

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

Meeting Date: Tuesday 22 September 2020

Time: 2.00 pm

Venue: via 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 Tuesday 22 September 2020 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=317&MId=6212&Ver>

Committee Members:

Simon Blanchflower CBE (Chair)
Nicky Dunn OBE
Keith Edelman

1 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.

2 Apologies for Absence

3 Minutes of the previous meeting held on 5 March 2020 (Pages 1 - 4)

The Committee is asked to agree the minutes of the meeting held on 5 March 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 report.

6 LLDC Park and Venue Safeguarding Report September 2020 (Pages 13 - 16)

The Committee is asked to note the update on safeguarding.

7 London Stadium Update (Pages 17 - 20)

The Committee is asked to note the update.

8 Construction Related Health and Safety Update (Pages 21 - 22)

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

9 Health, Safety and Security Risk Update (Pages 23 - 26)

The Committee is asked to note the report.

10 Any other business the Chair considers urgent

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

11 Date of Next Meeting - To be confirmed

12 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.

13 Minutes of the Previous Meeting Held on 5 March 2020 containing exempt information (Pages 27 - 30)

The Committee is asked to agree the minutes of the meeting held on 5 March 2020 that contain exempt information.

14 Matters Arising and Actions List that contain exempt information (Pages 31 - 32)

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

15 Executive Director of Park Operations and Venues Update - Exempt information relating to the Item on Part 1 (Pages 33 - 42)

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

16 Construction Related Health and Safety Update - Exempt Information relating to the item on Part 1 (Pages 43 - 46)

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

17 Health, Safety and Security Risk Update - information relating to the Item on Part 1 (Pages 47 - 50)

The Committee is asked to note the Health, Safety and Security Risk update containing exempt information.

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MINUTES

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

Date: Thursday 5 March 2020
Time: 12.30 pm
Venue: LLDC, Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ

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 Safety and Security
Tony Westbrook, Head of Development
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.

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 26 September 2019

- 3.1 It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 26 September 2019 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's Report

5.1 The Executive Director of Park Operations and Venues presented the update on health, safety and security activity.

5.2 The demonstration by West Ham United football club fans on 29 February 2020 had been well managed, supported by police intelligence, with no impact on the game on the day.

5.3 It was noted that the Road Safety Review was slightly delayed. A report on the Road Safety Review would be submitted to a future meeting.

[Action: Executive Director of Park Operations and Venues]

5.4 It was noted that Task 5.1.4, as set out in Appendix 1, had been completed. All actions would be completed by the end of April 2020 and Trivandi would carry out a final review. An update report would be submitted to the next meeting.

[Action: Executive Director of Park Operations and Venues]

5.5 The unexploded ordinance action plan would be reviewed and updated.

[Action: Head of Safety and Security]

5.6 The Committee noted the report.

6 Construction Related Health and Safety Update

6.1 The Head of Security and Safety presented the update on health, safety and wellbeing activity related to construction activity.

6.2 The Committee noted the report.

7 LLDC Venue Safeguarding Report - March 2020

7.1 The Director of Visitor Services introduced the update on Safeguarding for June-December 2019.

7.2 LLDC and Our Parklife, who operate the park volunteer programme, had been discussing options for carrying out basic DBS checks on volunteers in addition to the ID checks following discussion by the LLDC Board. Our Parklife were reluctant to accept liability if an individual refused to undertake the DBS check. It was agreed that Option 1 should be pursued.

[Action: Director of Visitor Services]

7.2 The Committee noted the report.

8 Health, Safety and Security Risk Update

8.1 The Executive Director of Park Operations and Venues presented the update on

major health, safety and security risks identified by LLDC.

8.2 The Committee noted the report.

9 Forward Plan

9.1 The Executive Director of Park, Operations and Venues introduced the key dates and consequent workplan for the Committee over the next 12 months.

9.2 The Committee agreed the workplan for the next 12 months, subject to the Road Safety Review being added to June 2020, with any necessary follow up in December 2020.

10 Any other business the Chair considers urgent

10.1 The Executive Management Team had met to consider the risk of COVID-19 and the impact on the workforce and venue operations. A number of contingency plans were in place to address the issues identified, including volunteers and stewarding. Staff briefings had been held to provide information and assurance and discussions held with key stakeholders. IT resilience, remote working arrangements and business continuity plans were also being tested and assessed.

