

Transport for London

Minutes of the Safety, Health and Environment Assurance Committee

Boardroom 14th Floor Windsor House, London
10.00am, Tuesday 20 July 2010

Members

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

In Attendance

Shaun McCarthy	Committee Adviser
Gordon Sellers	Committee Adviser

Staff

Francis Broughton	Head of Safety, Surface Transport
Ian Brown	Managing Director, London Rail
Mike Brown	Managing Director, London Underground (for part)
Steve Burton	Director, Community Safety, Enforcement and Policing, Surface Transport (for part)
Lesley Calladine	Health and Safety Director, Crossrail
Howard Carter	General Counsel
Rob Edwards	Interim Head of London Routes and Places, Surface Transport
Peter Hendy	Commissioner (for part)
Dana Skelley	Director of Roads, Surface Transport (for part)
Richard Stephenson	Director of Group Health, Safety and Environment
Mike Strzelecki	Director of Safety, London Underground
Mike Weston	Operations Director, Surface Transport
Horatio Chishimba	Secretariat Officer

The Committee welcomed Claudia Arney and Patrick O'Keeffe to the meeting following their appointment as Members of the Committee by the Board with effect from 1 July 2010. The Committee also thanked Daniel Moylan for his work on the Committee. Daniel Moylan ceased to be a Member on 30 June 2010.

The Committee welcomed the Commissioner who attends the meeting annually to discuss the Annual HSE Assurance Letters submitted to him by the Chief Officers.

14/07/10 Apologies and Declarations of Interest

Apologies for absence had been received from David Brown and Rob Holden.

Bob Oddy declared an interest as General Secretary of the Licensed Taxi Drivers' Association regarding any matters concerning taxis. Christopher Garnett declared an interest as a member of the Olympic Delivery Authority and a non-executive director of Aggregate Industries Limited. Baroness Grey-Thompson declared an interest as Vice Chair of the Athletes' Committee for the London Organising Committee of the Olympic Games (LOCOG).

15/07/10 Minutes of the Meeting held on 12 March 2010

The minutes of the meeting held on 12 March 2010 were approved as a correct record and signed by the Chair.

16/07/10 Matters Arising and Actions List

There were no matters arising from the minutes.

The Committee noted the Actions List.

17/07/10 Annual HSE Assurance Letters 2009/10

The Commissioner introduced the Annual HSE Assurance Letters which he had reviewed following consideration at business management meetings. The Letters had been signed off by the Chief Officer for each mode prior to submission to the Committee.

The Commissioner explained that the HSE Letters demonstrated progress on improving the implementation of TfL's Health, Safety and Environment Management systems. The Committee noted that as a result of TfL's experience the Metropolitan Police Service had now also adopted the HSE Assurance Letter process.

Members welcomed the Assurance Letters and the Advisers noted that the self-assurance process was regarded as best practice.

Members noted that the interpretation of the terminology used to define the extent of management system implementation would be kept under review.

[ACTION: Richard Stephenson]

Members were informed that while TfL took Sustainability matters very seriously, this was not covered in the Assurance Letters as it was not the subject of the HSE Management System that the Letters addressed. The Commissioner proposed that given its importance to TfL, it would be appropriate to have an agreed Policy Statement that addressed sustainability. A description of TfL's definition and approach to sustainability would be provided to the Committee.

[ACTION: Richard Stephenson]

Members noted that while the London Underground Assurance Letter had included integration of the London Underground and Metronet HSE management systems, Tube Lines would be included in future Letters.

Crossrail reported that consultation meetings for the purpose of reviewing HSE performance had taken place. The process also involved communicating and consulting employees on HSE issues. It was confirmed that Crossrail audited its Contractors' provisions in relation to HSE matters.

The Committee noted the modal HSE Assurance Letters.

18/07/10 London Underground Quarterly Health, Safety and Environment Report

Mike Strzelecki introduced the report and informed the meeting that the correct total CO₂ tonnage figure for Q3 2009/10 was 188,902 tonnes, not 138,387 tonnes.

Incidents of work-related violence had increased during the Quarter, principally as a result of an 11 per cent increase in threats to staff. This may have been due to service suspensions resulting from engineering works and ticketless passengers trying to use the service. A programme of in-house training in managing confrontation was underway and six stations had been identified as hot-spot locations, where trainers had been sent to give guidance and support on handling conflict.

