

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

Meeting Date: Monday 15 March 2021

Time: 2.00 pm

Venue: via Microsoft Teams

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 2.00 pm on Monday 15 March 2021 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

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, London Legacy Development Corporation Board and Committee meetings will be held by remote access (video conference). Details of how to follow the proceedings will be available on the website here:

<https://www.london.gov.uk/moderngov/ldc/ieListDocuments.aspx?CId=416&MId=6279&Ver=4>

Committee Members:

Simon Blanchflower CBE (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 Minutes of the previous meeting held on 1 December 2020 (Pages 1 - 4)

The Committee is asked to agree the minutes of the meeting held on 1 December 2020.

4 Matters Arising and Action List (Pages 5 - 6)

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

5 Executive Director of Park Operations and Venues' Update (Pages 7 - 12)

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

6 LLDC Park and Venue Safeguarding Report October - December 2020
(Pages 13 - 14)

The Committee is asked to note the Safeguarding report.

7 Review of Committee Terms of Reference (Pages 15 - 20)

The Committee is asked to note the updated Terms of Reference.

8 Committee Forward Look (Pages 21 - 24)

The Committee is asked to agree the Forward Plan.

9 London Stadium Update (Pages 25 - 28)

The Committee is asked to note the update on the Stadium.

10 Construction Related Health and Safety Update (Pages 29 - 30)

The Committee is asked to note the update on issues related to construction health and safety.

11	Health, Safety and Security Risk Update	(Pages 31 - 34)
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The Committee is asked to note the update on health, safety and security risks.

12 Any other business the Chair considers urgent

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

13 Date of Next Meeting

Monday 14 June 2021 at 3pm.

14 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).

15 Minutes of the previous meeting held on 1 December 2020 containing exempt information (Pages 35 - 38)

The Committee is asked to agree the minutes of the meeting held on 1 December 2020 that contain exempt information.

16 Matters Arising and Actions List that contain exempt information
(Pages 39 - 40)

The Committee is asked to note the matters arising from the previous meeting,

17 Executive Director of Park Operations and Venues' Update - Exempt information relating to the Item on Part 1 (Pages 41 - 94)

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

18 Construction Related Health and Safety Update - Exempt information relating to the Item on Part 1 (Pages 95 - 122)

The Committee is asked to note the update containing exempt information, on the health and safety issues relating to construction.

19 Health and Safety Security Risk Update - Exempt information relating to the Item on Part 1 (Pages 123 - 134)

The Committee is asked to note the appendix containing exempt information relating to the health, safety and security risk update.



MINUTES

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

Date: Tuesday 1 December 2020

Time: 11.00 am

Venue: via Office Teams

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

In Attendance: Mark Camley, Executive Director of Park Operations and Venues
Colin Naish, Executive Director of Construction
Peter Tudor, Director of Visitor Services
Tony Tolley, Head of Security and Safety
Rosanna Lawes, Executive Director of Development
Lee Stranders, Risk Manager
Peter Swordy, Director of Health, Safety and Compliance, London Stadium
Rachel Massey, Board Secretary
Sue Riley, GLA Secretariat

1 Apologies for Absence

- 1.1. There were no apologies for absence.
- 1.2. The meeting was being held via remote access in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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 22 September 2020

- 3.1 It was agreed that the minutes of the meeting of the Committee held on 22 September 2020 be signed by the Chair as a correct record.**

4 Matters Arising and Action List

- 4.1 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 update report. It was noted that the threat level had been raised to severe and additional resources had been deployed on the Park. The office remained open for those employees with specific work or wellbeing needs.

- 5.2 The Committee noted the report.**

6 LLDC Park and Venue Safeguarding Report July-September 2020

- 6.1** The Director of Visitor Services provided an update on safeguarding from July to September 2020.

- 6.2** It was agreed that all operators within the Park under contract to LLDC, including temporary or interim arrangements, should be advised that a Safeguarding Policy must be in place before they can operate. **[Action: Director of Visitor Services]**

- 6.3** The Committee update report to the Board should include a progress report on Safeguarding and the annual review. **[Action: Board Secretary]**

- 6.4 The Committee noted the report.**

7 London Stadium Update

- 7.1** The Director of Health Safety and Compliance LS185 introduced the update on Health, Safety and Security activity related London Stadium.

