



TfL Corporate Archives Research Guides

Research Guide No 15: Health and Safety Records

The Transport for London Corporate Archives has a substantial amount of material which relates to safety issues. The following information has been compiled for reference. Listed below are the series of records held, accompanied by a brief description. The series or file number, covering dates, quantity, and subjects covered for each entry are listed in tabular format. Access to some information may be restricted in accordance with the Data Protection Act.

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London Transport Assistant Secretary Safety files

The Assistant Secretary provided administrative support to the London Transport Board from the formation of the company in 1933, and to London Underground Limited, a subsidiary company formed in 1985. The Assistant Secretary was responsible to the Secretary and Legal Director. The files are arranged by numeric reference. They are mainly concerned with correspondence related to the Board's activities, particularly policy making. The files, being part of the legal section of the company, contain important information on statutory legislation. They also help to articulate the company's relationship with external bodies, such as the Ministry of Transport in its various guises.

Series No.	Covering dates	Quantity	Subjects covered
LT000124	1944-1992	94 bundles and folders	This series contains correspondence, memoranda, minutes of meetings, financial and working papers, plans and reports concerning the Chairman's management of London Transport. Subjects include finance policy and plans; rural transport; development of public transport in London; Parliamentary acts and orders; meetings with Greater London Council, British Transport Commission and The Public Transport Association; advertising and marketing; Standing Orders; health and safety improvements; improvements for elderly and disabled passengers and changes to encourage equal opportunity and avoid racial discrimination.
LT000072	1949-1990	65 folders, microfiche, papers and volumes	This series contains correspondence, memoranda, reports, minutes and ephemera on a range of subjects including Board appointments, apprenticeships, archives, committee minutes, the Paris Metro, modernisation programmes and reorganisation of London Transport.
LT000073	1960-1990	51 folders and pamphlets	This series contains correspondence and memoranda concerning subjects such as building design policy and the public image of London Transport; the property development programme including details of repairs; and a review of development opportunities. Also includes details of safety measures and fire precautions at stations; investigations by the Railway Inspectorate concerning accidents and temporary working instructions; the revision of fares and rates; and improvements to passenger services.

Series No.	Covering dates	Quantity	Subjects covered
LT000099	1939-1991	65 folders and papers	This series contains minutes of meetings including Chairman's Management meetings, London Buses Limited Bus Management meetings, Railway Clearing House Claims Committee meetings, Commercial Officer's Departmental meeting, London Underground Limited (LUL) Finance Committee meetings and Personnel Director's meetings. Subjects discussed at the meetings are varied and concern all aspects of the operation of the bus and rail businesses, such as details of performance, expenditure, receipts, modernisation of stations, health and safety and staff.
LT000115	1867-1988	322 booklets, bundles and folders	This series contains correspondence, memoranda, agendas, minutes of meetings, reports and papers. Subjects include licence renewals and applications concerning storage of petroleum and carbide of calcium; classification of working expenses, patent applications and renewals; collection of fares; capital expenditure; construction contracts for stations, garages and depots; fare policies; revenue budget proposals; property development; staff organisation; computer development projects; particulars of shares and debentures and consideration of London Passenger Transport Bill.
LT000128	1912-1988	181 bundles, folders and papers	This series contains memoranda, minutes, correspondence, reports and papers concerning contracts for the modernisation, alterations, renewals and repairs of various London Transport premises; patents; health and safety, land acquisition, special expenditure requisitions, annual reports, financial reports, revenue and capital budgets, management meetings and committee memberships.
LT000098	1946-1985	46 bundles and folders	This series contains correspondence, memoranda and minutes from various committee meetings including the Goods Committee, Commercial Advertising Committee, Timber Standing Committee and Storage Committee. Subjects include capital expenditure progress reports, station development programmes, and the transportation and storage of dangerous goods.

Passenger Services Directorate (PSD) Safety Files

These files formed the central registry of the Operating Manager of London Transport (Railways) before the creation of London Underground Limited in 1985. They then came under the mandate of Passenger Services until their closure in 1993. The central registry was responsible for holding information on the entire operation of the Railways. As such the files form a vital part of the corporate memory.

