

Transport for London

Minutes of the Safety, Health and Environment Assurance Committee

Boardroom, 14th Floor, Windsor House, London
10.00am, Monday 14 September 2009

Members

Tony West	Chair, Member
Charles Belcher	Member
Christopher Garnett	Member
Dame Tanni Grey-Thompson	Member
Daniel Moylan	Deputy Chairman of TfL
Bob Oddy	Member

In Attendance

Gordon Sellers	Committee Adviser
Brian Wilkinson	Committee Adviser

Staff

David Brown	Managing Director, Surface Transport
Ian Brown	Managing Director, London Rail
Martin Brown	Director, HSE, London Rail
Lesley Calladine	Health and Safety Director, Crossrail
Howard Carter	General Counsel
Anthony Daly	Safety Manager, Buses, Surface Transport
Richard Stephenson	Director of Group Health, Safety and Environment
Mike Strzelecki	Director of Safety, London Underground
Horatio Chishimba	Secretariat Officer

Members welcomed Tony West as the new Chairman of the Committee. The Chair, on behalf of all the Members, thanked Christopher Garnett for chairing the SHEC meetings prior to the implementation of the new Committee and Panel structure.

23/09/09 Apologies and Declarations of Interest

Apologies for absence had been received from Rob Holden and Richard Parry.

Daniel Moylan declared an interest as Deputy Leader of the Royal Borough of Kensington and Chelsea, as a Director of the London Transport Museum Ltd, and as Chairman of Urban Design London. Dame Tanni Grey-Thompson declared an interest in her capacity as Vice Chair of the Athletes Committee for the London Organising Committee of the Olympic Games. Christopher Garnett declared an interest in his capacity as a Member of the Olympic Delivery Authority.

24/09/09 **Minutes of the Meeting held on 22 July 2009**

The minutes of the meeting held on 22 July 2009 were approved as a correct record and signed by the Chair.

25/09/09 **Matters Arising and Actions List**

Health and Wellbeing (36/11/08): Mike Strzelecki confirmed that due to the current financial difficulties it was not envisaged that the lower limb service would be reinstated. The action was closed.

The Committee noted the Actions List.

26/09/09 **London Underground Quarterly Health, Safety and Environment Report**

Mike Strzelecki reported that all safety key performance indicators were stable or improving during Quarter 1 and, in particular, a sustained reduction in the number of Category B Signals Passed at Danger had been achieved. Members were informed that an Improvement Notice was issued by the Office of Rail Regulation (ORR) for a problem with the traction current isolation procedure at Stratford Market Depot that London Underground had reported to the ORR. The Improvement Notice required LU to make the improvements that LU had already identified as necessary and were in hand.

There had been a reduction in the number of verbal assaults on employees but although the downward trend had seen the lowest figures in 10 years LU continued to work to reduce it yet further. It was also noted that the outcome of prosecutions was unknown as the Crown Prosecution Service (CPS) could not provide LU with details. Mike Strzelecki stated that the number of cases referred to the CPS by the Workplace Violence Unit would be provided to the Committee from Quarter 2 onwards.

Mike Strzelecki confirmed that, following three incidents on the District Line near High Street Kensington, the letter sent to LU from the ORR did not contain a threat to close down the Line as erroneously reported in the media and that the issues had now been discussed with the ORR and resolved.

The Committee Advisers thanked Mike Strzelecki for the excellent London Underground Carbon Footprint 2008 report that had been circulated for information. Members noted that action to resolve persistent noise was now the responsibility of the LU managers accountable for the work causing the complaints. The effectiveness of this approach would be reported in future quarterly reports.

It was confirmed that the renewable energy sourcing consultation exercise was in progress to bring together energy suppliers, consultants and other experts to seek ways for LU to deliver 30 per cent of its energy from renewable sources. This would be a one-off exercise with conclusions expected in November 2009.

The average number of employees taking sick leave with back conditions had increased in the quarter, but the reason for this fluctuation, which occurred from time to time, was not known.