- 7.2** The Committee was updated on the outcome of discussions arising from the Safety Advisory Group meeting to review plans for fans returning to the Stadium, and was co-ordinating guidance under the new Covid-19 restrictions, including mask wearing at all times and temperature checks. The complications of some supporters attending from Tier 3 areas was also being discussed and control mechanisms being put in place.

- 7.3** The Chair thanked the Stadium team for their work in keeping the Stadium operational.

- 7.4 The Committee noted the update.**

8 Construction Related Health and Safety Update

8.1 The Head of Security and Safety presented the update on the LLDC's Health and Safety wellbeing activity related to construction activity across the Park.

8.2 The Committee noted the report.

9 Health, Safety and Security Risk Update

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

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

11.1 The Committee noted that the next meeting was due to be confirmed in 2021.

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 22 September 2020 containing exempt information

13.1 It was agreed that the minutes of the meeting of the Committee held on 22 September 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.

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 presented the update report containing exempt information.

15.2 The Committee noted the report.

16 Stadium Update - Exempt information relating to the item on Part 1

16.1 The Director of Health Safety and Compliance LS185 presented the Stadium Update and the Stadium Evacuation for event and non-event days presentation containing exempt information.

16.2 The Committee noted the presentation.

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

17.1 The Head of Security and Safety LLDC Park Operations and Venues presented the update containing exempt information, on construction related health and safety matters.

17.2 The Committee noted the report.

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 introduced the report providing further exempt information relating to Health, Safety and Security Risks.

18.2 A number of actions were agreed at the meeting.

18.3 The Committee noted the report and appendix.

19 Close of Meeting

19.1 The meeting ended at 1pm.

Chair

Date

Contact Officer: Rachel Massey, LLDC, Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ, Tel: 020 3288 1829, Email: rachelmassey@londonlegacy.co.uk

Health, Safety and Security Committee Actions List (reported to the meeting on 15 March 2021)

Actions from the last meeting (1 December 2020)

Minute No.	Item/Description	Action By	Target Date	Status/note
6.2	LLDC Park and Venue Safeguarding Report July-September 2020 Park operators under contract to the LLDC should be advised a Safeguarding Policy should be in place before they operate.	Peter Tudor	15 March 2021	All except one operator have previously supplied their policies.
6.3	LLDC Park and Venue Safeguarding Report July-September 2020 Include a progress report on Safeguarding and the annual review in the Committee update report to the LLDC Board.	Rachel Massey	19 January 2021	Complete. An update was included in the report from the Committee to the 19 January 2021 Board.

Actions from the last meeting

Minute No.	Item/Description	Action By	Target Date	Status/note
5.4 (5 March 2020)	Executive Director's Report Submit an update report on the final Trivandi review and carry out a final review.	Mark Camley	Late 2021	Recommendations completed and a follow up review to be undertaken later in the year.

Subject: Executive Director of Park Operations and Venues' Update
Meeting date: 15 March 2021
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 Committee is asked to note this report.**

3. INCIDENTS

- 3.1. There were no major incidents in the period. The table below sets out the number of incidents between Nov 2021 – Jan 2021.

Number of incidents:

Type of incident	Stadium	Park and Other Venues	East Bank	Development sites	UCL(E)	Office and other sites
Major (RIDDOR)	0	0	0	0	0	0
Major (non-RIDDOR)	0	0	0	0	0	0
Disease	2	0	17	0	0	0
Minor	0	10	5	0	1	0
Near misses	25	5	2	0	1	1
Fatalities	0	0	0	0	0	0
Dangerous occurrences	1	0	0	0	0	0

- 3.2. There were no RIDDOR cases. There were a number of near misses for stadium ranging from fire main leak, to blocking of fire doors with chairs/bins to more serious items such as contractors conducting hot works without a permit and persons walking into a live exclusion zone. A dangerous occurrence happened whereby a damaged power cable pitch side caused minor electric shock to member of the grounds team. Review of all similar cable conditions and method of management undertaken, and the offending cable replaced.

