

# Safety, Accessibility and Sustainability Panel



Date: 18 December 2014

Item 4: Actions List

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## This paper will be considered in public

### 1 Summary

1.1 This paper informs the Panel of progress against actions agreed at previous meetings.

### 2 Recommendation

2.1 The Panel is asked to note the Actions List.

#### List of appendices to this report:

Appendix 1: Actions List

#### List of Background Papers:

Minutes of previous meetings of the Panel

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## Safety, Accessibility and Sustainability Panel

15 October 2014

### Actions List

#### Actions from the Last Meeting

Minute No.	Description	Action By	Target Date	Status/note
28/10/14	<p><b>Annual Health, Safety and Environment and Resilience Assurance Letters</b></p> <p>Panel Members to be invited to observe a resilience exercise.</p> <p>Alice Maynard to view the Emirates Airline evacuation procedure.</p>	<p>Secretariat</p> <p>Martin Brown</p>	-	<p>In progress. Members will be invited to a future exercise.</p> <p>In progress.</p>
31/10/14	<p><b>Rail and Underground Quarterly HSE Report</b></p> <p>Members would receive an invite to the next 'Access for All' event.</p>	Secretariat	-	In progress. Members will receive invite to next event.
35/10/14	<p><b>Resilience Report</b></p> <p>Members would receive a copy of TfL's guidance for staff concerning the ebola virus.</p>	Martin Brown		Completed. See attached document.
37/10/14	<p><b>Review of Health, Safety and Environment and Technical Audits</b></p> <p>The Office of Rail Regulation report on 'Effectiveness of LU Safety Audits' would be presented to the Panel.</p>	Clive Walker	-	To be presented following publication in summer 2015.

	Consideration would be given to how engineering and procedural risk controls would be reported to the Panel.	Jill Collis	-	Workshop will be held in 2015 to discuss the matter further.
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**Outstanding actions from previous meetings.**

<b>Minute No.</b>	<b>Description</b>	<b>Action By</b>	<b>Target Date</b>	<b>Status/note</b>
09/03/14	<b>Improving the Health of Londoners – Transport Action Plan</b> Provide a note to Members on Travel Plans for NHS hospitals.	Elaine Seagriff	-	Completed. See attached document.

## Briefing Note: TfL Business Engagement with on Active Travel

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### **1 Purpose**

- 1.1 The purpose of this briefing note is to provide an update to the TfL Safety and Sustainability Panel on the engagement work that has been delivered promoting active travel with London hospitals and NHS trusts.

### **2 Background to Travel Plans and NHS Hospitals**

- 2.1 Up until 2010, TfL funded the development of travel plans for 35 London NHS Trusts. This was through a combination of 'quick win' funding and site-specific advice (provided by a number of consultants). The benefits of travel plans were harder to identify compared to other sectors and the barriers to developing them included the large number of NHS re-organisations and a lack of buy-in at a senior level.
- 2.2 In a wider context, travel plans are afforded a lower priority than more pressing issues within an organisation (despite strong support sometimes at ground level).

### **3 Business Engagement with NHS Hospitals**

- 3.1 The TfL business engagement team currently has two main objectives:
- (a) deliver the TfL Surface Transport Outcomes through engaging with London employers; and
  - (b) develop and deliver products and services that reduce the impact on the network and encourage physical, active, safe and environmentally beneficial travel (commute and business travel)
- 3.2 A range of active travel products and services have been developed and are offered by the TfL Business Engagement team, specifically relating to encouraging more walking and cycling.
- 3.3 Cycling products and services
- (a) a wide range of cycle stands are on offer to suit the space available;
  - (b) cycle safety seminars – one hour lunchtime seminars at the workplace including 'getting started' to 'top tips' for cycling safely in London;
  - (c) on-bike cycle commuter skills – cycle training for all abilities, delivered as a one or two hours;
  - (d) cycle safety checks – offering bikes to be checked at the workplace to ensure they are road worthy;

- (e) bike marking –security mark bikes at the workplace to increase the chances of them being returned in the event of theft; and
- (f) all the free cycling offers and services can be ordered through the Cycling Workplaces website – [www.tfl.gov.uk/cyclingworkplaces](http://www.tfl.gov.uk/cyclingworkplaces).

