

Transport for London

Minutes of the Safety, Accessibility and Sustainability Panel

Conference Rooms 1 and 2, Palestra
10.00am, Thursday 18 December 2014

Members

Charles Belcher	Chair
Michael Liebreich	Vice Chair (by phone)
Sir Brendan Barber	Member
Richard Barnes	Member
Bob Oddy	Member

In Attendance

Alice Maynard	Chair of the TfL Independent Disability Advisory Group
Shaun McCarthy	Adviser
David Morris	Adviser

Staff

Martin Brown	Head of Health, Safety and Environment, Rail and Corporate
Howard Carter	General Counsel
Jill Collis	Director of Health, Safety and Environment
Tony Daly	Head of Safety, Surface Transport
Garrett Emmerson	Chief Operating Officer, Surface Transport
Keith Foley	Head of Night Tube, London Underground (for part)
Steve Hails	Crossrail Director of Safety
Mike Shirbon	HSE Audit Manager, Internal Audit
Clive Walker	Director of Internal Audit
Helen Woolston	TfL Sustainability Co-ordinator
James Varley	Secretariat Officer

41/12/14 Chair's Announcements, Apologies for Absence and Declarations of Interest

The Panel welcomed David Morris, who had been appointed as an Adviser. Briefing sessions would be organised for David to assist in his understanding of the organisation and Panel Members would be welcome to attend. **[Action: Jill Collis]**

Apologies for absence were received from Baroness Grey-Thompson, Mike Brown and Leon Daniels.

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

42/12/14 Minutes of the Meeting of the Safety, Accessibility and Sustainability Panel Held on 15 October 2014

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

43/12/14 Matters Arising and Actions List

Martin Brown confirmed that general guidance on the Ebola virus had been made available to all staff, with additional information given to those who were visiting or had returned from a country in which there was an outbreak.

The Panel noted the Actions List.

44/12/14 Rail and Underground Quarterly Health, Safety and Environment Performance Report – Quarter 2 2014/15

Jill Collis introduced the Rail and Underground Quarterly Health, Safety and Environment Performance Report.

London Overground Rail Operations Limited had recently received the Safety Award at the National Rail Awards.

Platform train interface (PTI) incidents were closely monitored. While PTI incidents had continued to increase, it was anticipated that once mitigating actions were implemented, the trend would be reversed.

Incidents defined by the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) continued to decrease, taking into account adjustments following the recent reclassification of RIDDOR incidents.

The lost time injury rate (LTI) on the London Underground (LU) Capital Programmes directorate continued to fall. The current performance was sustainable and further work was taking place to achieve the target of 0.2 LTI /100,000 hours.

There had been an increase in LTIs in LU Operations. Activities including the 'Go look See' investigations were undertaken to review the causes. Benchmarking was also taking place with other organisations to identify best practice.

The Panel discussed the ability to measure the impact of customer awareness programmes. It was recognised that difficulties existed in creating metrics to determine and attribute changes in behaviour. Each programme included an evaluation of the effectiveness of campaigns.

There had been a recent increase in the amount of waste that was not recycled. Work was taking place to analyse the data, however, there had been changes to the way waste was handled. The waste contractor was no longer providing a segregating service and a significant amount of LU and London Rail waste contained contaminants, including food and liquid such as coffee. Further clarification of the data would be provided to the next meeting of the Panel. **[Action: Martin Brown]**

The trial of occupational health night clinics had gone well. The aim was to address the welfare of staff who would find it disruptive to attend clinics in normal business hours due to their shift patterns.

The Panel noted the report.

45/12/14 Surface Transport Quarterly Health, Safety and Environment Performance Report – Quarter 2 2014/15

Garrett Emmerson introduced the Surface Transport Quarterly Health, Safety and Environment Performance Report.

Performance on road safety for the full year was ahead of target, which meant that TfL was on track to meet its aim of a 40 per cent reduction in people killed or seriously injured by 2020. This was a challenging target given that road use was increasing in real terms. The Pedestrian Safety Action Plan had also been launched following a period of consultation, which had given the public an opportunity to comment on the draft.

Cash free bus operations continued without undue issues and staff had received training on dealing with vulnerable passengers.

The trial of optical and radar technology on buses was complete. The purpose of the technology was to improve safety by assisting the driver in identifying vulnerable road users, such as cyclists, in close proximity of the vehicle. The results were being used to refine TfL's requirements.

A note on the outcome of the recent judgment by the Court of Appeal on the case involving First Bus and Doug Paulley, a disabled passenger, would be sent to Members. General Counsel had reviewed TfL's policies and confirmed that they were consistent with the judgment. **[Action: Howard Carter]**

The Panel noted the report.

46/12/14 Crossrail Quarterly Health, Safety and Environment Performance Report – Quarter 2 2014/15

Steve Hails introduced the Crossrail Quarterly Health, Safety and Environment Performance Report.