Stadium near misses/incidents

Vinci	Sub-contractor found using a blow torch to stick down COVID stickers on podium toilet floors without hot works permit.	Engineer fell through the back of an office chair, the back support gave out in the VINCI office. No one was injured.	Fire main leaked in the Vinci Office	Waste bin found underneath shutter
Vinci	Chair blocking outside fire door	Found chair keeping fire door open	Found fire doors propped open by 2 stands	Metal ceiling tile dropped down because it wasn't installed properly
Vinci	Trolley found on fire escape staircase	Barriers not in position to block access to exclusion zone at Block 156	Running man sign found on floor, Block 102	Ecolab Hawkman spotted walking in the exclusion zone in the North West stand
Vinci	Flooring causing a possible trip hazard	Water tank boiler next to lift 11 podium level released pressure in an engineer's face. No lasting effect.	31st January ice patches in Car park 1 – it had been treated and it seems this was caused due to an early morning refreeze.	
West Ham	Warehouse manager reported that a member of warehouse staff hit his head on the racking. No residual issues	Mask wearing sporadic in WH shop and warehouse	Temperature check refused by WH member of staff on entrance to Gate 1	
MUSCO	Hawkeye operatives were locked on the roof – 001 Incident 05-11-2020 – Locked roof access	No barriers into bowl, foot patrol - Block 123 - 18 Nov 2020 .		

LS185	Trip Hazard on expansion Joint - Exit 18 and the Stadium store 27 Nov 2020	Cable hanging loose Bridge 124 Nov 2020	30 Nov 2020 - Cable trench for Broadcast panels left exposed – safety hazard	
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- 3.3. An additional ongoing Stadium issue is the trip hazard presented by the green matting around the pitch behind the digital advertising boards and in the corner tunnel areas. It is an ongoing issue and needs addressing.
- 3.4. In the Park and other venues, areas most items are cycle fall related with no single area of fault but mainly due to rider error. Tow paths have been closed on numerous occasions due to flooding and reopened once cleaned.
- 3.5. A near miss was recorded with an event vehicle not waiting for HVM barriers to be lowered fully, and moving forward at speed resulting in the vehicle being written off.
- 3.6. One near miss was recorded in 1 Stratford Place, in relation to falling ceiling light fittings in the toilet area – both replaced.

Park and other venues near misses/incidents

5.11.20	Hopkins Field	Cyclist fell off bicycle. London Ambulance attended site, cyclist taken to hospital.	16.11.20	Middlesex Way	Female fell from bicycle
30.11.20	Waterworks	An E-scooter and cyclist collided as the E-scooter tried to avoid a group of people. The cyclist required first aid the E-scooter rider	30.11.20	Diamond Bridge	Cyclist fell off bicycle self, administered first aid
4.12.20	Clarnico Lane	Road Traffic Accident no further information available.	7.12.20	Mandeville Place	A male fell from his bicycle he refused first aid.
9.12.20	HO5 Bridge	An event vehicle collided with a bollard	11.12.20	City Mill Path	Dangerous behaviour identified. People advised and complied with security.
14.12.20	London Aquatic Centre	Dangerous behaviour, advised to cease and complied	15.12.20	River Lea	Canal footpath closed due to flooding
10.12.20	City Mills River	Member of the public attempted to rescue injured bird	17.12.20	Marshgate Lane	Fire on Canal path

21.12.20	SPK Outdoor Gym	Male fell from the monkey bars resulting in injuring his shoulder. Stated that he will make his own way to hospital.	27.12.20	TJ Boulevard	Male came off his 1 wheelie scooter - refused first aid assistance
28.12.20	North park	River Lead flooding area was closed off	11.01.21	Mandeville Place	Cyclist fell off their bicycle incident occurred 5th January no further info available
14.1.21	North park	Footpaths closed due to flooding	19.01.21	F10 Bridge	Cyclist fell off bicycle, incident recorded on 20th Jan

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

	Park	UCL	Stadium
Tool Box Talks	0	36	75
Safety Moments	0	4	0
Inductions	0	275	25
Safety Tours (SPVS) / Patrols	24	72	720*

***Patrols**

4. COVID 19

- 4.1. Following the latest Government guidelines, staff are continuing to work from home where they can. 1 Stratford Place remains a COVID secure office and is available for staff that have particular work or other needs to attend the office, with the agreement of their EMT member and following the process and protocols.
- 4.2. The Park has remained popular with local people, with attendance of around 200k visits per month. Social distancing control has remained a challenge during this period, and signs were refreshed throughout the Park, and the London Stadium screen used to promote appropriate messaging.
- 4.3. Most venues on the Park reopened when restrictions were lifted, with COVID safe measures developed by the operators working with LLDC. They are currently closed to the public, although elite sport training and competition behind closed doors continues.
- 4.4. 3 Mills Studios has continued to operate with a clear set of operating procedures in place. All productions are required to follow British Film Commission (BFC) Covid-19 guidelines and productions have COVID managers in place.
- 4.5. A number of runs including the QEOP Half Marathon were planned for outdoor areas of the Park but were cancelled. The Park continues to be used for location filming following the BFC guidelines.
- 4.6. LLDC COVID control measures in place include:
 - Offices open for need use only;
 - Face coverings required when moving around office;

