inaugural meeting of the new Committee took place on 12 February. The membership includes, LS185, Delaware North, Vinci FM, West Ham United, PHD/Project 7 and LLDC. The meeting was well attended and there was a positive appreciation of health and safety. Three near misses were reported in the period. There will be a proactive campaign to encourage reporting of near misses.

5. OTHER

- 5.1. One Safeguarding incident to report in early February 2019: a football supporter at the West Ham United v Liverpool match at the London Stadium left two 10 year old children unattended while he was getting a drink.
- 5.2. An attempted breach and scaling of ArcelorMittalOrbit was thwarted by the security team on 16 February 2019.
- 5.3. One minor incident in 1 Stratford Place, when staff member slipped on wet floor on 7 February 2019.

6. APPENDICES

- 6.1. None

List of Background Papers

None

Report originator(s):

Mark Camley

Telephone:

020 3288 1857

Email:

markcamley@londonlegacy.co.uk

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Subject: Health and Safety Risk Review
Meeting date: 12 March 2019
Report to: Health, Safety and Security Committee
Report of: Mark Camley, Executive Director of Park Operations and Venues

This report will be considered in public

1. SUMMARY

- 1.1. This paper is designed to provide the Committee with a level of assurance around the major health and safety risks identified by LLDC.
- 1.2. An appendix is included in Part 2 of the Agenda, which contain exempt supplemental information. The information is exempt by virtue of part 1 paragraphs 3 and 7 of Schedule 12A in that it contains information relating to the business affairs of the London Legacy Development Corporation (LLDC), and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

2. RECOMMENDATION

- 2.1 **The Committee is asked to note this report.**

3. BACKGROUND

- 3.1. An independent review of major health and safety risks was undertaken in summer 2017 and the report was subsequently shared with the Board in September 2017. The review largely found that managers and their teams understand their responsibilities, seek to actively manage risk and have developed systems for oversight and intervention that are reassuringly thorough; it concluded that there were very few opportunities for improvement, which were nonetheless being acted upon.
- 3.2. The Executive Management Team have undertaken a review of that report and updated it to reflect the current position and had this assured by Lawrence Waterman, LLDC's health and safety consultant. This is attached at Appendix 1 (contains exempt information).
- 3.3. The key risks from the report are set out below.

Area	Risk description
Park Operations	Crowd Movement during normal operations and events, including contingencies
	Food provision
	Waterborne Disease
	Temporary Structures
	IT services
	Terrorism and Crime
On Park Property	Fire, Flood and lightning strike
	Structural alterations
	Diseases

	Attractions
	Wayfinding, Hoardings and other small structures
Here East	Risks associated with superior landlord responsibilities
London Stadium	Risks associated with running the Stadium
Off Park Property	Structural stability
	Water systems, waterborne disease, fire and building materials
	Security and illicit use
3 Mills	Operational and lease holder risks
Construction / Development	Construction Traffic
	Construction / Public Interface – Physical Risks, Dust, Noise, Vibration
	Construction – internal safety
	Construction – Ground Penetration
	Degradation of Park assets
Staff / Office Safety	LLDC Staff and Visitors – Offices and External Staff Activities
	Safety risks to the public and staff and LLDC's liability relating to events and construction works delivered by third parties
	Security risk of unauthorised climbers, base jumpers and others at the ArcelorMittal Orbit and the London Stadium.
	Activities putting vulnerable people at risk of harm

4. FINANCIAL IMPLICATIONS

4.1. There are no new funding implications of the report.

5. LEGAL IMPLICATIONS

5.1. There are no legal implication of the review.

6. PRIORITY THEMES

6.1. The report has no implications for LLDC's priority themes. Briefly detail in this section how these have been taken into account in developing the proposals.

7. APPENDICES

- Appendix 1 – Health and Safety Risk Review February 2019 (exempt information)

List of Background Papers:

Papers for the meeting of the Board 28 September 2017

Report originator(s):
Telephone:
Email:

Oliver Shepherd
0203 288 1828
olivershepherd@londonlegacy.co.uk



Subject: Reporting Template

Meeting date: 12 March 2019

Report to: Health, Safety and Security Committee

Report of: Mark Camley, Executive Director Park, Operations and Venues

This report will be considered in public

1. SUMMARY

- 1.1. This paper sets out a draft reporting template for the HSS Committee.

2. RECOMMENDATION

- 2.1 The Committee is asked to review the template and advise on a preferred approach.**

3. BACKGROUND

- 3.1. Different parts of the organisation are using different reporting tools and approaches. For example, East Bank currently report in the current format.

H&S METRICS

Category	In period	Total (for life of the project)
Number of RIDDOR injuries	0	0
Number of Lost Time injuries	0	0
First Aid/No Lost Time	0	0
Number of Significant Near misses	0	0
Observations	81	125
Satisfactory Observations	21	38
Unsafe Observations	60	87
Total man hours for the month	14220	36,000

- 3.2. There is a need to rationalise the different reporting mechanisms to provide a consistent approach, and ensure that incidents and near misses are followed up and all learning points implemented.
- 3.3. The aim of this report is to identify a reporting tool that meets the needs of the Committee and provides them with sufficient oversight of the incidents and near misses identified and assurance around how they are being used to learn lessons and improve procedures.

4. FINANCIAL IMPLICATIONS

- 4.1. Producing the report will be managed within existing resource. However, the report could identify issues that require additional funding to reduce the risk associated with the issue. Where that is the case, the funding for the proposal will be sought through LLDC's annual budget and business planning process.

5. LEGAL IMPLICATIONS

- 5.1. There are no legal implications, although LLDC may become more conscious of issues that need addressing.

6. PRIORITY THEMES

- 6.1. There are no implications for LLDC's priority themes.

7. APPENDICES

- Appendix 1 – Draft template report

List of Background Papers:

None

Report originator(s):

Telephone:

Email:

Mark Camley

0203 288 1857

markcamley@londonlegacy.co.uk

DRAFT

Reporting template

Number of incidents Month/Year

Type of incident	Stadium	Park and Other Venues	Eastbank	Development sites	UCL(E)	Office and other sites
Major (RIDDOR)						
Major (non-RIDDOR)						
Disease						
Minor						
Fatalities						
Near misses/ Dangerous occurrences						

Remedial action on major incidents, dangerous occurrences and near misses

Date	Location	Detail of incident	Follow up	Action owner

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