Series No.	Covering dates	Quantity	Subjects covered
LT000761	1945-1990	4 folders	This series contains memoranda and correspondence concerning accidents involving members of staff and passengers including details of passenger safety and procedures for reporting accidents to the Railway Inspectorate. Also includes a copy of the Railway Order 1986, extracts from minutes of meetings and incident reports.
LT000762	1969-1993	11 folders and papers	This series contains memoranda, correspondence and reports concerning the diversion of derailling trains into sand drags, lift incidents and persons falling under trains at various Underground stations, damages to bridges, derailment of cranes, provisions for red signal lights, ambulance services and enquiry works. Also includes a drawing showing the repositioning of signals and details of the nature of incidents on trains, injuries to rolling stock staff, defective tracks and rail joints.
LT001709	1953-1987	5 folders	This series contains reports, memoranda, correspondence, notes of meetings, purchase orders, works orders and drawings concerning signs on the Underground. Subjects include changes to booking office signs, improvements to signage at Baker Street Station, proposals for pictogram or multi-lingual signs, problems with platform signage and changes to the design of boards showing the first and last train times. Also includes photographs and posters showing first and last train times.
LT000741	1971-1993	8 folders	This series contains memoranda, correspondence, reports and extracts from minutes of meetings concerning matters relating to the British Transport Commission including details of the promotion of Bills in Parliament, prosecutions, initiatives to reduce crime and assaults on members of staff and the public.

Series No.	Covering dates	Quantity	Subjects covered
LT000782	1950-1993	23 folders	This series contains memoranda, correspondence and minutes of meetings concerning the quality of train services, engineering works on trains, late running and extension of certain train services, suspension of line train services or provision of additional trains and substitute bus services, operation of engineers' trains, rail ice forecasts and warning services. Also includes details of supply of salt to stations, the development of train regulation documents and computerised train registers as well as monitoring and statistical analysis of train service performance, closure of stations due to petrol seepage, effects of urban redevelopment, housing, industrial and commercial developments.
LT001526	1984-1989	6 folders and papers	This series contains memoranda, correspondence and minutes of meetings concerning arrangements for asbestos removal from stations, ticket halls and other railway premises. Also includes details of station closures, staff accommodation facilities, a programme relating to the removal of asbestos noise reduction equipment in tube tunnels and staff responsibilities.
LT001728	1989	1 folder	This series contains a report by John Brown concerning LUL hazard analysis.

Passenger Services (Operations Support) files

Operations support was responsible for central support to the nine lines, rules, operational procedures, and emergency response from 1991 to 1996. The files contain reports of incidents, including the major incident at Moorgate in 1975.

Series No.	Covering dates	Quantity	Subjects covered
LT000187	1984-1993	4 bundles and folders	This series contains reports and memoranda concerning accidents and derailments that occurred on the Central Line, including details of the investigations, staff debriefings and recommendations made, summaries of events, a private notice question in the House of Commons about transport disruption in London and notes on the evacuation of immobile people from trains. Also includes Health and Safety Executive reports on the incidents and on rail safety in Britain.

London Underground Limited Development Directorate Company Plan files

This directorate has a prime responsibility for transforming strategies and objectives into specific priorities. The Company Plan was responsible for re-structuring the Company from 1989-1992, and paid particular attention to safety responsibility.

Series No.	Covering dates	Quantity	Subjects covered
LT000017	1991-1992	13 bundles and folders	This series contains memoranda, correspondence, reports, presentation slides, charts, minutes of meetings and papers from the Power and Energy Value Analysis Team (VAT) project and the Company Plan Power and Energy Implementation Support Team (IST). Subjects include performance measures, energy and financial savings, a corporate energy policy and the creation of an energy management unit.
LT001018	1992	1 folder	This series consists of the Charter for the Fire Prevention Value Analysis Team (VAT).

Series No.	Covering dates	Quantity	Subjects covered
LT001022	1991	2 bundles and volumes	This series contains reports and papers from the RSSG and PSSG Value Analysis Team (VAT 21) concerning analysis of the processes and functions of the existing PSSG and proposals for a new RSSG.
LT001023	1992-1993	6 bundles, folders and volumes	This series contains reports, including the 'As-Is' report, and background data from the Properties and Sites Analysis Team. Subjects include analysis of existing property asset management procedures and organisational structures, proposals for change and the progress of team projects.
LT001024	1991-1993	8 bundles, folders and volumes	This series contains reports, memoranda, presentation slides and draft framework agreements from the Revenue Protection Value Analysis Team (VAT) and the Stations Implementation Support Team (IST) concerning revenue protection, collection processes and new station staffing arrangements. Subjects include staff fraud, job descriptions, improvements to passenger operated ticket machines (POMs), discussions with trade unions, licence training modules, staffing levels and rosters.
LT001025	1991-1993	24 bundles, folders and volumes	This series contains reports and presentation slides from Value Analysis Team (VAT) 11 concerning development, business client and engineering client processes and activities; VAT 6 concerning processes pertaining to business and investment planning and control; and the Implementation Support Team which succeeded them (Business Planning and Development), also known as Business Planning and Delivery Planning (Development and Railway Extensions). Subjects include proposals for a new organisational structure, staffing levels, and a proposed project management model and planning process.
LT001026	1991-1993	22 bundles, folders and papers	This series contains reports, notes from presentations and papers from the Cleaning (Stations) Implementation Support Team (IST). Subjects include the tendering of cleaning contracts, development of a station cleaning specification and effects of closing cleaning services on staff.

