

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

Meeting Date: Tuesday 13 June 2023

Time: 11.00 am

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

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 11.00 am on Tuesday 13 June 2023 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

Members of the press and public can also follow the proceedings online – the link to join can be found here: [Microsoft Teams meeting](#)

Committee Members:

Simon Blanchflower CBE (Chair)
Phil Mead
Helene Raynsford

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 Minutes of the previous meeting held on 18 April 2023 (Pages 1 - 6)

The Committee is asked to approve the minutes of the Health, Safety and Security Committee held on 18 April 2023.

4 Matters Arising and Action List (Pages 7 - 8)

The Committee is asked to note the actions and matters arising from the previous meetings.

5 Review of Committee Terms of Reference (Pages 9 - 14)

The Committee is asked to note and comment on the Terms of Reference which will be submitted to the Board for approval.

6 Executive Director of Park Operations and Venues' Update (Pages 15 - 18)

The Committee is asked to note the Executive Director's report.

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 will be held on Tuesday 17 October 2023 at 11am.

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 Part 1, paragraph 3 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).

10 Minutes of the previous meeting held on 18 April 2023 containing exempt information (Pages 19 - 22)

The Committee is asked to agree the minutes of the meeting held on 18 April 2023 containing exempt information.

11 Matters arising and actions list that contain exempt information
(Pages 23 - 24)

The Committee is asked to note the actions and matters arising from the previous meetings that contain exempt information.

**12 Executive Director of Park Operations and Venues' Update - Exempt
information relating to the Item on Part 1 (Pages 25 - 82)**

The Committee is asked to note the Executive Director's report containing exempt information.

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MINUTES

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

Date: Tuesday 18 April 2023

Time: 11.00 am

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

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

In Attendance: Colin Naish, Executive Director of Construction
Tony Tolley, Head of Security and Park Safety
Peter Tudor, Director of Visitor Services
Leona Roche, Head of Development
Sarah Perry, Director of Human Resources
Jason Eglash, Safety Officer LS185
Jim Wood, Director of Information Technology and Information Services (Item 19 only)
Momna Arif, LLDC Secretariat
Sue Riley, GLA Secretariat

1 Apologies for Absence

- 1.1 There were no apologies for absence from Members. The Executive Director of Park Operations and Venues was unable to attend the meeting and had sent apologies.

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 14 December 2022

- 3.1 It was agreed that the minutes of the meeting of the Committee held on 14 December 2022 be signed by the Chair as a correct record.**

4 Matters Arising and Action List

- 4.1** Accident statistic trends analysis would be submitted to the next meeting (**Action 12.2 (13 December 2021)**).
- 4.2 The Committee noted the Actions List.**

5 Executive Director of Park Operations and Venues' Update

- 5.1** In the absence of the Executive Director of Park Operations and Venues, the Chair presented the update on health, safety and security activity related to the remit of the Committee.
- 5.2** The Chair congratulated the team involved in the East Bank programme achieving the RoSPA Gold Award for the fourth year.
- 5.3** Engagement with local police and enforcement agencies had led to a reduction in anti-social behaviour and crime within the Park, including a reduction in thefts. Recent gang-related violence in the London Borough of Newham was being closely monitored in case of any displacement issues.
- 5.4** The mechanism for measuring Park visitor numbers is under review and mobile phone technology was being considered as a more effective tool for collecting data. A report was to be presented at the LLDC EMT meeting in May.
- 5.5** An update on the recent London Fire Brigade debrief on the 2022 London Aquatics Centre chemical release was provided. The Environmental Health report was still pending.
- 5.6** The Women's Safety Charter would be formally signed next month.
- 5.7** The Sustainable Transport Group and Transport for London were reviewing the use of e-bikes, cycles and scooters in pedestrian areas, and the Committee would be kept updated.
- 5.8** LLDC will be disposing of the Multi Storey Car Park in September, and Here East will be responsible for responding to ASB activity in this location from the autumn.
- 5.9** Over the course of nine years of operation, the Park had reported one suicide but several attempts, with a cluster being reported recently. It was noted that there had been an increase in the number of vulnerable people on the Park and work is continuing with blue light services to tackle this. Additionally, teams had been booked with Samaritans on suicide prevention and how to have conversations with people who are at risk of suicide.