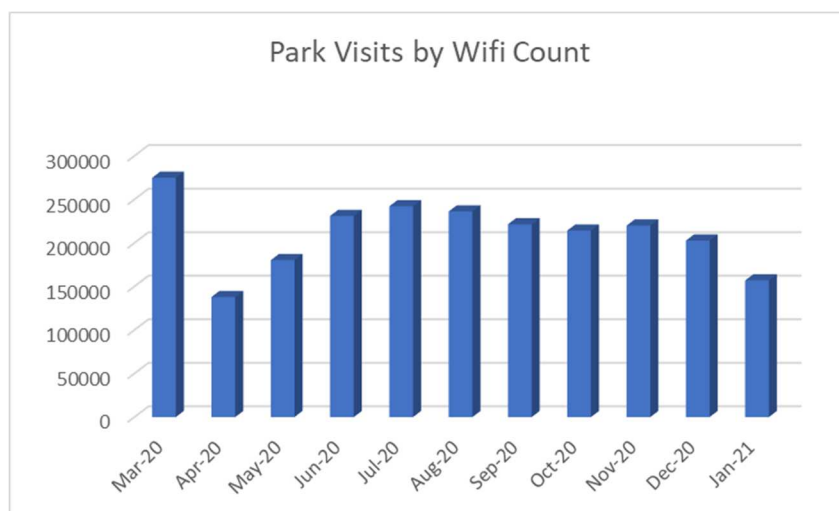
- Formal sign off and risk assessments required for all site based visits.

4.7. London Stadium COVID control measures in place include:

- Masks mandatory in all indoor and outdoor areas when not at workstation;
- Staff working in a rota system – Orange and Blue alternate teams for match days;
- All staff working from home unless on events and event preparation;
- Stadium measures have been adapted and developed since March 2020 to reflect changes in UK Law, government policy and changing risk levels.

5. KEY DEVELOPMENTS

- 5.1. All of Trivandi recommendations have now been implemented.
- 5.2. There were no major events in the Parkland during the period. Visitor numbers have followed seasonal patterns.



- 5.3. During the period, Anti-Social Behaviour reduced initially but has gradually increased to stand around pre-crisis levels in some areas particularly the Multi Story Car Park. Robberies did increase on park, which was representative of the wider London incidents. Plain clothes exercises were conducted with the MPS and an arrest made. As a higher proportion of construction workers are using private motor vehicles, an initial increase in theft from vehicles occurred, which tapered off in January 2021.
- 5.4. Delays to the completion of North South highway continue. Park operations and Stadium events are managing round these and the on-going works on Copper Street and Thornton Street.
- 5.5. Regular safety reviews of East Bank works have continued and are detailed in the private papers.
- 5.6. There were no major issue on either the Chobham Manor or the Eastwick developments.

6. APPENDICES

- 6.1. None

List of Background Papers

- None

Report originator(s):

Mark Camley

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Subject: LLDC Park and Venue Safeguarding Report October-December 2020

Meeting date: 15 March 2021

Report to: Health, Safety and Security Committee

Report of: Peter Tudor, Director of Visitor Services (DSO)

This report will be considered in public

1. SUMMARY

1.1. This paper provides an update on Safeguarding for October-December 2020 as reported by the following:

- ArcelorMittal Orbit
- Copper Box Arena
- London Aquatics Centre
- The Last Drop
- Timber Lodge
- 3 Mills Studios
- London Stadium
- Waterways activities
- Hackney Bridge
- LLDC Events
- Our Parklife (volunteer programme)
- Park Security

1.2. There were thirteen reported incidents in total. All related to general Park visitors and not to the venues, most of which were closed for much of the reporting period.

1.3. LLDC is not responsible for the Lee Valley venues or Here East.

2. RECOMMENDATION

2.1. The Committee is asked to note the report.

3. VENUES AND PARK

3.1. The venues were close for much of the quarter due to the pandemic, with brief opening periods only. The venues reported that there were no safeguarding issues during the days when they were able to open.