#### 3.4 Walking products and services;

- (a) led walks - a programme of led walks were delivered in January and May 2014 for employees. The walks aimed to promote the TfL Walk London network. The programme included the offer of 200 tear-off Legible London paper maps of the local area that highlighted two walking routes. The maps were also provided electronically; and
- (b) Legible London foyer maps (in frames) – this year, ten hospital sites were given quad royal size Legible London maps. The maps highlight walking and public transport opportunities in the hospital vicinity. Seven of the sites installed their maps in August 2014. The last three sites will be installing their maps in September/October 2014.

### **4 Public Health Specialist and Business Engagement**

4.1 A public health specialist (Dr Katie Hunter) joined the Business Engagement Team for six months in the financial year 2013/14. Dr Hunter’s role was to specifically engage with some of the key hospitals and NHS trusts and encourage them to take up the walking and cycling products and services available.

4.2 Dr Hunter’s work helped to engage more efficiently with NHS trusts by reaching decision-makers much more quickly and highlighting the benefits of active travel from a health (rather than transport) perspective.

4.3 The joint objectives that have been identified for NHS hospital trusts and TfL are:

- (a) Improving health and well-being of staff;
- (b) Increasing physical activity of staff through increasing active travel; and
- (c) Reducing carbon emissions (Reducing air pollution).

4.4 Barriers to increasing active travel in NHS organisations are:

- (a) Limited parking for staff, patients and visitors;
- (b) Cycle thefts;
- (c) Cycle safety concerns;
- (d) Behaviour change;
- (e) Lack of financial and human resources to support active travel;
- (f) Lack of awareness of facilities/ support available from TfL; and
- (g) Lack of land available at GP practices in London for cycle parking.

- 4.5 A list of the walking and cycling products and services taken up by major hospitals and NHS Trusts in the past 18 months is attached as Appendix 1.
- 4.6 A list of all the walking and cycling products and services taken up by the major hospitals and trusts since 2005 is attached as Appendix 2.

## **5 Next Steps**

- 5.1 The TfL Business Engagement Team is exploring the benefits of employing another public health specialist to join the team. This role would be part time for a year.
- 5.2 The outcome of this work would be to drive the take up of the active travel (walking and cycling) tools that TfL already has available on offer. This includes the cycle safety and cycle parking products available through the Cycling Workplaces Scheme ([www.tfl.gov.uk/cyclingworkplaces](http://www.tfl.gov.uk/cyclingworkplaces)) plus legible London mapping at certain hospital sites.

### **List of appendices to this report:**

Appendix 1: Active Travel Interventions with NHS Trust Hospitals in the Past 18 Months

Appendix 2: Summary of all Active Travel Engagement with NHS Hospitals Since 2005

### **List of Background Papers:**

None

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## Appendix 1

### Active Travel Interventions with NHS Trust Hospitals in the Past 18 Months (2013/14 and 2014/15)

Hospital name	Cycle parking spaces	Cycle interventions	Led walks	Quad royal (foyer) Legible London maps
Barnet, Enfield & Haringey Mental Health NHS Trust	24	n/a	n/a	n/a
Central London Community Healthcare NHS Trust	0	Cycle safety seminars and bikes checked	n/a	n/a
Chelsea and Westminster NHS Trust	0	n/a	n/a	Yes
Ealing Hospital	30	n/a		Yes – will be delivered in 2014
Guys Hospital	0	Cycle safety checks, cycle safety seminars, bike marking and bike maintenance sessions	n/a	n/a
Hospital of St John & St Elizabeth	29	n/a	n/a	n/a
Mile End	0	n/a	2 x led walks (Jan 2014)	Yes
National Hospital for Neurology and Neurosurgery	0	cycle safety checks and cycle safety seminars	n/a	n/a
Newham university Hospital	0	n/a	4 x led walks (Jan and May 2014)	Yes - delivered in August 2014
NW London Hospitals NHS Trust	60	n/a	n/a	Yes - delivered in August 2014
Royal Free	36	cycle training; cycle safety checks and bike marking; London by Bike	n/a	Yes - delivered in August 2014
Royal London	0	n/a	4 x led walks (Jan and May 2014)	Yes - delivered in August 2014
Royal Marsden	22	n/a	n/a	n/a
St Mark's Hospital	0	0	n/a	Yes – will be delivered in 2014
St Thomas Hospital	140	n/a	n/a	n/a
St Bartholomew's Hospital	0	n/a	4 x led walks (Jan and May 2014)	Yes- will be delivered in 2014