Mike Strzelecki explained that a programme was in place to correct the over-sensitivity of the Bode Brakes that were progressively fitted to lifts following two serious incidents in 2002 and 2003. This, together with the scheduled lift replacement and refurbishment programme, should progressively reduce the incidence of stalled lifts.

Members welcomed the news that there were no positive results in the drugs and alcohol tests carried out in the quarter.

The Committee noted the report.

27/09/09 Surface Transport Quarterly Health, Safety and Environment Report

David Brown introduced the report and informed the Committee that the Injury Inequality Reduction Scheme had commissioned the production of an under fives Music DVD which would highlight identified road safety issues in targeted communities. The Department for Transport, in partnership with TfL, had launched a new anti drug driving campaign nationally.

David Brown explained that the 96 per cent overall annual Vehicle and Operator Services Agency bus fleet inspection test pass rate for London buses demonstrated that TfL was far better than the national average of 55 per cent.

Following a discussion about the London Road Safety Unit's application to the Economic and Social Research Council to explore ethnic differences in pedestrian road accidents, it was agreed that a report be provided at the next meeting summarising elements that related to causality to better understand the causal links and the problem in general. **[ACTION: David Brown]**

Following the negative press surrounding the licensing of a taxi driver with a spent manslaughter conviction, it was requested that better guidance be produced surrounding the licensing of those with records for serious criminal offences, mental health issues etc. An independent review was underway and, when concluded, David Brown would provide a future meeting with its findings. **[ACTION: David Brown]**

The Committee was informed that the target to recycle 10 tonnes of paper in 2009/10 was only a starting target.

The Committee noted the report.

28/09/09 London Rail Quarterly Health, Safety and Environment Report

Ian Brown introduced the report and updated the Committee on the Safety Authorisation Application for the core route on the East London Line which had been sent to the ORR during Quarter 4. The ORR had confirmed that Safety Authorisation

would be given in the next quarter. It was also reported that the formal process of discussions between London Rail and Thales was ongoing with regard to upgrading the signalling on the DLR to take account of the 3 car upgrade project, two thirds of which had been completed without large scale disruption to passengers. Ian Brown would report the outcome of the Thales project to a future meeting of the Committee.

[ACTION: Ian Brown]

The Committee commended Ian Brown and his team for the excellent work done on follow-up actions that arose from an Improvement Notice to Tramlink regarding risk assessments on foot crossings.

The Committee noted the report.

29/09/09 Crossrail Quarterly Health, Safety and Environment Report

Lesley Calladine introduced the report. A contractors' engagement meeting had been held with the enabling works contractors. Contractors were invited to share information on aspects of their own safety systems and best industry practices. Contractor interest was high and information sheets had been distributed for review and to cascade within their organisations. Members were informed that a new programme on behavioural aspects would be important for workers on construction sites. An update would be given at the November meeting if a delivery partner for behavioural safety aspects had been selected.

[ACTION: Lesley Calladine]

Crossrail had introduced weekly Health and Safety team briefings which would be phased-in across the Programme and would consist of 15 minute topical briefings. The briefings would be conducted to raise staff awareness and promote Health and Safety.

Lesley Calladine undertook to provide the Committee Advisers with an ecological management plan and water resources study that had recently been produced for the Crossrail Environmental Minimum Requirements.

[ACTION: Lesley Calladine]

The Committee noted the report.

30/09/09 Corporate Directorates Quarterly Health, Safety and Environment Report

Howard Carter introduced the report and informed Members that TfL had been the first public body to be shortlisted for the 'Business in the Community Climate Change Award', but unfortunately had not won.

Members noted that a draft of the Annual TfL Environment Report 2008/09, would be shared with the Advisers for comment before reporting to SHEAC in November 2009.

The Committee noted the report.

