

Transport for London

Minutes of the Safety, Health and Environment Assurance Committee

Boardroom, 14th Floor, Windsor House, London
10.00am, Wednesday 9 March 2011

Members

Tony West	Chair
Christopher Garnett	Vice Chair
Claudia Arney	Member
Charles Belcher	Member
Bob Oddy	Member
Patrick O'Keeffe	Member

In Attendance

Shaun McCarthy	Committee Adviser
Gordon Sellers	Committee Adviser

Staff

Martin Brown	Director, Health, Safety and Environment London Rail
Lesley Calladine	Health and Safety Director, Crossrail
Howard Carter	General Counsel
Ek Orogun	Safety Performance Manager, Surface Transport
Rob Paris	Head of Planning, Environment and Traffic, Crossrail (for part)
Richard Stephenson	Director of Group Health, Safety and Environment
Mike Strzelecki	Director of Safety, London Underground
Mike Weston	Operations Director, Surface Transport
Victoria Moss	Secretariat Officer

01/03/11 Apologies and Declarations of Interest

Apologies for absence had been received from Baroness Grey-Thompson, Mike Brown and Rob Holden.

Tony West declared an interest as a member of Bexley Council's Public Transport Advisory Group. Christopher Garnett declared interests as a member of the Olympic Delivery Authority, as a non-executive director of Aggregate Industries Limited and as a non-executive director of Anglian Water Services Limited. Bob Oddy declared an interest on taxi related issues.

02/03/11 Minutes of the Meeting held on 1 December 2010

The minutes of the meeting held on 1 December 2010 were approved as a correct record and signed by the Chair.

03/03/11 Matters Arising and Actions List

There were two matters arising from the minutes.

**46/12/10 – London Underground Quarterly Health Safety and Environment
Performance Report – Quarter 2 2010/11**

It was confirmed that additional calculations giving the rate of physical assaults per million passenger journeys would be included in the report for quarter 4. The Committee was informed that the rate for quarter 3 had been between 1 and 1.4 with the trend over two years remaining flat.

56/12/10 – Any Other Business – Health, Safety and Environment Assurance

Gordon Sellers reported that further to the previous meeting of the Committee, it had been agreed that rather than the two Advisers updating their review of health, safety and environment assurance, they would comment on the emerging Assurance Framework and the 2012/13 Assurance Plan.

[ACTION: Shaun McCarthy/Gordon Sellers]

The Committee noted the Actions List.

**04/03/11 London Underground Quarterly Health, Safety and Environment
Performance Report – Quarter 3 2010/11**

Mike Strzelecki introduced the report and informed the Committee that the Office of Rail Regulation had been impressed with the totality of TfL's management systems and was itself moving towards a similarly based approach as a more systematic form of regulation.

Following the report to the last meeting of the Committee, Members were informed that implementation of the recommendations in relation to the Rail Grinder unit was on target. Dependent on the current extensive testing being successfully completed, it was anticipated that the unit would be operational by the beginning of April 2011. Members would be issued with an update paper once the unit had re-entered service and progress would also be reported to the next meeting of the Committee.

[ACTION: Mike Strzelecki]

It was reported that the London Fire and Emergency Planning Authority and London Underground had recently undertaken a joint audit of tenants and their conformance with requirements for fire risk assessment. New guidelines had been issued as part of this process. In response to a Member's enquiry, confirmation would be sought as to whether tenants at Hammersmith had been included in this process.

[ACTION: Mike Strzelecki]

London Underground was congratulated on its waste figures for the quarter. A request was made for inclusion in future reports of figures to provide proportionality for the carbon and energy management data.

[ACTION: Mike Strzelecki]

A pan-TfL report on physical assaults on staff and the steps being taken in relation to workplace violence would be provided to the Committee.

[ACTION: Richard Stephenson]

The Committee noted the report.

05/03/11 Surface Transport Quarterly Health, Safety and Environment Performance Report – Quarter 3 2010/11

Mike Weston introduced the report and confirmed that the draft Road Safety Plan would be sent to Members in early April, prior to being issued for consultation. The Plan would include an explanation of the marketing budget in relation to the reduction of killed and seriously injured (KSIs) on the Transport for London Road Network.

[ACTION: Mike Weston]

The Committee was pleased to note the improvement in compliance by boat operators, particularly in relation to the quality of mooring and the wearing of life jackets. Patrick O’Keeffe requested that he be given a detailed update outside the meeting on the Safer Travel at Night initiative.

[ACTION: Mike Weston]

Surface Transport was congratulated on its waste figures for the quarter. A request was made for provision of the rationale behind the reduction in green procurement.

[ACTION: Mike Weston]

In relation to the lag in reporting times on cyclist injuries associated with the Barclays Cycle Hire Scheme, it was requested that consideration be given to how the information could be provided more quickly, even if the figures were only provisional.

[ACTION: Mike Weston]

It was confirmed that the additional powers provided to the Operational Support Team within Revenue Protection included the right to seize alcohol and tobacco and to demand name and address details. These powers had been given to around 40 officers but were only exercisable on specific permission from the Police.