The Heart Hospital	0	Safety checks, cycle safety seminars		
University College London Hospital NHS Foundation Trust	0	n/a		
Whipps Cross	0	n/a	4 x led walks (Jan and May 2014)	Yes – delivered in August 2014

## Appendix 2

### Summary of all Active Travel Engagement with NHS Hospitals Since 2005

Hospital name	Cycle parking spaces	Cycle training	Cycle safety checks	Cycle safety seminars	Bike marking	Led walks	Legible London foyer maps
Barking, Havering & Redbridge University Hospitals NHS Trust	72						
Barnet, Enfield & Haringey Mental Health NHS Trust	32						
Central London Community Healthcare NHS Trust			Yes	Yes	Yes		
Chelsea and Westminster Hospital	195						Yes
Croydon Health Services NHS Trust	135						
Ealing Hospital NHS Trust	100						Yes
East London NHS Foundation Trust	44		Yes				
Epsom & St Helier NHS Trust	36						
Great Ormond Street Hospital	40						
Guy's Hospital	288		Yes	Yes	Yes		
HCA Healthcare The Wellington Hospital	20						
Hillingdon Hospital	40						
Homerton University Hospital NHS Foundation Trust	100						
Hospital of St John & St Elizabeth	67						
Imperial College Healthcare NHS Trust	100						
Kings College Hospital NHS Foundation Trust	138						
Lewisham Healthcare NHS Trust	70	Yes	Yes				
London Ambulance Service NHS Trust	156						
London Bridge Hospital	20						
Mildmay Mission Hospital	10						
Mile End (Barts NHS trust)	40					Yes	Yes
Moorfields Eye Hospital	40						
National Hospital for Neurology and Neurosurgery	0		Yes	Yes	Yes		
Newham University Hospital NHS Trust	112					Yes	Yes
NHS Barnet	97						
NHS Hounslow	40						
NHS Kingston	40						
NHS Property Services			Yes		Yes		
NHS Tower Hamlets	54						

Hospital name	Cycle parking spaces	Cycle training	Cycle safety checks	Cycle safety seminars	Bike marking	Led walks	Legible London foyer maps
NHS Waltham Forest	8						
North Middlesex Hospital	40						
NW London Hospitals NHS Trust	140						Yes
Oxleas NHS Foundation Trust	36		Yes	Yes	Yes		
Princess Royal University Hospital	40						
Queen Elizabeth Hospital	40						
Queen Mary's Hospital	40						
Recreational Club- Royal Free Hospital	40						
Royal Free	208	Yes	Yes	Yes	Yes	Yes	Yes
Royal London	0						Yes
Royal Marsden Hospital	22						
Royal National Orthopaedic Hospital	40						
Royal National Throat, Nose and Ear Hospital	40						
South London & Maudsley NHS Foundation Trust	46	Yes	Yes				
South West London & St George's Mental Health NHS Trust	114						
St Bartholomew's Hospital	56		Yes			Yes	Yes
St Bernard's Hospital	40						
St George's Healthcare NHS Trust	40						
St George's Healthcare NHS Trust	80						
St Leonards Hospital	20						
St Mark's Hospital	0						Yes
St Thomas Hospital	220						
The Heart Hospital			Yes	Yes			
The Tavistock & Portman NHS Foundation Trust	60						
University College London Hospitals NHS Foundation Trust	0		Yes				
UCL Hospital NHS Foundation Trust	60		Yes				
West Middlesex University Hospital NHS Trust	110						
Westminster NHS PCT	10						
Whipps Cross Hospital	40					Yes	Yes

## G1314 A2

### **Guidance for Employees who are visiting and/ or returning from countries where there is an Ebola outbreak**

This guidance has been prepared using advice from Public Health England (PHE) who protects the nation's health through the national health protection service, and prepare for public health emergencies.

There is an on-going outbreak of Ebola virus affecting certain West African countries. Currently affected are Guinea, Liberia, Sierra Leone, Mali, and Congo, although the latter is a different strain of Ebola and not linked to the outbreak elsewhere.