31/09/09 Safety Assurance for the East London Line

Ian Brown introduced the report and invited Martin Brown to talk to a brief presentation on assurance on the safety management of the East London Line Project (ELLP) as requested at the March Committee meeting. It was confirmed that the lessons learnt from the ELLP would be shared with colleagues in Crossrail. It was reported that invaluable experience on a new railway development had been brought in by appointing an operational franchisee from the start with considerable project experience.

A description was given of the process adopted for the ELLP assurance which had seen the implementation of an independent Overground Assurance Board (OAB). The remit of the OAB included acting as the equivalent to Network Rail's Approval Board.

An Emergency Preparedness Plan and Procedure had been developed covering all aspects of Emergency Preparedness on the project. The emergency arrangements would be tested over the following months, culminating in a live test (to be called Operation Vanguard) which would simulate a derailment on part of the new core route. It was agreed that arrangements be made for a small group of Committee Members and Advisers to be present at the live test. **[ACTION: Ian Brown]**

The Observer newspaper had reported that a gangmaster had supplied a team on minimum wages to the ELLP. It was confirmed that problems in relation to competencies had not been discovered. However, London Rail was waiting for Balfour Beatty's subcontractors to confirm if and how the competency checks had been carried out. The next Committee meeting would receive an update on the findings. **[ACTION: Ian Brown]**

The Committee noted the report.

32/09/09 Fire Safety and Evacuation of Underground Stations

Mike Strzelecki introduced the report and informed Members that, following the extensive precautionary measures taken across the network since the King's Cross fire in 1987, this was now one of London Underground's lowest risks.

Members were assured that, should there be a delay in the approval of the Victoria Station Upgrade (VSU), the station congestion control measures, which had been proven over many years, would continue to ensure safe operation of Victoria station. However, if the VSU was delayed and customer demand continued to grow then the incidence of customers being held outside the station for congestion control reasons was likely to increase compared with the current frequency.

Following further discussion it was agreed that, before the Board Away Day on 23 September, the Commissioner should be provided with estimates of the increase in the use of station control at Victoria in different customer demand scenarios if the VSU were to be deferred. **[ACTION: Mike Strzelecki]**

Members were informed that the evacuation standard for a brand new, below ground station was six minutes. The six minute standard was reached by modelling and research following the King's Cross fire. The standard did not apply to old below

ground stations. The Committee was assured that to ensure the adequacy of evacuation procedures, station staff numbers were station-specific and prescribed by time of day. Should staff numbers be reduced to less than minimum requirements, for any reason, a station would be closed.

It was confirmed that station specific Congestion Control and Emergency Plans (CCEP), which included detailed arrangements for safe evacuation of the station, were reviewed at least annually. Evacuation drills were carried out at least six monthly and all evacuations were reviewed subsequently to determine whether any changes were necessary to the arrangements specified in the CCEP. The principles underpinning all of LU’s fire safety arrangements had been agreed with the London Fire and Emergency Planning Authority.

The Committee noted the report.

33/09/09 Safety Priorities and Plans for 2010/11

Richard Stephenson introduced the report which identified plans and priorities for each mode.

Mike Strzelecki undertook to provide Christopher Garnett with a more specific list of priorities for London Underground. **[ACTION: Mike Strzelecki]**

David Brown confirmed that pedestrian fatalities would be included as a priority, although a considerable amount of work was ongoing.

The Committee noted the report.

34/09/09 Swine Flu Update

Richard Stephenson introduced the report. Hand gels had been procured and distributed to members of staff. The most important message to emphasise to members of staff and customers was to encourage good levels of personal hygiene.

The Committee noted the report.

35/09/09 Any Other Business

Howard Carter informed Members that, as agreed by the Committee meeting in July, one of the Corporate Managing Directors would attend the November SHEAC meeting.

It was also agreed that the November SHEAC meeting would have ‘Assurance of HSE Audit Processes’ as an agenda item. **[ACTION: Secretariat]**

There being no further business, the meeting closed at 11.34am.

Chair: _____

Date: _____