3.2. The Park remained open, and there were around 230k visits each month.

3.3. There were thirteen reports of vulnerable people on the Park in the quarter: some of these were incapacitated due to drink or drug related issues, and some were due to mental health issues. In some instances, the Police were the first to contact LLDC Security to ask for assistance in locating people who were thought to be in the Park. Park Security supported in each instance and the Police/Ambulance Service attended on three occasions. There was one incident of a lost child subsequently reunited with their parent.

4. VENUE POLICIES

- 4.1 Barge East (boat restaurant on the Lee Navigation canal under licence from CRT with some land leased from LLDC) have not yet submitted their Safeguarding Policy to LLDC. Discussions continue to support them as they develop this.
- 4.2 Hackney Bridge (East Wick interim use) will not open fully until later in the year and LLDC will be supplied with the Safeguarding Policy prior to the public facilities opening.

5. APPENDICES

- 5.1. None.

<p>List of Background Papers: LLDC's Safeguarding Policy</p>

Report originator:

Peter Tudor

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Email:

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Subject: Review of Committee Terms of Reference
Meeting date: 15 March 2021
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 and 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.
- 3.2. The Health, Safety and Security Committee was established in January 2019 and the also Board approved its terms of reference. Following the acquisition of LS185, the Director of Health Safety and Compliance, London Stadium was added to the attendee list.
- 3.3. The Terms of Reference have been reviewed since then to reflect the changing priorities of LLDC. In July 2019, a role in relation to the remit of the Committee to ensure that any implications for the implementation of the transition strategy are taken into consideration when taking decisions was included in line with other committees.
- 3.4. This review of the Committee's terms of reference was delayed from 2020.
- 3.5. The Health, Safety and Security Committee comprises the following LLDC Board Members:
 - Simon Blanchflower (Chair)
 - Nicky Dunn
 - Keith Edelman
- 3.6. A representative from the Mayor of London is an observer to the Investment Committee.

4. PROPOSED CHANGES

- 4.1. The proposal is to amend the terms of reference of the Committee to include:
 - 4.1.1. Further detail on the Committee's role in relation to inclusion and diversity including taking inclusion and diversity into consideration when making decisions and measuring progress in relation to relevant inclusion and diversity Corporate objectives.
- 4.2. The proposed revised terms of reference are included in 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 Investment Committee Terms of Reference

List of Background Papers:

Papers for the meeting of the Board July 2019

LLDC Standing Orders

Report originator(s):

Telephone:

Email:

Rachel Massey

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Appendix 1: Terms of reference of the Health Safety and Security Committee (changes to existing terms shown underlined)

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.~~ 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 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 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	February 2020		



Subject: Committee Forward Look
Meeting date: 15 March 2021
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 key dates and consequent workplan for the Committee over the next 12 months.

2. RECOMMENDATION

- 2.1 **The Committee is asked to agree the focus of the workplan for next 12 months.**

3. BACKGROUND

- 3.1. The Committee was brought into being to ensure a continued focus on health and safety. The Committee is designed to provide assurance to the Board during this heightened level of activity.
- 3.2. COVID-19 and its impact has been a major feature of 2020/21. This has resulted in some activities being cancelled, for example events, and others being subject to delay, for example some elements of construction and infra-structure work. However, there has been huge progress on a number of fronts and work arounds (e.g. football behind closed doors) in other areas. The response to the virus will continue to play a role in the activity on and around the park for some months to come, so the proposed focus is subject to change.
- 3.3. It is proposed that with the public returning to venues, including stadium crowds returning that there is a focus on the return of football crowds in the June meeting. It is proposed that there is a site visit to East Bank incorporated as part of a focus on Construction at the September meeting. The December meeting would focus on follow ups on the Trivandi Review and Road Safety Reviews, and preparations for LLDC's office move.
- 3.4. This paper seeks agreement to a focussed workplan over the next 12 months.

Month	Main Activity	HSS Committee focus
March meeting	East Bank Chobham Manor East Wick phase 2 UCL	Construction Health and Safety Road Safety Review

Month	Main Activity	HSS Committee focus
	Construction Transport Football BCD	
June meeting	East Bank Chobham Manor East Wick phase 2 UCL Construction Transport Preparation for return of crowds	Stadium Events
September meeting	East Bank Chobham Manor East Wick phase 2 UCL Construction Transport Events BAU	East Bank site visit Construction Health and Safety
December meeting	East Bank Chobham Manor East Wick phase 2 UCL Construction Transport Events BAU	Trivandi follow up Road Safety Reviews follow up LLDC office move preparations

4. FINANCIAL IMPLICATIONS

- 4.1. Funding requirements are being progressed through LLDC's annual budget and business plan development.