5.10 The Committee noted the report.

6 London Stadium Update

6.1 The Safety Officer, London Stadium 185 (LS185) presented the update on health, safety and security activity related to the London Stadium.

6.2 A new Health and Safety Manager would be joining LS185 on 19 April 2023 with responsibility for driving forward the health and safety culture agenda.

6.3 Tabletop exercises, in partnership with stakeholders, had been carried out, including an events-based scenario, a rogue shooter and other serious incidents as well as quick fire scenarios such as a lost child and staff absentees on a match evening. Helene Raynsford offered assistance in the organisation of future exercise(s).

6.4 The reference to damage to the Stadium related to football supporters damaging seating during a recent European match; this had now been repaired.

6.5 The Committee noted the report.

7 Construction Related Health and Safety Update

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

7.2 The Committee noted the report.

8 LLDC Park and Venue Safeguarding Update (October - December 2022)

8.1 The Director of Park, Operations and Venues (DSO), presented the update on safeguarding for October to December 2022.

8.2 The Committee noted the report.

9 District Heating Network

9.1 The Director of Park, Operations and Services presented an update on issues related to the District Heating Network during 7-12 December 2022.

9.2 The Committee noted the report.

10 Health, Safety and Security Risk Update

10.1 The Chair 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 13 June 2023 at 11am.

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 Minutes of the previous meeting held on 14 December 2022 containing exempt information

14.1 It was agreed that the minutes of the meeting of the Committee held on 14 December 2022 containing exempt information be signed by the Chair as a correct record.

15 Matters arising and actions list that contain exempt information

15.1 The Committee noted the actions list containing exempt information.

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

16.1 The Chair presented the update on health, safety and security activity containing exempt information.

16.2 The Committee noted the report containing exempt information.

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

17.1 The Head of Park Safety and Security presented the update on construction related health and safety issues containing exempt information.

17.2 The Committee noted the report and appendices.

18 District Heating Network Issues (December 2022) - Exempt information relating to the item on Part 1

18.1 The Director of Park Operations and Venues~~The Director of Park, Operations and Venues ??~~ presented the report setting out issues related to the District Heating Network, containing exempt information.

18.2 The Committee noted the report.

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

19.1 The LLDC Secretariat presented the update on major health, safety and security risks, containing exempt information.

19.2 The Committee noted the report and appendices.

20 Close of Meeting

20.1 The Chair thanked the Director of Human Resources for her work in supporting the Committee and wished her well in the future, as she was leaving LLDC.

20.2 The meeting closed at 12.30pm.

Chair

Date

Contact Officer: Momna Arif, LLDC, Floor 9, 5 Endeavour Square, London E20 1JN.
Email: MomnaArif@londonlegacy.co.uk

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Health, Safety and Security Committee Actions List (reported to the meeting on 13 June 2023)

Actions from the last meeting (18 April 2023)

Minute No.	Item/Description	Action By	Target Date	Status/note
	<i>There are no actions to report from the meeting on 18 April 2023</i>			

Actions from previous meetings

Minute No.	Item/Description	Action By	Target Date	Status/note
5.3 (13 December 2021)	Executive Director's Report Present accident statistic trend analysis on a regular basis to the Committee	Mark Camley	17 October 2023	Trend data will be presented to the Committee within the Executive Directors' report at the next meeting in October 2023.

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Subject: Review of Committee Terms of Reference
Meeting date: 13 June 2023
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 London Legacy Development Corporation's (LLDC) Health, Safety and Security Committee for review and approval of proposed changes. This follows on from an internal audit recommendation to regularly review the LLDC Committees' Terms of Reference.