10.2 The resilience of MACE and the East Bank development had been reviewed, including critical staff such as tower crane operators. An impact tree and RAG status had been developed.

11 Date of Next Meeting

11.1 The Committee noted that the next meeting was due to be held on 22 September 2020 at 2pm.

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 26 September 2019 containing exempt information

13.1 It was agreed that the minutes of the meeting of the Health, Safety and Security Committee held on 26 September 2019, containing exempt information be signed by the Chair as a correct record.

14 Matters arising and actions list that contain exempt information

14.1 The Committee noted the Actions List containing exempt information.

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

15.1 The Executive Director of Park Operations and Venues presented the update on health, safety and security activity, containing exempt information.

15.2 The Committee noted the report.

16 Construction related health and safety update - Exempt information relating to the item on Part 1

16.1 The Head of Security and Safety presented the update on health, safety and wellbeing activity related to construction activity, containing exempt information.

16.2 The Committee noted the report.

17 LLDC Venue Safeguarding Report March 2020 - Exempt information relating to the item on Part 1

17.1 The Director of Visitor Services introduced the additional exempt information on Safeguarding for June-December 2019.

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 exempt appendix on health, safety and security risks.

18.2 The Committee noted the appendix.

19 Close of Meeting

19.1 The meeting closed at 2pm.

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 22 September 2020)

Actions from the last meeting (5 March 2020)

Minute No.	Item/Description	Action By	Target Date	Status/note
5.3	Executive Director's Report Submit a report on the Road Safety Review to a future meeting.	Mark Camley	Early 2021	Work delayed due to COVID. Will be submitted to a future meeting.
5.4	Executive Director's Report Submit an update report on the final Trivandi review and carry out a final review.	Mark Camley	22 September 2020	In progress. Update on actions included in Executive Director's update (exempt information), work has been delayed due to planning for behind closed doors and re-opening planning.
5.5	Executive Director's Report Review and update the unexploded ordinance action plan.	Tony Tolley	22 September 2020	Complete. The action plan has been reviewed.
7.2	LLDC Venue Safeguarding Report - March 2020 Pursue option 1 in relation to the options for carrying out basic DBS checks on volunteers.	Peter Tudor	22 September 2020	In progress. An update on this item is on the agenda for this meeting.

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Subject: Executive Director of Park Operations and Venues' Update
Meeting date: 22 September 2020
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 on 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 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. INCIDENTS

- 3.1 There were two major (RIDDOR) incidents in the period. The majority of the incidents (35) were low level incidents, a high proportion of the park incidents are the result of people falling from cycles or scooter. The table below sets out the number of incidents between June and August 2020.

Number of incidents:

Type of incident	Stadium	Park and Other Venues	East Bank	Development sites	UCL(E)	Office and other sites
Major (RIDDOR)	1	0	1	0	0	0
Major (non-RIDDOR)	0	0	0	0	0	0
Disease	0	0	0	0		0
Minor	6	26	2	0	1	0
Near misses	34	1	1	0	0	1
Fatalities	0	0	0	0	0	0
Dangerous occurrences	0	1	1	0	0	0

- 3.1. The two major incidents were: Page 7

- 3.1.1. A fracture of two toes at the Stadium. There was an incident during the Arena Transition works. A forklift was being marshalled to place its load when the stillage broke and dropped steels on the foot of the marshal. Two broken toes resulted, as the steel hit above the toe cap. The operative was off work for seven days.
- 3.1.2. An incident at East Bank resulted in a broken wrist for one operative. This incident is set out in more detail in the construction paper.
- 3.2. There were 37 near misses across all activity areas.
- 3.3. The following proactive interventions were undertaken during the period.

