

## Transport for London

### Minutes of the Safety, Accessibility and Sustainability Panel

Conference Rooms 1 and 2, Palestra  
10.00am, Wednesday 15 October 2014

#### Members

Charles Belcher	Chair
Richard Barnes	Member
Bob Oddy	Member

#### In Attendance

Alice Maynard	Chair of the TfL Independent Disability Advisory Group
Shaun McCarthy	Adviser
Gordon Sellers	Adviser

#### Staff

Martin Brown	Head of Health, Safety and Environment, Rail and Corporate
Howard Carter	General Counsel
Steve Crofts	Health and Safety Improvement Manager, Crossrail
Tony Daly	Head of Safety, Surface Transport
Leon Daniels	Managing Director, Surface Transport
Ian Gaskin	Head of TfL Management Systems
Sir Peter Hendy CBE	Commissioner
Mike Shirbon	HSE Audit Manager
Clive Walker	Director of Internal Audit
James Varley	Secretariat Officer

#### **27/10/14 Chairs Announcements, Apologies for Absence and Declarations of Interest**

The Panel noted that Gordon Sellers would remain in post as an Adviser to the Panel until 30 October 2014.

Apologies for absence were received from Michael Liebreich (Vice Chair), Sir Brendan Barber, Baroness Grey-Thompson DBE, Mike Brown, Jill Collis and Steve Hails.

There were no interests to be declared that were relevant to the items on the agenda.

#### **28/10/14 Annual Health, Safety and Environment and Resilience Assurance Letters**

Sir Peter Hendy CBE introduced the paper and Assurance Letters.

The Assurance Letters process had been in place for seven years and provided documentary evidence of TfL's self assurance process.

The Commissioner explained that Rail and Underground and Surface Transport each presented its own challenges. The Rail and Underground network was a closed system with a highly refined safety system and was subject to regulation. Risk in Surface Transport was the result of it being a more open system, where regulation was not the responsibility of TfL. To address this, TfL had worked extensively in areas such as HGV safety and also undertakes enforcement activities in partnership with other organisations where appropriate.

TfL undertook its own extensive testing and exercise programme and was also involved in exercises run by external agencies. These exercises provided significant learning opportunities, not only relating to internal processes but also in terms of communications with other organisations. Panel Members would be invited to observe a future exercise. **[Action: Secretariat]**

The evacuation process of the Emirates Airline was discussed and in response to a request, Alice Maynard was invited to view the procedure on site. **[Action: Martin Brown]**

Assurance Letters submitted to the Panel in the future would include definitions of the states of implementation, as well as timescales to achieve fully implemented status.

The Panel noted that the safety and resilience representative on the Independent Disability Advisory Group had left their post. The position was currently unfilled and a review would take place to assess the requirement for a replacement.

In response to a question from the Panel, it was confirmed that TfL had an extensive programme for risk assessments for property adjacent to and underneath its structures and tunnels assets. Items such as acetylene gas bottles were prohibited and other flammable materials were controlled by guidelines issued to tenants.

**The Panel noted the paper and Assurance Letters.**

## **29/10/14 Minutes of the Meeting of the Safety, Accessibility and Sustainability Panel Held on 15 July 2014**

The minutes of the meeting of the Safety, Accessibility and Sustainability Panel held on 15 July 2014 were approved as a correct record and signed by the Chair.

## **30/10/14 Matters Arising and Actions List**

The Panel was updated on the unplanned movement of trains that had occurred on London Overground. Retraining of drivers had taken place and modifications to the rolling stock were being explored.

An incident at Cutty Sark station which resulted in an escalator moving backwards had been identified as a maintenance issue. Subsequently, a new maintenance regime had been put into place.

**The Panel noted the Actions List.**

## **31/10/14 Rail and Underground Quarterly Health, Safety and Environment Performance Report – Quarter 1 2014/15**

Martin Brown introduced the report.

Positive feedback had been received from Baroness Grey-Thompson relating to the recent 'Access for All' event. Members would receive an invite to the next event.

**[Action: Martin Brown]**

The Supplier Safety Forum had taken place. Its aim was to bring together suppliers and to learn from each other and improve work practices and health and safety in the supply chain. Consideration would be given to creating a similar forum for environment and sustainability matters.

**The Panel noted the report.**

## **32/10/14 Surface Transport Quarterly Health, Safety and Environment Performance Report – Quarter 1 2014/15**

Leon Daniels introduced the report.

The introduction of cash-free bus operation had gone well. On the first day, six complaints had been received from the 6.5 million passengers carried. There was some evidence that the introduction of cash-free operation was reducing conflict between passengers and drivers.

