

Transport for London

Minutes of the Safety, Health and Environment Assurance Committee

Boardroom, 14th Floor, Windsor House, London
10.00am, Tuesday 17 November 2009

Members

Tony West	Chair
Christopher Garnett	Vice Chair
Charles Belcher	Member
Dame Tanni Grey-Thompson	Member
Bob Oddy	Member

In Attendance

Gordon Sellers	Committee Adviser
Brian Wilkinson	Committee Adviser

Staff

Steve Allen	Managing Director, Finance (for part)
Francis Broughton	Head of Safety, Surface Transport
David Brown	Managing Director, Surface Transport
Ian Brown	Managing Director, London Rail
Martin Brown	Director, HSE, London Rail (for part)
Lesley Calladine	Health and Safety Director, Crossrail
Howard Carter	General Counsel
Rob Holden	Chief Executive, Crossrail
Chris Lines	Head of London Road Safety Unit (for part)
Richard Stephenson	Director of Group Health, Safety and Environment
Mike Strzelecki	Director of Safety, London Underground
Steve Townsend	Chief Information Officer
Horatio Chishimba	Secretariat Officer

The Chair, on behalf of all the Members, thanked officers who had arranged the informative and successful Signals Passed at Danger (SPADs) visit to the West Ashfield training facility on 16 October. Members appreciated the officers' work and time in making the visit informative and successful. Howard Carter informed the Committee that an article carrying pictures from the visit had been published on the TfL intranet, 'Source'.

The meeting was Brian Wilkinson's last as a Committee Adviser. The Chair, on behalf of all the Members, thanked Brian Wilkinson for his valuable contribution to the work of the Committee and advice given to Members.

The Chair welcomed Steve Allen to the meeting. As agreed by the Committee at the July 2008 meeting, each Corporate Managing Director had been invited to attend one SHEAC meeting over a period of two years. Steve Allen was attending the meeting to discuss any HSE matters in his directorate.

36/11/09 Apologies and Declarations of Interest

Apologies for absence had been received from Daniel Moylan and Richard Parry.

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 and as a non-executive director of Aggregate Industries UK. Bob Oddy declared an interest as General Secretary of the Licensed Taxi Drivers' Association regarding any matters concerning taxis.

37/11/09 Minutes of the Meeting held on 14 September 2009

The minutes of the meeting held on 14 September 2009 were approved as a correct record and signed by the Chair, subject to an amendment being made to include an interest declared by Bob Oddy as General Secretary of the Licensed Taxi Drivers' Association regarding any matters concerning taxis.

38/11/09 Matters Arising and Actions List

Safety Assurance for the East London Line: Competency Checks (31/09/09): Martin Brown gave a brief update on competency checks for Balfour Beatty – Carillion Joint Venture's (BBCJV) subcontractors.

The BBCJV employed six core labour contractors. Each was audited and it was found that all had satisfactory methods of record keeping, and deducted the correct tax and national insurance. However, it was found that one contractor had used a Labour Master, who had underpaid staff, with the Labour Master apparently retaining the difference.

The six subcontractors ensured that staff held the relevant Construction Skills Competency Certification, attended an effective induction course and were further assessed on the job. That staff provided by the Labour Master who had been underpaying were trained to a high standard and were regarded as a very good set of workers and their competency was not an issue.

The Committee noted the Actions List.

39/11/09 Road Safety

Chris Lines introduced the paper and reported that nationally, London was doing better in reducing road casualties than the rest of Great Britain. The Government was conducting a consultation exercise in which TfL was involved and once completed, post 2010 Killed and Seriously Injured targets would be set. Normalised casualty charts for cyclists and motorcyclists would be reported in future road safety reports. **[ACTION: David Brown]**

The Intelligent Speed Adaptation (ISA) project was making progress. The devices displayed the speed limit, using a GPS device, to limit vehicle speeds. A small

number of buses and a taxi as well as some support fleet vehicles were testing the ISA.

Safety cameras had delivered significant casualty reduction benefits in London and TfL and the police were investigating ways of restructuring the programme to maintain its performance while reducing the cost of operating the network and increasing the rate of “follow-up” of offences recorded on cameras.

Following the conclusion of research commissioned by TfL to show whether there was a relationship between deprivation and injury risk in London, programmes had been set up in seven boroughs to put in place 20mph zones. It was agreed that the next meeting would receive a report on progress made on these programmes.

[ACTION: David Brown]

The Committee noted the report and supported the policy of reducing cyclist casualties as TfL’s current top road safety priority.

40/11/09 Management of Health and Safety within Crossrail

Lesley Calladine introduced the report and explained that Crossrail aimed to have safety built into the programme and that this would extend right down the supply chain with a ‘zero accident’ and taking a ‘zero harm’ stance on environmental impact.