5. LEGAL IMPLICATIONS

- 5.1. There are no legal implications from the workplan.

6. PRIORITY THEMES

- 6.1. LLDC's priority themes will be considered as the workplan is implemented.

7. APPENDICES

- 7.1. None.

List of Background Papers: None
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Report originator(s):
Telephone:
Email:

Mark Camley
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Subject: London Stadium Update
Meeting date: 15 March 2021
Report to: Health, Safety and Security Committee
Report of: Peter Swordy, Director of Health Safety and Compliance LS185

This report will be considered in public

1 SUMMARY

- 1.1. This report provides an update on Health, Safety and Security activity related London Stadium.

2. RECOMMENDATION

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

3. LONDON STADIUM - BEHIND CLOSED DOORS MATCHES

- 3.1. Behind closed doors matches have continued. However, one match on 5 December 2020 West Ham V Man United was held for Return of Spectators (RoS) – 2,000 capacity based on L B Newham assessment. A significant amount of work was undertaken for this match on social distancing, sanitising, control measures and fan confidence. Unfortunately following a sharp increase in Covid 19 cases all RoS matches were then suspended. Following government announcement on 22 Feb 2021 the next West Ham match with RoS is potentially on 23 May 2021 for up to 10,000 socially distanced spectators.

- 3.2. Matches held since the last LLDC HSSC reported match (WH v Fulham 7 November 2020):

West Ham v Manchester United PL	5 December 2020 (RoS - 2,000)
West Ham v Crystal Palace PL	16 December 2020
West Ham v Brighton & HA PL	27 December 2020
West Ham v Burnley PL	16 January 2021
West Ham v West Bromwich Albion PL	19 January 2021
West Ham v Doncaster FA Cup	24 January 2021
West Ham v Liverpool PL	31 January 2021
West Ham v Sheffield United PL	15 February 2021
West Ham v Tottenham PL	21 February 2021

- 3.3. The RoS match on 5 December 2020 was well run with a few learning points:

- Only around 1,700 people turned up out of 2,000 allocated ticket holders. The welcome by St John Ambulance staff as temperature checkers was very welcome and professional.

- Allocation of households in hospitality was not fully in line with COVID-19 guidance at time.
 - All attendees had to state they had no exemption from wearing masks. During the match several people claimed mask exemption which made the stewards task more complex.
 - Queues for food and drink (no alcohol in General Areas) were well managed but there were some clusters and dwelling in concourse areas, which was also at times difficult to manage.
- 3.4. West Ham protestors largely disappeared at the BCD games. The main issue was autograph hunters.

SECURITY

- 3.5. Reduction in national terror threat level from Severe to Substantial. Advice has been to not reduce staffing levels for BCD matches until after a period of review.
- 3.6. Noted increase in phone snatches from persons in Queen Elizabeth Olympic Park.
- 3.7. Attempted ingress by persons wanting to post videos on Tik Tok getting into stadium.
- 3.8. Persons with Mental health issues trying to gain access.
- 3.9. Projects on consolidating security of stadium ongoing:
- Access control system to replace near end-of-life systems.
 - Improvement to living wall and review to fencing points around stadium.
 - Design work on creation of Bridge 1 Canopy to replace existing.

PROJECTS

- 3.10. Variation to Premises Licence for use of stand for entertainment to be applied for. Police and LB Newham have insisted that the North Platform not open for football half time and only 500 persons allowed at any one time in football mode.
- 3.11. LED Floodlight replacement completed by Musco.

HEALTH AND SAFETY ADVICE & TRAINING

- 3.12. The Current Lockdown now has 4 stage Roadmap out. This does not directly affect major stadium operations until 17 May 2021. Football matches up to 10,000 capacity may be held. It is not yet clear if other major summer events may be held at limited or full capacity.
- 3.13. Training is being reviewed for Conflict Management and Physical Intervention.
- 3.14. NVQ3 Spectator Safety has been delivered for several new supervisors and the roll out of NVQ2 is imminent.
- 3.15. There are new First Aid training requirements for new courses and re licensing courses for NVQ2 and SIA Door Supervisors.
- 3.16. The new Health and Safety Manager Bode Akanbi has begun work and already made an impact on effective and safe running of the stadium.
- 3.17. The new Protect Duty (Martyn's Law) is out to consultation from end February 2021 for 18 weeks. This is proposing a duty on venues and public building to assess their risks and assess their external spaces. LS185 will make a consultation response.