London Underground had completed its Carbon Footprint report for 2009. The report showed that London Underground's carbon efficiency had improved by five per cent. The steady reductions in the carbon footprint year on year were primarily as a result of the Investment Programme. A report on projected CO₂ emissions, absolute and normalised (per passenger kilometre), would be submitted to a future Committee meeting. **[ACTION: Mike Brown]**

The Committee noted the report.

19/07/10 Surface Transport Quarterly Health, Safety and Environment Report

Mike Weston introduced the report and explained that the reduction in average days absence per employee following the transfer of East Thames Buses during the quarter was attributable to the transfer of 450 staff, most of whom were operational.

It was noted that Surface Transport reported on the procurement of recycled and green materials for Highway Maintenance and Works Contractors. The Committee asked the other modes to consider if they could report on this. Charles Belcher asked to be informed as to why recycled and green material procured had fallen to 11.7 per cent in Quarter 4 2009/10. **[ACTION: David Brown]**

The Committee noted that there was no evidence that the removal of guardrails had had an effect on accident statistics or safety in general.

The Committee noted the report.

20/07/10 London Rail Quarterly Health, Safety and Environment Report

Ian Brown introduced the report. Trial Operations on the 'core route' of the East London Line, including various assurance activities, took place successfully in Quarter 4. The opening of the East London Line between Dalston Junction and New Cross and New Cross Gate took place in April 2010 and customer feedback on the service was very good.

'Exercise Vanguard', to test emergency preparedness on the East London Line was successfully completed in May 2010.

Good progress had been made on developing the Code of Construction Practice for Phase 2 of the East London Line. Once agreed with the London Borough of Lewisham, it would set out approaches for dealing with various issues including those related to bats, lizards and Japanese Knotweed.

Members commended Ian Brown for the good work on the East London Line.

The Committee noted the report.

21/07/10 Crossrail Quarterly Health, Safety and Environment Report

Lesley Calladine introduced the report and informed the Committee that Crossrail had become a corporate member of 'Better Health', a not-for-profit organisation committed to improving the health of the construction industry workforce. As a result of this, all Crossrail contractors would have common standards and objectives for work related health issues to adhere to.

The Committee requested that it be provided with information on Crossrail's sustainability objectives during construction and for the operational railway. It was agreed that the Chair and the Advisers would meet with Crossrail to discuss this and a report would be submitted to a future Committee meeting.

[ACTION: Lesley Calladine]

The Committee noted the report.

22/07/10 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 4.

The Committee noted the report.

23/07/10 Signals Passed at Danger on London Underground

Mike Strzelecki introduced the paper which assured the Committee that the safety risks that arose from Signals Passed at Danger (SPADs) were being managed as

low as reasonably practicable. Christopher Garnett and Gordon Sellers had held separate discussions on SPAD management with Mike Strzelecki.

The Committee noted that the likelihood of a derailment or a collision between trains where a SPAD was a contributing factor would reduce progressively even further as Automatic Train Operation/Protection was implemented on the network.

The Committee noted the paper.

24/07/10 Improving the Urban Realm on the Transport for London Road Network

Dana Skelley introduced the paper and explained that Improving the Urban Realm on the TLRN, which was one of the Mayor's manifesto commitments, included the removal of traffic lights. Consultation on the removal of traffic lights at certain areas was underway. Dana Skelley explained that smoothing traffic flow was the reason for the removal of traffic lights.

The Committee noted the paper.

25/07/10 Review of TfL Group HSE Management System

The Commissioner introduced the paper and informed the Committee that the HSE Management System Policy Statement that accompanied the paper was reviewed regularly and that a recent review had recommended that it did not need amending.

It was agreed that consideration should be given to emphasising the Environment elements of the Policy Statement at the next review.

[ACTION: Richard Stephenson]

The Committee agreed the reviewed but unchanged Group HSE Policy Statement.

26/07/10 Review of TfL Resilience Management Policy Framework

The Commissioner introduced the revised Resilience Management Policy Framework and explained that it had been amended to indicate more clearly that security was an integral part of resilience management.

The Committee agreed the amended Resilience Management Policy Framework.

27/07/10 Any Other Business

There being no further business, the meeting closed at 11.45am.

The next scheduled meeting would be held on 7 October 2010 at 10.00am.

Chair: _____

Date: _____