2. RECOMMENDATION

- 2.1 The Committee is asked to note and comment on the proposed changes to the Terms of Reference which will be submitted to the Board for approval.**

3. BACKGROUND

- 3.1. In response to a recommendation in the May 2016 internal audit report Governance Review - Board Information (reported to the Audit Committee in July 2016) to regularly review the LLDC's Committees' Terms of Reference, LLDC has implemented a regular review of Committee Terms of Reference. This is the third of these annual reviews and was delayed from 2020.
- 3.2. The Health, Safety and Security Committee was established in 2019. The Terms of Reference have been reviewed since then to reflect the changing priorities of LLDC as follows:

January 2019	Approved by LLDC Board. The Director of Health Safety and Compliance, London Stadium added to the attendee list.	Approved
July 2019	Amended to include a role in relation to the transition strategy in line with other LLDC Committees.	Approved
March 2021	Amended with further detail in relation to inclusion and diversity	Approved
May 2023	Amended to update job titles, attendees and wording relating to the new Phase of LLDC.	Pending Approval

- 3.3. The Investment Committee comprises the following LLDC Board Members:

- Simon Blanchflower (Chair)
- Phil Mead
- Helene Raynsford

4. PROPOSED CHANGES

- 4.1. The proposal is to amend the terms of reference with updated wording relating to job titles, attendees and the new Phase of LLDC.
- 4.2. All changes are clearly marked up at Appendix 1.

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

- 6.1. Appendix 1: Revised Health, Safety and Security Committee Terms of Reference

<p>List of Background Papers: LLDC Standing Orders</p>

Report originator(s):
Email:

Momna Arif
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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 People, Operations and Development HR , LLDC Head of Safety and Security Security and Park Safety Officer , 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~~~~security~~, and safeguarding strategies including but not limited to:
 - a. reviewing the policy framework and

- 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. The Committee will oversee the Corporation's work on inclusion and diversity that fall within the remit of its activities, including taking inclusion and diversity into consideration when making decisions and measuring progress in relation to relevant inclusion and diversity Corporate objectives.
 6. Within the remit of its activities, the Committee shall ensure that any implications for the implementation of the new Phase of LLDC ~~transition strategy~~ are taken into consideration when taking decisions.

Procedural and reporting arrangements

7. 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.
8. 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.
9. 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.
10. 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.
11. The Secretary or a nominated deputy shall promptly circulate the minutes of the meetings to all Committee members.
12. The Committee will report any meeting to the Board at the next meeting.
13. The Committee shall conduct an annual review of its own performance, constitution~~constitution~~, and terms of reference to ensure it is operating at maximum effectiveness.

Amendments

14. 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.

Version control

v1.0	January 2019	Approved by LLDC Board. The Director of Health Safety and Compliance, London Stadium added to the attendee list.	Approved
V2.0	July 2019	Amended to include a role in relation to the transition strategy in line with other LLDC Committees.	Approved
V3.0	March 2021	Amended with further detail in relation to inclusion and diversity	Approved
<u>V4.0</u>	<u>May 2023</u>	<u>Amended job titles of attendees and updated wording on the new Phase of LLDC</u>	<u>Pending Approval</u>

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Subject: Executive Director of Park Operations and Venues' Update
Meeting date: 13 June 2023
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 contains 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 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 Health, Safety and Security Committee is asked to note this report.**

3. INCIDENTS

The table below sets out the number of incidents between March 2023 – April 2023.