The Committee noted that the additional hybrid buses funded through the DfT green bus fund had signage indicating their hybrid nature, although this was not as explicit as it had been for the first fleet. Hybrid buses had lower CO₂ and NO_x emissions and produced marginally lower levels of particulate matter.

The Committee noted the report.

06/03/11 London Rail Quarterly Health, Safety and Environment Performance Report – Quarter 3 2010/11

Martin Brown introduced the report. In relation to the DLR’s Improvement Notice regarding enhancements to the management of alarms in the control centre, Gordon Sellers drew attention to the Engineering Equipment and Materials Users Association’s new standard for alarm systems to prioritise and reduce excessive numbers of alarms.

It was reported that there had been one more Signal Passed at Danger (SPAD) since the last meeting of the Committee. In relation to SPADs, London Rail remained in a good position overall but the aim was for SPADs to reach zero. An update on SPADs would be included in London Rail's report for Quarter 4. **[ACTION: Martin Brown]**

It was noted that while London Rail's waste performance showed a trend of improvement, it was still behind other business units from which lessons could be learnt, particularly in relation to clearance of waste from trains.

It was requested that a post investment review be carried out, following increased spend on staff and policing. **[ACTION: Martin Brown]**

The Committee noted the report.

07/03/11 Crossrail Quarterly Health, Safety and Environment Performance Report – Quarter 3 2010/11

Lesley Calladine introduced the report and confirmed that the process to simplify Crossrail's health and safety management system had begun. The Committee noted Crossrail's impressive health programme 'Healthy by Design'.

The Committee requested that the industry standard measurement of accident frequency rate per hours worked would be included in Crossrail's quarterly reports from Quarter 4. **[ACTION: Lesley Calladine]**

The Committee noted the report.

08/03/11 Corporate Directorates Quarterly Health, Safety and Environment Performance Report – Quarter 3 2010/11

Howard Carter introduced the report which summarised areas for improvement, significant plans for the next quarter and progress against the HSE plan. The Committee was pleased to note the presentation of Environmental Awards by Mike Brown to staff TfL-wide.

The Committee asked to be updated on the progress with HSE training for Corporate Directorate managers. **[ACTION: Richard Stephenson]**

The Committee noted the paper.

09/03/11 Assurance of HSE Audit Processes

Richard Stephenson introduced the paper in which the Committee's Advisers had reviewed selected audit processes and reports. This review supported the requirement in the Committee's terms of reference for the consideration of audits of Health, Safety and Environmental Management Systems and the progress with implementation of recommendations arising from audits.

Gordon Sellers reported that London Underground had not been reviewed due to its satisfactory review the previous year. Surface Transport had showed significant improvement but further work was needed to improve follow up of actions.

London Rail confirmed its audit programme for 2010/11 was in place and would be provided to Gordon Sellers. **[ACTION: Martin Brown]**

Crossrail had a comprehensive audit plan in place with internal audits being carried out by TfL going forwards. Crossrail's audit processes would be reviewed by the Advisers next year. **[ACTION: Gordon Sellers]**

The Committee noted the paper.

10/03/11 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Richard Stephenson introduced the paper which brought to the Committee's attention a report of the Railway Safety and Standards Board (RSSB) concerning the adherence to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) by Network Rail and its contractors.

Following the concerns regarding under reporting by National Rail, a review of TfL's reporting was carried out which found no evidence of under reporting by TfL. The Committee noted that London Underground's reporting within the required 10 day period was, at 97 per cent, the best in the industry. The Committee noted that an internal audit would be carried out to confirm the standard of reporting in TfL.

[ACTION: Howard Carter]

The Committee noted the paper.

11/03/11 Review of TfL's Progress in Delivering Responsible Procurement

Richard Stephenson introduced the paper which provided a review of TfL's approach, progress and performance in delivering responsible procurement across the organisation.

The Committee noted the considerable progress in the management of responsible procurement that had been demonstrated by TfL and the GLA and the confirmation of these achievements by a number of independent assessments. Of particular note was TfL's adherence to the GLA Group Sustainable Food Procurement Commitment.

The Committee noted the paper.

12/03/11 Sustainability and Crossrail

Lesley Calladine and Rob Paris introduced the paper which described how sustainability was being addressed by Crossrail. The Committee commended

Crossrail on an impressive and comprehensive document. In response to questions from Members, it was confirmed that, in relation to operational noise, there was a suite of assurances setting out impact levels within the environmental minimum requirements and that the maximum amount of haulage was moved by rail and water.

Risk Assessment and auditing were noted to be satisfactory, but new processes continued to be implemented. The meeting recognised that Crossrail's Environmental Vision had been finalised within the previous month. Shaun McCarthy would meet with Rob Paris outside the meeting to discuss detailed points of the paper.

[ACTION: Rob Paris]

The Committee requested assurance that agreements with contractors included provisions to prevent sub-contracting and to commit to the London Living Wage.

[ACTION: Lesley Calladine]

The Committee noted the paper.

13/03/11 Any Other Business

The Chair reminded Members that the date of the next meeting of the Committee had been changed from 13 July 2011 at 10.00am to 2 August 2011 at 2.00pm.

There being no further business, the meeting closed at 11.30am.

The next scheduled meeting would be held on 2 August 2011 at 2.00pm.

Chair: _____

Date: _____