Lesley Calladine thanked Olivia Carlton, Head of Occupational Health in London Underground, for the help and advice in formulating what would be an exemplary standard of occupational health across the Project.

Members noted that Crossrail would have in place a minimum of a hot line and email to serve as a whistle blowing tool and was currently considering adopting TfL’s Independent Reporting Line arrangements.

The Committee commended Crossrail for its approach to the management of Health and Safety.

The Committee noted the report.

41/11/09 London Underground Quarterly Health, Safety and Environment Report

The report indicated that during the quarter both physical and verbal assaults against staff had increased. However, since the end of the quarter the figures had decreased.

Members were also informed that there was a renewed emphasis on the alleviation of noise and vibration due to engineering works.

It was also reported that the uniformed LU employee filmed verbally abusing a passenger on a platform at Holborn station had resigned.

The Committee noted the report.

42/11/09 **Surface Transport Quarterly Health, Safety and Environment Report**

David Brown introduced the report. Members welcomed the commitment Arsenal football club and other London Premier League teams showed in support of a campaign to ensure that safety messages resonated with teenagers. Consideration would be given to extending the initiative to other teams. **[ACTION: David Brown]**

Members were informed that the revised procedure for checking criminal records before issuing taxi driver licences was now in place and anyone with a serious criminal record would now be refused unless there were exceptional mitigating circumstances. A review panel was being established to address complex and sensitive cases. The Committee would be updated on the panel's work in late 2010. **[ACTION: David Brown]**

It was also reported that the 'X' pedestrian crossing at Oxford Circus was functioning effectively.

The Committee noted the report.

43/11/09 **London Rail Quarterly Health, Safety and Environment Report**

Ian Brown introduced the report. It was noted that the Docklands Light Railway (DLR) had in place very comprehensive noise and vibration mitigation measures. Barriers were used to a significant extent along the routes and the public address system was generally quiet.

The Committee noted the report.

44/11/09 **Crossrail Quarterly Health, Safety and Environment Report**

Lesley Calladine introduced the report and confirmed that there would be a significant number of heavy goods vehicles used in the Crossrail programme. The logistics team was establishing the training required and equipment that heavy goods vehicles would need to have fitted to work for Crossrail, which would be detailed in contracts. The vehicle specifications would be sent to David Brown.

[ACTION: Lesley Calladine]

The Committee noted the report.

45/11/09 **Corporate Directorates Quarterly Health, Safety and Environment Report**

Howard Carter introduced the report which informed Members of the Corporate Directorates' HSE activities and performance for Quarter 2.

The Committee noted the report.

46/11/09 Assurance of HSE Audit Processes

The Advisers had recently reviewed a selection of audit reports from across the modes. Members noted that the HSE audits had gone well but that there was an issue with the closure of audit actions and recommendations in some areas.

The exercise had been a good one and the Advisers congratulated officers involved in the HSE audits.

The Committee noted the report.

47/11/09 Managing the Environmental Impacts of Construction in TfL

Richard Stephenson introduced the report. The Committee welcomed the comprehensive overview of the management of the environmental impacts of construction activities and LU's achievement of 97 per cent of ballast being re-used or recycled in 2008/09.

The Committee noted the report.

48/11/09 Occupational Health Priorities and Plans for 2010/11

Mike Strzelecki introduced the report which informed the Committee of the Occupational Health priorities and plans for 2010/11.

The Committee noted the report.

49/11/09 Swine Flu Update

Richard Stephenson introduced the paper and reported that in line with much of the UK, swine flu in TfL was currently a reducing problem.

The Committee noted the report.

50/11/09 Review of TfL Resilience Management Policy Framework

Richard Stephenson introduced the report and the Policy Framework which had recently been reviewed by the TfL Resilience Steering Team without any changes.

It was confirmed that there were follow-up and close out procedures incorporated in all internal audits.

The Committee noted the report and agreed the reviewed but unchanged TfL Resilience Management Policy Framework.

51/11/09 Any Other Business

- (a) London Rail - GE19 Bridge: Ian Brown confirmed that the follow up to the incident that had occurred on 28 May 2008 outside Liverpool Street Station was now completed.
- (b) Customer non-accidental fatalities: It was agreed that the note which had been circulated to all Members would be updated annually. **[ACTION: All]**
- (c) SHEAC Chair's Pre-meeting: It was agreed that consideration would be given to the timing of future pre-meetings. **[ACTION: Secretariat]**
- (d) Investigations into major accidents: Group HSE would request all modes to incorporate in Quarterly HSE Reports, a report on the outcomes of previously ongoing investigations. **[ACTION: Richard Stephenson]**

There being no further business, the meeting closed at 11.20am.

Chair: _____

Date: _____