The trial of optical and radar technology on buses had commenced. The purpose was to improve the safety of vulnerable road users by identifying potential collision risks. Any system would need to operate at an appropriate level of integration with the driver and not act as something that replaced responsibility for the operator's actions.

The nature of power storage units on hybrid buses meant that the modules that comprised the units were subject to a maintenance regime. The modules could fail or degrade at differing rates as a result of inherent inconsistencies in the production process. The rates of use also affected the performance of the modules and data was being collected from hybrid buses to inform maintenance strategy. Surface Transport would be investigating long term actions such as disposal and future use of power modules.

In response to a question from the Panel, Leon Daniels explained that space for wheelchair users on buses was determined by the engineering and design requirements of the vehicle. Consequently, there was often a compromise utilising space where it was available.

Members commended Surface Transport for its continued work on reducing the levels of people killed or seriously injured on London's roads.

**The Panel noted the report.**

## **33/10/14 Crossrail Quarterly Health, Safety and Environment Performance Report – Quarter 1 2014/15**

Steve Crofts introduced the report.

Gordon Sellers had recently visited the Limmo Peninsula site at Canning Town. The tunnelling staff demonstrated strong safety culture, often the result of working as close teams on many previous projects. As the Crossrail programme expanded to include more work above ground, additional staff were being taken on with less pre-existing safety knowledge and it was essential to ensure that they developed an appropriate level of safety knowledge and awareness.

**The Panel noted the report.**

## **34/10/14 Platform Train Interface Incidents**

Ian Gaskin introduced the paper.

A number of factors resulted in Platform Train Interface (PTI) incidents which included passenger behaviour and the size of horizontal and vertical gaps between the platform and the train.

The new sub-surface railway rolling stock was designed to eliminate the vertical gap between the train and platform.. Mitigating actions were being taken, such as realigning track and fitting nosing stones to platforms.

**The Panel noted the paper.**

## **35/10/14 Resilience Report**

Leon Daniels introduced the report.

Planning was underway for the New Year's Eve event which would be ticketed for the first time this year. Station and road closures would take place in the area around the river Thames close to Waterloo station.

TfL was in the process of drawing up guidance for employees, contractors and passengers regarding the Ebola virus. The Panel would be given the information when it was published. **[Action: Martin Brown]**

The National Threat Level had changed to 'Severe' in the summer. Discussions would take place with the security services and the Department for Transport on categorising threat levels in the transport industry.

**The Panel noted the paper.**

## **36/10/14 Key Findings from Internal Audit Reports**

Clive Walker and Mike Shirbon introduced the paper. One report had a 'poorly controlled' conclusion regarding management of Temporary Approved Non-Compliance for signal asset planned maintenance. All of the actions from the audit had been closed.

**The Panel noted the paper.**

## **37/10/14 Review of Health, Safety and Environment and Technical Audits**

Clive Walker and Mike Shirbon introduced the paper.

The review had identified one recommendation and three areas of concern which were agreed and noted by Internal Audit.

The Office of Rail Regulation Intervention Project report on 'Effectiveness of LU Safety Audits' would be presented to the Panel following its publication in summer 2015.

**[Action: Clive Walker]**

During the next review of the TfL Audit Manual, consideration would be given to redefining definitions of audit conclusions, particularly around the terms 'Requires Improvement' and 'Poorly Controlled'.

The report on Implementation of Rule or Procedural Changes (Report 13\_736) could have drawn a conclusion of 'Poorly Controlled' rather than 'Requires Improvement' if the audit had started in 2014/15. Audit conclusions were a judgemental area and it was accepted that opinions could differ.

The Panel did not receive formal assurance that all engineering and procedural risk controls were validated by Rail and Underground. This was provided by the TfL strategic risk assessment process as well as the audit programme. Consideration would be given to how the Panel could be updated.

**[Action: Clive Walker]**

**The Panel noted the paper.**

## **38/10/14 Update on Adviser recruitment**

Howard Carter introduced the paper.

The process of selecting a candidate was nearing completion. The Members thanked Gordon Sellers for his service to the Panel.

**The Panel noted the report.**

## **39/10/14 Agenda Forward look**

Martin Brown introduced the paper.

**The Panel noted the paper.**

## **40/10/14 Any Other Business**

The Panel was informed that the draft Annual Health, Safety and Environment Report would be circulated to Members shortly. They would have an opportunity to feed back comments prior to its submission to the meeting of the Board on 10 December 2014.

There being no further business, the meeting closed at 12.30pm. The next scheduled meeting would be held on Thursday 18 December 2014 at 10.00am.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_