Tool Box Talks	150
Safety Moments	9
Inductions	458
Safety Tours (SPVS)	389

4. COVID 19

- 4.1. A full report on the response to Covid 19 and the recovery from it was included in the CEO's report to the July Board. This section provides a short update and picks up key points.
- 4.2. The Park has remained open throughout and following initial closures all the venues and facilities are now open to some extent except for Timber Lodge café and kiosks. Certain parts of the playgrounds remain closed (eg south park fountains).
- 4.3. A small cadre of staff have been attending the office throughout the period. Re-opening of the 1 Stratford Place (1SP) office to staff more generally is underway, with four phases taking the organisation through to January 2021 and accommodating up to 95 individuals on the premises at any one time. Appropriate risk assessments and mitigation measures have been put in place to facilitate re-occupation. Phase 1 (15 staff) is complete and phase 2 (30 staff) starts from 7 September 2020. Park HQ has been operational throughout and a similar approach to getting more people into that office will be adopted as for 1SP.
- 4.4. Since March 2020, the Stadium had introduced a range of Covid 19 risk assessments, policies, standard operating procedures and control measures (PPE, one way systems, signage, anti-bacterial / anti-virus touch points, hand sanitisers) have been put in place. These have been consulted upon with staff, tenants, partner companies and the local authority.
- 4.5. Staff have continued to work from home. Key staff have worked on an ad hoc and rota basis at the Stadium and the Facilities and security teams have continued to work on patrols, monitoring and maintenance. Delaware North (DN) catering have largely furloughed nearly all staff with no operations to run. However, the seat moves and new north and south stands have meant DN are now operating a site canteen (using SD and enhanced hygiene protocols).
- 4.6. Site contractors (Vinci, P7 and Arena) have each been required to produce their own site working protocols and control measures. The Stadium measures have been adapted and developed since March to reflect changes in UK Law, government policy and changing risk levels.
- 4.7. There have been no Covid 19 cases at the stadium of any employee or worker.

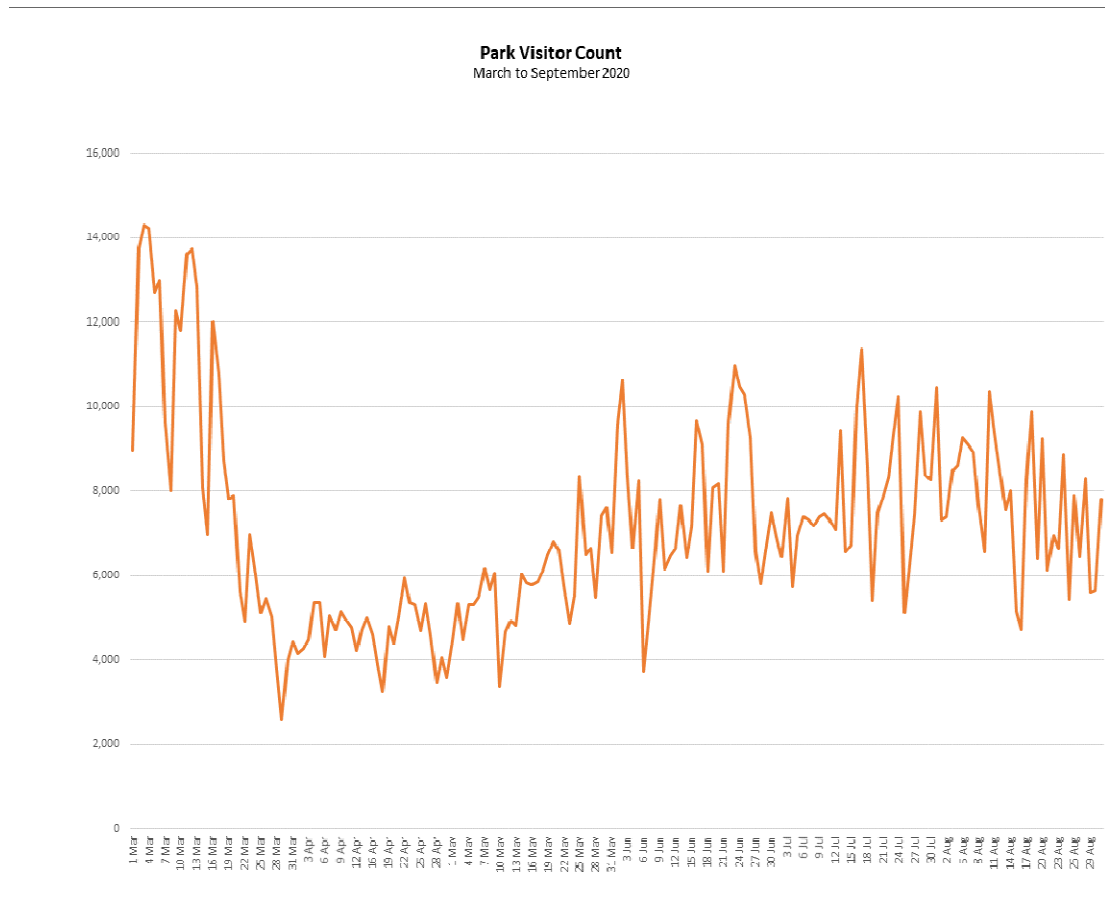
5. KEY DEVELOPMENTS

London Stadium

- 5.1. Of the 68 recommendations in Trivandi Phase 1 and 2 reports, LS185 have completed 63 and 5 are in progress. A table setting out the position on the outstanding recommendations is attached to the private report. The majority of these are scheduled to be completed by end October 2020 (subject to the impact of Covid 19 on working patterns). A follow up review by Trivandi will be arranged when operations are in a later phase of recovery.

