

# Transport for London

## Minutes of the Safety, Health and Environment Committee

Boardroom, 14<sup>th</sup> Floor Windsor House, London  
9.00am, Tuesday 22 July 2008

### Members

Christopher Garnett	Chair, Board Member
Sir Mike Hodgkinson	Board Member
Judith Hunt	Board Member

### In Attendance

Gordon Sellers	Committee Adviser
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### Staff

Ian Brown	Managing Director, London Rail
Howard Carter	General Counsel
Richard Stephenson	Director of Group Health, Safety and Environment
Mike Strzelecki	Director of Safety, London Underground
Mike Weston	Operations Director, Surface Transport
James Varley	Secretariat Officer

### **12/07/08      Apologies and Declarations of Interest**

The Chair noted the recent appointments which had been made to the membership of the committee and welcomed new members.

The Commissioner ordinarily attends the SHEC meeting each year when the TfL Assurance Letters and draft Annual Health and Safety Report are considered. The Commissioner was unable to attend this meeting but will attend the next meeting of the Committee to address matters arising from the Assurance Letters and for the Committee's consideration of the draft TfL Annual Health and Safety Report.

Apologies for absence had been received from Peter Hendy, Tim O'Toole, David Brown and Brian Wilkinson.

No interests were declared.

### **13/07/08      Minutes of the Meeting Held on 4 March 2008**

The minutes of the meeting held on 4 March 2008 were noted and would be signed subject to amending the first paragraph of 06/03/08 as follows:

Tim O'Toole introduced the report and explained that Quarter 3 performance had been good. The recent SHEC visit to the Workplace Violence Unit had gone well. The unit was unique in its ability to provide a comprehensive service. The Committee requested Surface Transport and London Rail consider how similar services could be extended to other parts of TfL, recognising that most of the staff at risk were

employed by contractors and not TfL.

#### **14/07/08      Matters Arising and Actions List**

The action on Construction Design and Management Regulations (07/03/08) would remain open and an update would be given at a future meeting.

An interim report had been released on the Cumbria Train Crash and any actions relevant to London Underground had been carried out. However, the final report had not been issued and the action would remain open.

**The Committee noted the Actions List.**

#### **15/07/08      HSE Assurance Letters**

Richard Stephenson introduced the item. This was the third year in which Assurance Letters had been issued and the letters demonstrated that the Health, Safety and Environment Management Systems (HSEMS) were maturing.

With regard to mechanisms for assuring contractor performance, it was noted that there was no single generic system across TfL as circumstances varied in each mode. Robust control mechanisms including audits were in place to monitor compliance.

It was agreed that additional proactive key performance indicators would be introduced. Richard Stephenson confirmed that TfL had a structured improvement programme and additional proactive key performance indicators are being introduced. A note on the process for setting KPIs and objectives against the HSE plan would be provided for the Committee.      **[ACTION: Richard Stephenson]**

Mike Strzelecki introduced the London Underground Assurance Letter. He informed Members that safety performance in the infracos had been good and the renewal of infrastructure had improved resilience. It was noted that the Assurance Letter should make reference to the fact that London Underground reported to the Safety, Health and Environment Committee (SHEC).

Mike Weston introduced the Surface Transport Assurance Letters for Operational and Non Operational Directorates. The Chair requested that in future Surface Transport would provide a single letter.      **[ACTION: David Brown]**

The London Buses incident reporting system was being upgraded and this would allow for much more detailed analysis of incidents. The Chair enquired into the process of setting the criteria for reporting incidents to SHEC and was informed that this was determined by the Group HSEMS.

The assurance process for contractors was discussed and Members were informed that the bus company contracts allowed for audits as well as additional checking by outside agencies. Following a suggestion from the Members, the ability to instigate random audits on Streets Contactors would be investigated.

Ian Brown introduced the London Rail Assurance Letter. In recognition of the significant changes taking place in the forthcoming year, a new Director of Safety had been appointed.

Howard Carter introduced the Assurance Letters for the Corporate Directorates. The Committee discussed the process by which responsibility for safety matters transferred from the Projects Directorate to the Modes and were assured that a clear process existed.

It was confirmed that, in future, there would be a combined Assurance Letter for all the Corporate Directorates. **[ACTION: Howard Carter]**

**The Committee noted the report and the Assurance Letters.**

**16/07/08      TfL HSE Policy Statement**

Richard Stephenson introduced the report. The policy statement had been reviewed in consultation with the Modes and the Commissioner and no changes were proposed. The Chair asked that future policy documents make reference to the culture of openness on HSE matters within TfL. **[ACTION: Richard Stephenson]**

**The Committee noted the report.**

**17/07/08      London Underground Quarterly Safety, Health and Environment Report**

Mike Strzelecki introduced the report. The Committee commended LU for achieving the lowest level of customer fatalities ever recorded on the system and said that a good safety record was a sign of a well run organisation.

There had been 117 completed audits in the period. The audit process in LU and Tube Lines was more developed than that of Metronet but this was being addressed.

Members were informed that LU worked closely with all parties on security matters to ensure clarity of responsibilities including the British Transport Police.

The Committee asked how the evacuation of Victoria Station on 9 July, following intense rainfall had been reviewed. A review had been undertaken. Standard procedures had been followed and the evacuation of the Underground Station took place as planned. However, overcrowding on the Network Rail Station had occurred resulting from people seeking shelter from the rain.

**The Committee noted the report.**

**18/07/08**      **Surface Transport Quarterly Safety, Health and Environment Report**

Mike Weston introduced the report. The recent bridge strike incident on a Route 24 Bus occurred while on diversion. Work by Centrecomm and the continued rollout of iBus would reduce the risk of future occurrences.

It was noted that the London Borough of Greenwich had recently served notice to cease operating the Woolwich Ferry with effect from 1, October 2008. Plans were currently in place to secure a new operator and TfL was working to ensure that appropriate safety arrangements were in place during both the transfer and the new contract term.

The Members also noted the high levels of compliance for the London Low Emission Zone.

**The Committee noted the report.**

**19/07/08**      **London Rail Quarterly Safety, Health and Environment Report**

Ian Brown introduced the report and informed the Committee that a serious incident had occurred to a bridge, GE19, after the reporting period closed. The Committee would receive further information on this incident.

**The Committee noted the report.**

**20/07/08**      **Corporate Directorates Quarterly Safety, Health and Environment Report**

Howard Carter introduced the report. A note on the 'Drain London' project would be provided to Brian Wilkinson. **[ACTION: Richard Stephenson]**

**The Committee noted the report.**

**21/07/08**      **Review of Health, Safety and Environment Assurance**

Gordon Sellers introduced the item. Following a full year's cycle of meetings, the Advisers had been requested to provide a review of the provision of HSE assurance. The findings of the review demonstrated that TfL had a strong HSE Assurance process which met best practice for assurance of its HSE management systems in most respects. There were three recommendations from the review which were accepted by TfL and would be implemented.

**The Committee noted the report.**

**22/07/08      Update on Sustainability Matters**

Richard Stephenson introduced the report.

**The Committee noted the report.**

**23/07/08      Any Other Business**

No additional items of business were raised and the meeting closed at 11.00am.

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

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