Number of incidents:

Type of incident	Stadium	Park and Other Venues	East Bank	Development sites	Office and other sites
Major (RIDDOR)	0	0	0	0	0
Major (non-RIDDOR)	6	0	0	0	0
Disease	0	0	0	0	0
Minor	66	11	11	0	0
Near misses	111	11	1	1	0
Fatalities	0	0	0	0	0
Dangerous occurrences	0	0	0	0	0

Stadium Incidents

- 3.1. The statistics reflect minor incidents, mostly related to football with a low level of non-event day incidents.
- 3.2. The majority of incidents reported are near misses. There were two match day injuries that required the injured party being taken to hospital. Both issues were minor/precautionary.
- 3.3. A significant amount of planning for summer events is being undertaking, while managing a higher number of matches due to West Ham's progress in the Europa Conference league.
- 3.4. From May onwards there will be a major uplift in Stadium project activity, including Seating Transition and Major Event builds.

London Stadium near misses/accidents/incidents in March and April 2023.

Date	Near miss / accident	Corrective action
12.3.2023	MOP injured by turnstile	Matter with insurers - assessing mechanism, along with staff and MOP actions.
16.3.2023	Hand injury DN Catering staff member	Training and assessment of catering work area for staff members.
26.4.2023 Match	Staff member tripped, injuring knuckles	Assess surfaces and hazards.
26.4.2023 Match	MOP injured leg on step	Assess circumstances.

- 3.5. In the Park and other venues, there was a mixed range of causes of incidents with no single area of fault.
- 3.6. We had a number of concerns for welfare and mental health issues across the period with individuals being passed to emergency services as needed.
- 3.7. We continue to see high speeds by e-bikes, e-scooters, and cycles through pedestrian areas.
- 3.8. Park and other venues near misses/incidents

Date	Location	Detail of Incident
07/03/2023	MSCP	Concern for Welfare
08/03/2023	South Park	Attempted Suicide - Overdose
11/03/2023	South Park	Attempted Suicide - Overdose, repeat person
16/04/2023	Clarnico Lane	Person Falls over - First Aid Given
16/04/2023	Siding Street	Fall from Biken- First Aid Refused
22/04/2023	F10	Fall from Bike - First Aid Given
23/04/2023	Last Drop	Scalding from Hot Drink - First Aid Given

3.9. The following proactive interventions were undertaken during the period.

	Park	East Bank	Stadium
Tool Box Talks	5	8	180
Safety Moments	0	0	0
Inductions	0	Not reported	153
Safety Tours (SPVS) / Patrols	20	66	224

3.10. The Park has remained popular with local people during the period, with around 850,000 visits.

3.11. Events (outside of stadium) have continued in both the Copper Box Arena, London Aquatics Centre and Parklands and several smaller events took place throughout the period.

4. VENUES AND PARK

- 4.1. There were 12 reported safeguarding issues relating to the venues during the quarter. Three took place in the London Aquatics Centre; two of these related to incidents that were reported at the venue but had not taken place there. Nine incidents took place at London Stadium across the five fixtures that occurred during that period, all dealt with by the WHU safeguarding team under the Premier League/Football Association guidance.
- 4.2. The operator of the ArcelorMittal Orbit/Podium has submitted an updated Safeguarding Policy.
- 4.3. In this period there was one instance of a missing person being reported to the Park team, and one vulnerable person with mental health issues. Park Security supported in both instances.
- 4.4. Following the resignation of the Director of POV (DPOV), that role will cease and a new Customer Services Band 4 role will be created reporting to the Head of Venues. Safeguarding reports will be compiled by this team in future.

5. KEY DEVELOPMENTS

- 5.1. During the period, Anti-Social Behaviour decreased overall; robberies, phone snatches occurred but in reduced numbers to previous periods. Joint operations still taking place.
- 5.2. There were no major issues on either the Chobham Manor or the Eastwick developments.

6. STRATFORD WATERFRONT

- 6.1. Mace have received confirmation that the East Bank project has been awarded the RoSPA Gold Award for health and safety performance for the calendar year 2022 for the fourth year running.

7. APPENDICES

- 7.1. None.

8. LEGAL IMPLICATIONS

8.1. There are no legal implications to this report.

9. FINANCIAL IMPLICATIONS

9.1. There are no financial implications to this report.

List of Background Papers

- None

Report originator(s):

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