Park and Venues, excluding Stadium

- 5.2. There were no major events in the Parkland during the period.
- 5.3. Visitor numbers are down since lock down began – in part driven by venues, schools and construction sites being closed; also with Westfield largely empty, no secondary visitors attended from there. Therefore, only Park specific visitors are being recorded. Since the initial fall there has been a slow but continued growth in visitor numbers largely driven by the warm weather, before levelling off.



- 5.4. During the period, Anti-Social Behaviour reduced initially but has gradually increased to stand around pre-crisis levels. On the 18 July 2020, there were two incidents relating to mass gatherings that occurred on the park, the first was an unauthorised Youtuber gathering, which attracted a crowd of up to 250 people. The second was an Unlicensed Music Event (UME) in the north of the park which attracted up to 1,500 people across the period of activity (500 at any one time). This had a large impact on the area and residents. Significant work was undertaken with stakeholders and land owners post the event to mitigate any further issues on the park.
- 5.5. Robberies increased this period with a high portion targeting electric scooters. Proactive operations are being undertaken with the police to reduce the future risk.

Park roads and construction traffic

- 5.6. 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.
- 5.7. As a higher proportion of construction workers are using private motor vehicles, there was an initial increase in theft from vehicles and construction sites, this has now reduced to pre-Covid levels.
- 5.8. Construction traffic continues to be a focus for the LLDC across its areas of responsibility and influence. The HWFI road safety review is due to be issued in the second week of September for those areas classed as high risk.

East Bank – Stratford Waterfront

- 5.9. The East Bank Stratford Waterfront project continues to have regular reviews of Health and Safety, most recently working at height and frame packages. An Assurance Action Tracker is used to ensure that lessons learnt are captured and embedded and action taken when any non-compliant issues are identified. The most recent tracker shows that all actions identified have been closed out.
- 5.10. There was one RIDDOR during this period which is expanded upon in the construction paper.
- 5.11. On 3 September 2020, the Health and Safety Executive (HSE) undertook an unannounced site visit on COVID compliance at the East Bank site. The visit covered office, welfare and site, and HSE reported that, “we should be proud of what we have done”.

Development sites

- 5.12. There were no major issues on either the Chobham Manor or the Eastwick developments.

UCL East

- 5.13. There have been no major incidents.
- 5.14. An incident of note occurred close to the grounds of the AMO, when a contractor carrying out hot works approved by UCL, led to sparks flying onto a planted area of the park causing a fire. This was brought under control by the LFB. LLDC put in place additional mitigation measures to ensure it did not happen again. There were issues regarding the suitability of the SSoW, training of staff and the firefighting equipment supplied, which was substandard.

Office

- 5.15. An LLDC employee went to the toilets on the 10 Floor of 1SP. As he walked through the second door towards the cubicles, a light fitting fell from the ceiling and landed on the floor and smashed. Although the employee was not hurt, there was glass coving the floor. The building operator was contacted to inspect and rectify any further issues.

Safeguarding

- 5.16. A separate report has been provided the agenda for this meeting on safeguarding.

6. APPENDICES

- 6.1. None

List of Background Papers

- | |
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| <ul style="list-style-type: none">• None |
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Subject: LLDC Park and Venue Safeguarding Report September 2020
Meeting date: 22 September 2020
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 January-June 2020 as reported by the following:
 - ArcelorMittal Orbit
 - Copper Box Arena
 - London Aquatics Centre
 - The Last Drop
 - Timber Lodge
 - 3 Mills Studios
 - London Stadium
 - London Legacy Development Corporation (LLDC) Events
 - Our Parklife (Park Champions volunteer programme)
 - Park Security
- 1.2. There were nine reported incidents in total. All related to general Park visitors and not to the venues, which were closed from March until late July 2020.
- 1.3. LLDC is not responsible for the Lee Valley venues or Here East.
- 1.4. LLDC is continuing to discuss the legal implications of requiring Park volunteers to undergo mandatory DBS checks. The issues are outlined in Section 10.