The 'Have Your Say' survey had taken place and 4,320 responses from staff and contractors had been received, which was recognised as a good level of engagement. The results had been analysed and data was being used to inform health and safety arrangements as well as drive future improvements.

Preparations were underway for Crossrail to move into its next stage. Tunnel boring was due to be completed by March 2015 and fit-out activities would be the main body of work. Risk analysis was taking place for this next stage and the Crossrail Golden Rules were being developed to reflect the next stage of works. A new induction programme was also being developed to target the changing risk profile. Staff diversity

was also being addressed with a new appointment to manage and advise on equalities matters.

The fatigue research work with TfL was continuing. The outcomes of the work were complex and required analysis to develop robust conclusions. Members would be invited to a briefing to review the work. **[Action: Steve Hails]**

The Panel noted the report.

47/12/14 Draft Health, Safety and Environment Report 2013/14

Martin Brown introduced the paper and draft Health, Safety and Environment Report 2013/14. Panel Members had received an earlier draft and had been asked for comments which had been incorporated into the latest version.

Further comments on the draft report would be fed back and changes made where appropriate, prior to its submission to the Board.

The Panel thanked all of the staff who had worked on the report and suggested that the document should be referenced in future TfL Annual Reports. **[Action: Jill Collis]**

The Panel noted the paper and draft report, which would be presented to the Board before final publication.

48/12/14 Sustainability Update

Helen Woolston introduced the paper, which provided the Panel with an annual update on the progress and plans for delivering sustainability in TfL.

TfL was following good practice by reviewing sustainability activities through self assessment programmes. A number of projects had been assessed and improvements identified and a systematic approach was being developed for larger projects.

Members requested an update to a future meeting on the progress on the creation of a TfL Corporate Social Responsibility Report. **[Action: Jill Collis]**

The Panel noted the paper.

49/12/14 Night Tube

Keith Foley introduced the paper, which provided the Panel with an overview of the Night Tube service that would be introduced on 12 September 2015. The overview covered the benefits of the service, service information and the impact on operations.

The plan for the service was based on demand patterns, bus travel demand and experience in other major cities. Following a review of maintenance and upgrade activities, it was decided that the Night Tube service would commence on selected lines on 12 September 2015 and would run on Friday and Saturday nights.

British Transport Police had been consulted to ensure that the correct resources would be in place for the service.

Work had also taken place with the Health, Safety and Environment directorate to understand changes to the risk profile, emergency planning and environmental issues such as noise around stations. Mitigating actions were being considered and developed.

Consultation was taking place with staff and Trades Unions around shift patterns and fatigue issues.

Operation of the Night Tube would require changes at stations where interchanges existed with lines that would not be operating through the night. Additional barriers would be needed and additional information provision for customers would be required.

A further update would be given to the Panel prior to commencement of the service.

[Action: Jill Collis]

The Panel noted the paper.

50/12/14 Resilience Report

Garrett Emmerson introduced the report, which updated the Panel on developments with resilience matters relevant to TfL since the last meeting, covering the second quarter of 2014/15.

Planning for the Greater London Authority's New Year's Event was nearing completion. TfL's event team was fully engaged with other agencies involved in the event.

The introduction of the ticketed area would result in a capacity decrease of approximately 150,000 people. A campaign was running advising people who planned to attend but had not purchased tickets to stay away from the area.

A note on TfL's planning and co-ordination with other agencies in preparation for New Year's Eve would be circulated to Members. **[Action: Garrett Emmerson]**

A review of the New Year's Event would be presented to the next meeting of the Panel on 17 March 2015. **[Action: Leon Daniels]**

The Panel noted the paper.

51/12/14 Key Findings from Internal Audit Reports

Clive Walker and Mike Shirbon introduced the paper, which informed the Panel of the Internal Audit Reports related to Safety, Accessibility and Sustainability, issued during the second quarter of 2014/15.

One audit issued during the quarter had a 'poorly controlled' conclusion. This was an audit of the Management of Communication Equipment Rooms in LU. Action was being taken by management to close out the audit.

The Panel was informed of the process for closing out audits and it would be informed of outstanding actions in future reports. **[Action: Clive Walker]**

The Panel noted the paper.

52/12/14 Legal Compliance Report (1 April – 30 September 2014)

Howard Carter introduced the report, which informed the Panel of actual and alleged breaches of HSE legal obligations based law between 1 April 2014 and 30 September 2014.

In response to a question from the Panel, Steve Hails confirmed that the vehicle involved in the fatal accident in Mile End Road on 5 November 2013 was fully compliant with Crossrail Limited's safety standards and records of safety checks existed from the date it was first used on Crossrail sites in March 2013.

The Panel noted that the number of Employment Tribunal cases was falling. This was the result of a new, more robust approach to dealing with cases that sought to resolve matters sooner and defend cases where appropriate.

The Panel noted the paper.

53/12/14 Any Other Business

There being no further business, the meeting closed at 12.25pm. The next scheduled meeting would be held on Tuesday 17 March 2015 at 10.00am.

Chair: _____

Date: _____