Series No.	Covering dates	Quantity	Subjects covered
LT001028	1991-1993	12 bundles, folders, papers and volumes	This series contains reports, presentation slides and papers from the Marketing and Communications Value Analysis Team (VAT) 10 and the Communication Implementation Support Team (IST). Subjects include organisational structure and proposals for reorganisation, staffing levels and project progress.
LT001029	1987-1995	91 bundles, floppy disks, folders, papers, photographs and volumes	This series contains reports, presentation slides, memoranda, tender documents, minutes of meetings and papers from the Rolling Stock Maintenance Depots Value Analysis Team (VAT) and the Depot Implementation Support Team (IST). Subjects include industrial relations, training programmes, maintenance planning procedures, the cleaning of trains and the competitive tendering of train cleaning and maintenance functions.
LT001030	1989-1993	45 bundles, folders, papers and volumes	This series contains reports, presentation slides, memoranda, organisation charts and papers concerning analysis of non-devolved engineering assets by the Engineering Value Analysis Team (VAT) and the Professional Engineering Implementation Support Team (IST). The teams analysed the processes and functions of the Client Engineering Directorate, the Engineering Directorate (Professional Services Group), the Engineering Operations Directorate and the Chief Engineer. Subjects include opportunities for asset devolution, organisation structures and reorganisation, staff movements, analysis of training needs and safety action plans.

Series No.	Covering dates	Quantity	Subjects covered
LT001032	1989-1993	23 folders and volumes	This series contains memoranda, reports, presentation slides and papers from the Professional Engineering and Professional Services Group (PSG) Implementation Support Teams (ISTs). The Professional Engineering team analysed the processes and functions of the Chief Engineer, PSG, Project Management, Power and Energy and Building and Construction. Subjects include organisational structure and reorganisation, project progress, the Rail Asbestos Control Unit (RACU) and the corporate engineering standards project. Also includes copies of presentation slides by the Command and Control Implementation Support Team (IST) concerning the impact of the Company Plan on engineering functions.
LT001033	1991-1993	42 bundles, folders, papers and volumes	This series contains memoranda, reports, presentation slides and papers of the Finance Value Analysis Team (VAT) and Finance Implementation Support Team (IST) concerning analysis of and changes to finance functions across LUL. The areas covered include cost offices, internal audits, accounts payable, project accounts and the revenue office. Subjects include staffing levels, invoice handling, restructuring of the internal audit function, the elimination of cost offices and project progress.
LT001034	1988-1993	48 bundles, folders, papers and volumes	This series contains memoranda, reports, presentation slides and papers of the Lifts, Escalators and Pumps Value Analysis Team (VAT) and Implementation Support Team (IST) concerning analysis of the processes and functions involving the Lifts, Escalators and Pumps areas. Subjects include staff numbers, productivity, the availability of escalators for maintenance and work planning.

Series No.	Covering dates	Quantity	Subjects covered
LT001035	1984-1993	42 booklets, folders, papers, VHS tapes and volumes	This series contains memoranda, reports, presentation slides and papers of the Materials Value Analysis Team (VAT) and Implementation Support Team (IST) and of the post close-down Procurement IST which was an amalgamation of the Materials and Procurement (Purchasing) ISTs, concerning the materials management process (planning, inventory control, warehousing, quality control and distribution). Subjects include rationalisation of warehousing, stock reduction programme, reporting lines and organisational structure. Also includes a report by the Procurement VAT.
LT001036	1991-1993	9 folders	This series contains reports, bar charts, notes of meetings and presentation slides of the Payroll Administration Value Analysis Team (VAT) and Implementation Support Team (IST). Subjects include electronic data capture and interchange, pay rules, four-weekly pay for all staff and project progress.
LT001038	1991-1993	18 papers and volumes	This series contains reports, memoranda, notes of meetings and presentation slides of the Personnel Value Analysis Team (VAT) and Implementation Support Team (IST). Subjects include reorganisation, development of personnel policy, proposals for a computerised management information system and development of a training plan.
LT001041	1991-1992	15 folders and volumes	This series contains reports, presentation slides, memoranda, job descriptions and papers from the Safety and Quality Value Analysis Team (VAT) and Implementation Support Team (IST). Subjects include creation of a new Safety and Quality Directorate, training requirements, new management system for LUL and the reformation of Internal Audit into the Internal Performance Measurement Unit.