2. RECOMMENDATION

- 2.1. **The Committee is asked to agree the approach outlined in Section 10 to undertaking DBS Checks on volunteers undertaking Regulated Activity roles, and the enhanced procedures for other volunteer roles.**

3. ARCELORMITTAL ORBIT

- 3.1. The ArcelorMittal Orbit is managed by ENGIE Services Ltd.
- 3.2. Any concerns raised by staff are reported to Phil Whitehead, QEOP Security Operations Manager.
- 3.3. ENGIE state that there were no incidents in the first six months of 2020.

4. COPPER BOX ARENA AND LONDON AQUATICS CENTRE

- 4.1. The Copper Box Arena (CBA) and London Aquatics Centre (LAC) are managed by GLL.
- 4.2. Any concerns raised by staff are reported to Muir Forest, GLL's National Safeguarding Manager, and the Regional Manager responsible for the two venues.
- 4.3. There were no reported incidents in the LAC or CBA.

5. THE LAST DROP (THE PODIUM)

- 5.1. The Last Drop (TLD) cafe is managed by ENGIE Services Ltd.
- 5.2. Any concerns raised by staff are reported to Phil Whitehead, QEOP Security Operations Manager.
- 5.3. ENGIE state that there have been no specific incidents to date in 2020.

6. TIMBER LODGE and KIOSKS

- 6.1. The Timber Lodge café and the south Park kiosks are managed by Company of Cooks.
- 6.2. Company of Cooks have confirmed that there have been no incidents reported to date in 2020. The venue remains closed as of writing.
- 6.3. Company of Cooks' Safeguarding Policy has been updated following review by LLDC.

7. 3 MILLS STUDIOS

- 7.1. 3 Mills Studios are managed by Knight Frank. The Studio complex is used for film, theatre and television production, and includes a school of Screen Acting as well as – outside of the studio walls – the temporary premises of the East London Science School are housed in the Clock Mill building.
- 7.2. Recent production activity has been limited at the Studios due to Covid-19.
- 7.3. Knight Frank report no incidents to date in 2020.

8. LONDON STADIUM

- 8.1. London Stadium is managed by LS185 and has a detailed Safeguarding Policy (revised July 2018).
- 8.2. In this reporting period LS185 report no instances.
- 8.3. Safeguarding for football sits with West Ham (WHU) as the event owner. WHU have a designated officer, published policy and support team.

9. LLDC

- 9.1. Most external events held at the Park organised by third parties in this period were cancelled due to Covid 19. LLDC's own events including the Great Get Together, were cancelled.
- 9.2. LLDC East London Summer School was held in July in an on-line format for over 200 children aged between 12 and 17 years. All tutors were provided with a Safeguarding session in advance of the programme commencing which reviewed on-line safety, session management and reporting. The tutors were provided with the standard LLDC Safeguarding form to encourage reporting of any concerns. No issues were reported during the delivery of the programme.

10. OUR PARKLIFE (PARK CHAMPIONS PROGRAMME)

- 10.1. The QEOP Park Champion volunteer programme is operated by Our Parklife (a Community Interest Company) (OPL) under contract to ENGIE Services Ltd under the EFM contract. OPL have reported no issues in 2020; the service was suspended from March 20 to July due to the pandemic.
- 10.2. Previous meetings of the LLDC Health and Safety Committee have instructed LLDC Officers to require all volunteers at the Park to undertake a DBS check.
- 10.3. There have been further discussions with OPL/ENGIE. All Park Champions are subject to an ID check, and most of the Park Champion roles do not fall into the Regulated Activity criteria. Where they do, DBS checks are required.
- 10.4. 'Regulated Activity' roles involve frequent unsupervised activity providing health care, personal care, social care for adults and children, and/or education for children. Because most of the volunteer roles do not meet this criteria, LLDC/OPL cannot therefore force the volunteers to undertake the DBS check. ENGIE maintain that under the Rehabilitation of Offenders ACT 2014, if LLDC/OPL subsequently declined to offer the unchecked person volunteering shifts, this could be construed as discrimination and requires LLDC to indemnify ENGIE against such a claim.
- 10.5. OPL and ENGIE have stated that they believe that best volunteer practice would be to follow an alternative process (eg: 10.6 below) and require LLDC to meet any costs arising from any claims for discrimination under the Rehabilitation of Offenders Act as they believe neither LLDC nor OPL has the right to insist on a DBS check.
- 10.6. Following further research with other attractions (such as Team London, Active Newham, the London Transport Museum), LLDC has been unable to identify an organisation that insists on DBS checks for all volunteers, only for those in Regulated Activity roles (school groups etc). For example, the view that the London Transport Museum has taken is that a DBS check is only valid for a *particular moment* in time, and whilst it might be useful to have the information, it does not prevent an incident occurring. The preferred approach has been to 'manage the measures' with specific risk assessments on each role, the opportunities that could arise, and how these are managed out of the process. This is felt to be better than the DBS process because it prevents an opportunity from arising where something could occur, rather than looking back.
- 10.7. OPL are confident that their existing processes have eliminated opportunities for issues to arise, but have proposed additional measures that could be implemented including – for example - increasing the volunteer team so that