Senegal and Nigeria have been declared Ebola free last month. This is because these countries implemented good public health measures to prevent the spread of Ebola.

**Ebola can only be transmitted from one person to another through direct contact with blood or bodily fluids of an infected person or the deceased body of a person who has been infected with Ebola. This risk is very low.**

PHE say it is probable that there will be a small number of cases of travellers from the above areas arriving in to the UK who may not show any immediate signs of the disease, but could develop symptoms after their return. The time taken for the disease to show symptoms is anything from 2 to 21 days – this is known as the incubation period.

#### **What will happen to me when I get back?**

The Government has started screening people returning from the outbreak countries at Heathrow, Gatwick, Manchester and Birmingham airports, and at Eurostar terminals. If you are one of these passengers, you will have your temperature taken and then be asked to complete a risk questionnaire asking about your current health, recent travel history and whether you might be at potential risk through contact with Ebola patients. Although the risk of imported cases is very low, Health Professionals in the UK will remain vigilant for those who have visited areas affected by this outbreak and subsequently become unwell.

*It is very important to be truthful in answering the screening questions, so that an accurate risk category can be assigned.*

The PHE categories are:

Category 1- If you have been in an area affected by Ebola, but had no contact with an Ebola case whilst there.

Category 2- If you have been in an area affected by Ebola, and whilst there were wearing protective gloves and taking other protection, but may still have had close contact with body fluids, or the body of a deceased Ebola case

Ebola Employee Guidance issued 22.10.14 revised 11.11.14 and 25.11.14



Category 3- If you have been in an area affected by Ebola, and had close contact, or contact with the body fluids, or with the body of a deceased Ebola case, and are concerned that there could have been an inadvertent contact with their blood, vomit, or other secretion without being protected.

### **Can I return to work if I am well?**

On your return, please contact Occupational Health (OH) on 020 7027 8818, or 58818 internal to seek advice on which of the three PHE Categories applies to you and whether you should return to work as normal or stay at home. You must also keep your line manager informed of the situation.

Depending on the risk category confirmed by OH, and assuming that you have no symptoms:

For Category 1 – If you feel well, and you have no symptoms, it is unlikely there will be any restrictions placed on you upon commencing work, but this will be confirmed by OH.

Category 2- You will be required to check your own temperature twice a day for 21 days and report to OH and PHE any concerns or symptoms. OH will liaise with PHE, but provided you have no symptoms, the outcome is likely to be unrestricted return to work.

Category 3- OH will need to conduct a joint risk assessment with PHE before you can return to work during the incubation period.

### **What if I was well when I returned but now I have now developed symptoms?**

In the very unlikely event that you, were well on returning from countries where there is an Ebola outbreak, but now have developed a fever of 38 degrees or above, or symptoms such as weakness, muscle pain, vomiting, diarrhoea or bleeding, you **MUST** contact your GP, or NHS 111 to seek further advice.

You **MUST NOT** go to your GP surgery or A+E department without having spoken to medical personnel who will make appropriate arrangements for continuing care.

Please remember that Ebola is rare so it is far more likely that a fever following return from African countries will turn out to be Malaria or typhoid or indeed another infection. However, to be sure you **MUST** seek medical advice/treatment.

## G1250 A6

### Medical guidance- Ebola virus

As of today, there have been nearly 5500 confirmed deaths and over 15,000 probable and confirmed cases of Ebola recorded in Eight countries, although widespread transmission is confined to Liberia, Sierra Leone and Guinea.

Public Health England (PHE), protect the nation's health through the national health protection service, and prepare for public health emergencies, say it is probable that there will be a small number of cases of travellers from the above areas arriving in to the UK who may not show any immediate signs of the disease, but could develop symptoms after their return. The time taken for the disease to show symptoms is anything from 2 to 21 days – this is known as the incubation period.

#### Who is at risk of Ebola?

The people who are at risk of acquiring the Ebola infection are health care workers and family members looking after Ebola cases, and those who inadvertently have contact with an infected animal or are involved with disposing or burying people who have died from the disease.

In the TfL context, people at risk are only those who have recently returned from affected countries Guinea, Liberia, Sierra Leone, Mali and Congo, AND have cared for/come into contact with body fluids such as blood, vomit, urine or faeces, from an affected individual, or a body, or animal known or strongly suspected to have Ebola virus disease.