- 3.18. Reviewing and updating internal operational risk assessments as part of the annual review.
- 3.19. Reviewing the H&S induction content and investigating moving the presentation to the Learning Hub platform
- 3.20. Currently utilising the Venue Aware management system to capture incidents/accidents/near misses on match days. If successful, the system might be expanded to non-match days.

4. APPENDICES

- 4.1. None

List of Background Papers

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| <ul style="list-style-type: none">• None |
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Subject: Construction Related Health and Safety Update
Meeting date: 15 March 2021
Report to: Health, Safety and Security Committee
Report of: Tony Tolley, Head of Security and Safety LLDC Park Operations and Venues

This report will be considered in public

1. SUMMARY

- 1.1. This report provides an update on Health, Safety and Wellbeing activity related to construction activity. There have been a number of matters of note over the last period, across the range of construction.
- 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 Committee is asked to note this report.**

3. AREAS OF ACTIVITY

- 3.1 The report in part 2 sets out further exempt information relating to different areas of activity:
 - East Wick and Sweetwater (including SIW)
 - Chobham Manor
 - MACE N06
 - Glencar – Makeshift
 - MACE – UCL
 - VINCI – UCL
 - East Bank – Stratford Waterfront
 - Construction Transport

4. FINANCIAL IMPLICATIONS

- 4.1. Funding requirements are being progressed through LLDC's annual budget and business plan development.

5. LEGAL IMPLICATIONS

- 5.1. There are no legal implications from the workplan.

6. PRIORITY THEMES

6.1. LLDC's priority themes will be considered as the workplan is implemented.

7. APPENDICES

7.1. None.

List of Background Papers:

None

Report originator(s):

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Tony Tolley

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Subject: Health, Safety and Security Risk Update
Meeting date: 15 March 2021
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 to the Committee on major health, safety and security risks identified by LLDC.
- 1.2. Further information on the risks contained this report, including a heat map, can be found in a separate item on Part 2 of the agenda (contains exempt information). The information is exempt by virtue of part 1, paragraphs 3 and 7 of Schedule 12A of the Local Government Act 1972 in that it contains information relating to the financial or business affairs of a person or authority, 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. The Health, Safety and Security risk register was presented to the Committee at its 1 December 2020 meeting with reviews of the associated risk heat map conducted at the subsequent Committee meetings. The risk register has been updated through engagement with key officers across the Corporation, including colleagues from Park Operations and Venues, Construction and Development.
- 3.2. The most notable changes since the last Committee meeting include:
 - An increase in the consequence of crime, with a trend in violent incidents occurring across the London region, and traffic, with the combination of construction and anticipated retail customer traffic (including pedestrian) in the area surrounding the Park and Westfield shopping mall.
 - A reduction in risk likelihood for non-event crowd management, in-park crowd disturbance and flooding.
 - A reduction in consequence of food poisoning and hazardous substance spills reflecting the reduced usage of the LLDC facilities.
- 3.3. The key risks areas are set out below:
 - Crowd Management (stadium, non-stadium, non-event related)
 - Temporary structure failure
 - Structural Failure - Permanent Works

- Construction (Traffic; Interfaces with 3rd parties; Dust, noise and vibration; Safe construction; Ground penetrations; Fire; Security breach)
- Crowd disturbance
- Crime
- Terrorism
- Regulatory non-compliance
- Systems and equipment failures
- Loss of safety critical systems
- Fire
- Flood
- Food Poisoning
- Water
- Property occupation / illicit use
- LLDC workforce health and safety
- Traffic
- Hazardous substances
- Lightning strike
- Imposed H&S working changes
- Major spillage
- Breach of confidentiality
- Pandemic
- Safeguarding

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

5.1. There are no legal implications 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

7.1. No appendices

List of Background Papers:

Papers for the Committee meeting 1 December 2020

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By virtue of paragraph(s) 3, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 17

By virtue of paragraph(s) 3, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

By virtue of paragraph(s) 3, 7 of Part 1 of Schedule 12A
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of the Local Government Act 1972.

Agenda Item 19

By virtue of paragraph(s) 3, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