buggy drivers are always accompanied by another volunteer, and installation of CCTV in the Information Point.

- 10.8. This paper recommends that LLDC adopts the approach of other similar attractions in managing out of the volunteer process any opportunity that might result in a safeguarding issue, and that LLDC does not pursue the proposal to secure DBS checks for volunteers given that their roles do not fall into the Regulated Activity category.

11. GENERAL

- 11.1. The Park remained popular with local people during the lockdown period. There were eight instances of distressed people within the Park where some form of support or intervention was provided by Park Security. This included two instances of people attempting to take their own life.
- 11.2. There was one incident of a reported sexual assault by a male on a female cyclist. Through close working with the local police, Park Security were able to provide the relevant CCTV footage and the male was subsequently arrested and charged.
- 11.3. LLDC security officers continue to assist homeless people within the Park, guiding them to the nearest shelter accommodation.

12. SAFEGUARDING POLICY

- 12.1. LLDC's updated Safeguarding Policy for children and vulnerable people sets out the obligations of LLDC, venues and event owners under the Safeguarding Vulnerable Groups Act 2006.

13. APPENDICES

- 13.1. None.

List of Background Papers:

LLDC's updated Safeguarding Policy

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Subject: London Stadium Update
Meeting date: 20 September 2020
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. Following Government, Sports Ground Safety Authority and Premier League Return to Competition guidance issued in May 2020 matches were permitted to commence Behind Closed (BCD) in June 2020 after league suspension in March 2020. West Ham United (WHU) and LS185 have designated responsible Covid 19 Officers (existing senior staff) to ensure compliance with Public Health England, Government and Premier League Guidance.
- 3.2. LS185 had to undertake extensive investment and preparation for these matches including submitting substantial documentation (with WHU) to the Premier League and LB Newham (LBN). A video conference table top was held 15 June and a Stadium Safety Advisory Group on 16 June 2020. LS185 applied for a revised General Safety Certificate which was granted on 20 June 2020.
- 3.3. The primary focus of Behind Closed Doors (BCD) is to run matches with no spectators and limited staff and media numbers. The Stadium is divided into red, amber and green zones with the red zone being primarily for players and coaching staff. A very small number of LS185 staff and contractors secure and maintain the zone – all of these are tested at West Ham's Rush Green training ground a few days before each game. The stadium has one-way routes for player and staff movement and also enhanced hygiene, signage, hand sanitisers at all check points and a requirement for face masks for all staff and contractors.
- 3.4. All staff, media, broadcast and contractors submit on line medical declaration questionnaires (or paper including test and trace contact details) and are then temperature tested before entry to the Stadium. The Stadium has a Covid 19 Medical Officer who is responsible for any potential cases in the amber zone. WHU doctors look after the Red Zone. There are designated Red and Amber Medical isolation rooms should any symptoms become apparent on site. Those with symptoms presenting before entry to Stadium Site will result in refusal.
- 3.5. Five matches were held:
- WHU v Wolves 20 June 2020
 - WHU v Chelsea 1 July 2020

- WHU v Burnley 8 July 2020
- WHU v Watford 17 July 2020
- WHU v Aston Villa 26 July 2020

