

SAFETY, HEALTH AND ENVIRONMENT ASSURANCE COMMITTEE

2 AUGUST 2011

ACTIONS LIST

Actions from the Last Meeting

Minute No.	Description	Action By	Target Date	Status/Notes
03/03/11	<u>Matters Arising – Assurance</u> The Advisers to comment on the emerging Assurance Framework and the 2012/13 Assurance Plan.	Shaun McCarthy/ Gordon Sellers	5 October 2011	On Committee forward plan. This supersedes the previous action 56/12/10.
04/03/11	<u>London Underground Quarterly Report – Rail Grinder Incident</u> Members to receive an update paper when the rail grinder had re-entered service. An update also to be provided to the next meeting of the Committee.	Mike Strzelecki	- 2 August 2011	Update paper was sent to Members on 1 April 2011. An update is included in the quarterly report. Completed
04/03/11	<u>London Underground Quarterly Report – Fire Risk Assessment</u> Confirmation to be provided as to whether tenants at Hammersmith had been included in the process.	Mike Strzelecki	-	These properties are not TfL tenancies and are not on TfL property. Completed.
04/03/11	<u>London Underground Quarterly Report – Environment Performance</u> Figures providing proportionality for the carbon and energy management data to be included from the next quarter.	Mike Strzelecki	2 August 2011	Figures included in the quarterly report. Ongoing.

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04/03/11	<u>London Underground Quarterly Report – Physical Assaults</u> A pan-TfL report on physical assaults on staff and the steps being taken in relation of workplace violence to be provided to the Committee.	Richard Stephenson	5 October 2011	On Committee forward plan.
05/03/11	<u>Surface Transport Quarterly Report – Draft Road Safety Plan</u> The draft Road Safety Plan to 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.	Mike Weston	April 2011	Draft Plan emailed to Members on 1 April 2011. Completed.
05/03/11	<u>Surface Transport Quarterly Report – Safer Travel at Night Initiative</u> Patrick O’Keeffe to be provided with a detailed update on the Safer Travel at Night initiative.	Mike Weston	-	Update sent to Patrick O’Keeffe on 1 June 2011. Completed.
05/03/11	<u>Surface Transport Quarterly Report – Green Procurement</u> The Committee to be provided with the rationale behind the reduction in green procurement.	Mike Weston	2 August 2011	Rationale included in quarterly report. Completed.
05/03/11	<u>Surface Transport Quarterly Report – Cyclist Injuries</u> In relation to the lag in reporting times on cyclist injuries, consideration to be given to how the information could be received faster.	Mike Weston	2 August 2011	Update included in quarterly report. Completed.

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06/03/11	<u>London Rail Quarterly Report – SPADs</u> A paragraph giving an updated position on Signals Passed at Danger (SPADs) to be included in the report for quarter 4.	Martin Brown	2 August 2011	Updated position included in quarterly report. Completed.
06/03/11	<u>London Rail Quarterly Report – Crime Reduction</u> A post investment review to be carried out, following increased spend on staff and policing.	Martin Brown	6 March 2012	On Committee forward plan.
07/03/11	<u>Crossrail Quarterly Report – Accident Frequency Rate</u> From the next quarterly report, figures also to be included on accident frequency rate per hours worked.	Lesley Calladine	2 August 2011	Information included in quarterly report. Ongoing.
08/03/11	<u>Corporate Directorates Quarterly Report – HSE Training</u> The Committee to be provided with regular updates on the progress with HSE training for Corporate Directorate managers.	Richard Stephenson	2 August 2011	Update included in quarterly report. Ongoing.
09/03/11	<u>Assurance of HSE Processes</u> Gordon Sellers to be provided with the London Rail audit programme for 2010/11.	Martin Brown	-	Sent to Gordon Sellers in July 2011. Completed.
09/03/11	<u>Assurance of HSE Processes</u> Crossrail's audit processes to be reviewed by the Advisers in 2012.	Shaun McCarthy/ Gordon Sellers	2012	On Committee forward plan.

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10/03/11	<u>RIDDOR</u> An internal audit to be carried out to confirm the standard of RIDDOR reporting in TfL.	Richard Stephenson	5 October 2011	On Committee forward plan.
12/03/11	<u>Sustainability and Crossrail</u> Rob Paris to meet with Shaun McCarthy to discuss detailed points of the paper.	Rob Paris	2 August 2011	Committee to be updated under matters arising.
12/03/11	<u>Sustainability and Crossrail</u> The Committee to receive assurance that agreements with contractors included provisions to prevent sub-contracting and to commit to the London Living Wage.	Lesley Calladine	-	Briefing note sent to Committee Members in July 2011.

Actions from Previous Meetings

Minute No.	Description	Action By	Target Date	Status/Notes
46/12/10	<u>London Underground Quarterly Report</u> In future, the rate of physical assaults to be calculated per passenger journeys in addition to per 1,000 employees.	Mike Strzelecki	2 August 2011	Additional calculations included in quarterly report. Ongoing.
46/12/10	<u>London Underground Quarterly Report</u> The Committee to be provided with an update following conclusion of the 7/7 inquest.	Howard Carter	-	This was discussed by the Committee at a joint meeting with the Rail and Underground Panel on 25 May before being reported to the TfL Board on 29 June 2011. Completed.
47/12/10	<u>Surface Transport Quarterly Report</u> An update to be provided on the safety figures of the Barclays Cycle Superhighways (BCS) and Barclays Cycle Hire (BCH) Scheme.	Mike Weston	2 August 2011	Update included in quarterly report. Completed.
48/12/10	<u>London Rail Quarterly Report</u> In the event of the numbers of assaults continuing to rise across the modes there should be further discussion by the Committee.	Mike Strzelecki/ Mike Weston/ Martin Brown	Ongoing.	See action 04/03/11 – Physical Assaults.
52/12/10	<u>Carbon Footprinting in TfL</u> A paper giving an update on carbon footprinting performance to be submitted to a future meeting of the Committee.	Richard Stephenson	5 October 2011	On Committee forward plan.
54/12/10	<u>London Underground Safety Incident Updates</u> The Plaistow incident investigation to be reported to the Committee.	Mike Strzelecki	2 August 2011	Update included in quarterly report. Completed.

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54/12/10	<u>London Underground Safety Incident Updates</u> Investigation reports for both Plaistow and Cannon Street to be provided to Gordon Sellers.	Mike Strzelecki	-	Reports sent to Gordon Sellers on 12 July 2011. Completed.
55/12/10	<u>London Underground Rail Grinder Incident</u> Following completion of the Rail Accident Investigation Branch's investigation, the results to be reported to the Committee.	Mike Strzelecki	-	Report from the Rail Accident Investigation Branch's investigation still awaited.
56/12/10	<u>Any Other Business – Health, Safety and Environment Assurance</u> The two Committee Advisers to submit to the Committee an updated review of health, safety and environment Assurance.	Gordon Sellers/ Shaun McCarthy	-	Action withdrawn – see action 03/03/11.
25/07/10	<u>Review of TfL HSE Policy Statement – Environment</u> Consideration to be given to emphasising the Environment elements of the Policy Statement.	Richard Stephenson	Summer 2013	On Committee forward plan.
17/07/10	<u>Annual HSE Assurance Letter 2009/10 – Interpretation of Terminology</u> Interpretation of terminology used to define the extent of management system implementation to be kept under review.	Richard Stephenson	2 August 2011	Addressed as part of the 2010/11 assurance process. On agenda.