The risk to TfL workers remains extremely low.

Senegal and Nigeria have been declared Ebola free from last month.. This is because these countries implemented good public health measures to prevent the spread of Ebola.

#### How is it transmitted?

The virus can only be transmitted by direct contact between infected body fluid or tissues and the recipient's mucous membranes (usually eyes or mouth) or an open wound. There is no airborne transmission of Ebola virus.

Ebola virus disease is **not** spread through ordinary social contact, such as shaking hands or sitting next to someone. It is important to remember that people infected with Ebola can only spread the virus to other people **once they have developed symptoms** when all body fluids such as blood, urine, stool, vomit, sweat, saliva and semen are infectious.

#### How infectious is Ebola?

The likelihood of contracting Ebola is very low unless there has been a specific exposure. A fever in persons who have travelled to Ebola transmission areas is more likely to be caused by a common infection, such as malaria or typhoid fever.

#### Incubation period

The incubation period is the time period from contact with an infected person to when the first symptoms appear. The incubation period for Ebola is 2 to 21 days but the symptoms usually develop after 5 to 7 days.



## **Symptoms of Ebola**

The illness usually begins suddenly with fever, headache, joint and muscle aches, and intense weakness. Diarrhoea and vomiting may occur. Some individuals develop bleeding. In severe cases patients develop failure of the liver and kidneys.

## **How Ebola is diagnosed**

Diagnosis of Ebola requires blood tests in a specialist laboratory. Other tests may also be carried out at the same time to ensure other important infections (e.g. malaria or typhoid fever) are not missed.

## **What should I do if I think I have Ebola?**

It is important to stress that no cases of imported Ebola have ever been reported in the UK. The risk of a traveller going to West Africa and contracting Ebola remains very low since Ebola is transmitted by direct contact with the blood or bodily fluids of an infected person. Anyone who has travelled in the affected area and is concerned should either contact their GP or NHS 111. Please do not go to your GP or A+E unless you have been told to do so by a health care professional.

## **TfL Occupational Health Advice – routine ‘universal precautions’**

Occupational Health advise all staff to adopt ‘universal precautions’, as they would normally do in their day to day activities at work. This is good practice as there are many diseases which can be transmitted through direct contact with blood and body fluids.

By universal precautions we mean to routinely cover any cuts or exposed wounds with waterproof plasters, to avoid direct contact with any blood or body secretions, and to wear appropriate gloves if approaching any situation where there is a suspicion that there may be the possibility of contact with blood or body tissues/secretions, and of course to wash hands regularly with soap and water.

## **Screening of individuals arriving in the UK from affected countries**

- Advice from the Chief Medical Officer is that enhanced screening arrangements at the UK’s main ports of entry for people travelling from the affected regions - Liberia, Sierra Leone, Guinea, Mali, and Congo - will offer an additional level of protection to the UK
- The Chief Medical Officer, who takes advice from Public Health England and the Scientific Advisory Group for Emergencies, confirmed that it is likely we will see a case of Ebola in the UK, and this could be a handful of cases over the next three months
- She confirms that the public health risk in the UK remains low and measures currently in place – including exit screening in all three affected countries - offer the correct level of protection

## **Travel Advice**

The UK advises against all but essential travel to Sierra Leone, Guinea, Mali and Liberia due to the ongoing Ebola outbreak and the impact this is having on commercial flights and medical facilities. British Airways have suspended flights to Sierra Leone and Liberia until

OHGN110 Ebola Virus

OHC Aug 2014 updated 14.10.- 21.10. and 11.11 and 25.11.14 everyone, guidance notes, current, OHGN110

31 December due to the deteriorating public health situation and some other airlines have also suspended flights to these countries. Detail is available on the gov.uk website at <https://www.gov.uk/government/news/ebola-government-response>. We keep travel advice under constant review

**More information**

Public Health England website:

<https://www.gov.uk/government/organisations/public-health-england>

Please also see

[Guidance for Employees who are visiting and/ or returning from countries where there is an Ebola outbreak](#)

And

[Guidance for managers about Ebola Virus](#) for more information about Ebola

or

Ring TfL Occupational Health: Auto: 1763 Landline: 0845 600 2493