- 3.6. The risk assessment for the events identified potential West Ham/Away supporter disorder/infiltration and also infiltration by media/spectators getting into site and on to the pitch. Accordingly the Stadium island was sealed from midnight before each game using Mojo barriers and staffed 4 hours prior with security teams.
- 3.7. There were no major incidents at the events. However, at the Burnley game a vehicle parked and was left by two occupants opposite Gate 1 in the Thames Water Pumping Station access road. The barrier here has been broken for some time and access to this site is a source of some concern on match days. The police were about to put in a formal 200m cordon when the occupants arrived back. The incident proved to be a valuable learning session.
- 3.8. The events passed off successfully and London Stadium and WHU were commended by the Premier League for running an effective operation. The new season will start on 12 September 2020 with more BCD matches. Fixtures were announced on 21 August 2020 and the first home match (BCD) is against Newcastle United on the opening day.
- 3.9. Planning has now begun for Stage 5 from 1 October 2020 – matches with reduced attendance of around 20 – 30 per cent but restricted by transport capacity and other constraining factors,

IN HOUSE STEWARDING

- 3.10. The programme for in house stewarding continues with a large number of on line interviews and over 50 senior staff have been recruited to date.

SEATING TRANSITION and NORTH AND SOUTH STANDS

- 3.11. Substantial Covid 19 risk assessments and SD working methods were planned for the seating works for P7 and Arena contractors
- 3.12. Work commenced on dismantling the north and south stands on the evening of 26 July 2020 immediately after the WHU v Aston Villa game. The work was completed on target on the weekend of 8-9 August 2020.
- 3.13. The installation of the new North and South Stands commenced on 10 August 2020 and completed 3 September 2020.

FIRE SAFETY

- 3.14. The internal fire main pipe has been found to have corrosion in a number of areas. The original design / installation did not include shut off valves in any part of the system. Accordingly, several repairs have been undertaken requiring draining of the whole system and putting in place additional control measures. A proposal is in progress to replace the pipe.

HEALTH AND SAFETY ADVICE

- 3.15. A short term contract has been let to Hornersalus for Health and Safety advice. A new recruitment process will begin shortly for the H&S Manager.

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: 22 September 2020
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 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 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 the 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 APPENDICES

None

List of Background Papers

None

Report originator(s): Tony Tolley, Head of Security and Safety
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Subject: Health, Safety and Security Risk Update
Meeting date: 22 September 2020
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 intended to update the Committee on major health, safety and security risks identified by LLDC.
- 1.2. A report is included on 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 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 and its appendix.**

3. BACKGROUND

- 3.1. The Health, Safety and Security risk heat map was reviewed by the Committee at its last meeting. The risk register which informs the heat map has been updated through incorporating feedback from the Committee as well as 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 have been:
 - 3.2.1. The addition of a new global pandemic risk (Risk 21) reflecting the health hazard posed to all people employed by LLDC, including contractors and consultants, as well as users of and visitors to LLDC facilities. The risk impact assessment does not include for wider business related impacts, such as financial and business development, which are reviewed separately through LLDC Corporate Risk Register governance arrangements.
 - 3.2.2. Reduction in the likelihood from 3 (less than likely) to 2 (unlikely) of ground penetration hazards (Risk 4e). This change takes account of the substantial completion of ground and substructure construction works on the East Bank Project.
- 3.3. The change in working arrangements brought about by our business continuity response to the pandemic has resulted in reassessment of some of the risks and controls captured within the register. Although none of the related risk profiles have changed we continue to be aware of potential trends. In particular there has

been significant effort in DSE (Desk Station Equipment) hazard assessment to ensure staff are properly equipped and have optimised their home working environment. There has been the potential for systems instability due to the reliance on personal internet service providers used by staff to access virtual meetings which also gives rise to the potential for information security breaches. Significant effort continues with reinforcing communications across the organisation with particular awareness around mental health challenges caused by the pandemic.

3.4. Other key risks areas are set out below:

- Crowd Control
- Temporary structures
- 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
- Unauthorised / illicit use of property
- LLDC workforce health and safety
- Traffic
- Hazardous substances
- Lightning strike
- Imposed H&S working changes
- Major spillage
- Breach of confidentiality

3.5. The health, safety and security risk heatmap is provided in appendix 1 (contains exempt information).

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

- 7.1. Appendix 1 – Health Safety and Security Risk Heat Map February 2020 (exempt information)

List of Background Papers:

Papers for the Committee meeting 22 September 2020

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

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