

**MINUTES OF THE 42nd MEETING OF THE
TEXTILES INDUSTRY ADVISORY COMMITTEE
held on 19 May 2010 at Courtaulds UK Distribution Centre, Worksop**

Attendees

Representing

Mr Huw Jones (Chair)	Courtaulds and UK Fashion and Textile Association – UKFT (formerly BCIA)
Mrs Angela Madden	Madden Consulting (formerly Confederation of British Wool Textiles)
Mr Alan Edmond	Community
Mr Gary Dickson	Scottish Leather Group Limited
Mr Terry Britton	Unite
Mr Paul Pearson	UK Leather Federation
Mr Robert Sneddon	Community
Mr Tim Small (Secretary)	HSE
Mrs Rosie Bricis	HSE
Mrs Wendie Drammeh (Minutes Secretary)	HSE

Apologies

Ms Anne Carvell	UK Fashion and Textiles Association
Mr Stephen Walsh	Lancashire Textiles Association
Ms Elaine Davies	British Footwear Association
Mr Pete Charlesworth	Textile Centre of Excellence
Mr Phil McNulty	Unite
Mr Murray Simpson	Textile Services Association

ACTIONS ARISING FROM THIS MEETING

No	Actions	Action by
1	(Min 2.2, previously Meeting 40 Min 3.3(3)) Mr Jones to attend one of the Footwear & Leather Industry Health & Safety Committee (FLIHSC) meetings as an observer.	30 Nov 10
2	(Min 2.3, previously Meeting 40 Min 3.3(3)) Mr Small to write a short paragraph on asbestos for the HSE textiles webpages, which will then link to HSE's main asbestos website - www.hse.gov.uk/asbestos/index.htm .	to be included as part of HSE's textile website update during 2010
3	(Min 2.4) Mr Jones to contact the Textile Finishers Association to ascertain if Tim Price would be attending future TEXIAC meetings or if the TFA wished to nominate a different representative.	end Sep 10

No	Actions	Action by
4	(Min 3.2) Mr Dickson to send members a copy of Scottish Leather's policy on drugs and alcohol misuse.	complete
5	(Min 3.3) Members to send Mrs Bricis examples of their organisation's good practice in relation to pre-employment checks, induction procedures, night working, use of chemicals, skin.	ongoing
6	(Min 3.3) Mrs Bricis to co-ordinate the information received in relation to Action number 5 above and disseminate to members.	ongoing
7	(Min 3.4) Mr Pearson and Mr Edmonds to establish the type of inductions carried out in the leather industry before agency workers are employed in factories and report back at the next meeting.	7 Oct 10
8	(Min 3.4) Mr Dickson to send members a copy of Scottish Leather's presentation for contractors.	complete
9	(Min 3.5) Mrs Bricis to include links to asbestos information in the new textiles website.	to be included as part of HSE's textile website update during 2010
10	(Min 3.5) Mr Dickson to send members a copy of Scottish Leather's asbestos risk assessment.	complete
11	(Min 3.5) Mr Jones to speak with Steve Shutler to see if they could devise a way to take asbestos safety messages to SMEs.	end Aug 10
12	(Min 3.5) Mrs Bricis to forward to Mr Edmonds contact details for Steve Shutler, the asbestos consultant who had given a presentation at the TEXIAC Open Meeting in January 2010.	complete
13	(Min 4.5) Members to send Mrs Madden any useful data they hold on spirometry testing.	end Jun 10
14	(Min 5.1) Mr Britton to send Mrs Bricis information on fit notes that had been used at a Unite presentation.	complete
15	(Min 5.2) Mrs Bricis to e-mail members with REACH information as it arrives.	ongoing
16	(Min 5.2) Mr Edmonds to send Mrs Bricis details of the REACH information that he has collated.	complete
17	(Min 5.3) Members to include horizon-scanning as an agenda item at the next meeting	7 Oct 10

MINUTES

1. CHAIR'S INTRODUCTION

- 1.1 The Chair welcomed everyone to the Courtaulds Distribution Centre and gave apologies for Elaine Davies, Peter Charlesworth, Phil McNulty, Anne Carvell and Stephen Walsh. Murray Simpson from the Textile Services Association had also been due to attend as an observer but had had to postpone until the next meeting.

2. MINUTES OF LAST MEETING, ACTIONS AND MATTERS ARISING

The minutes from the 40th TEXIAC meeting, held on 17 November 2009, were agreed. There were no minutes from the 41st meeting, held on 12 January 2010, as this was the Open Meeting.

2.1 The following actions from the meeting held on 17 November 2009 have been completed:

Min 2.7 Mr Marsh to send Mrs Bricis details of MUTA's work with HSE.

Min 3.3 (2) Mr Dickson to send Mrs Bricis photographs of compacting machines.

Min 3.3 (3) Mr Jones to send Mrs Davies asbestos information.

Min 3.3 (7) Ms Bricis to send the HSE Strategy Pledge web-link to members.

Min 4.1 Mr Jones to send Mrs Bricis details of an asbestos consultant who may be able to do a presentation at the TEXIAC Open Meeting on 12 January 2010.

Min 6.1 Mr Small to check with HSE's construction sector for advice on the north light roof frame devised by Mrs Madden and Mr Price.

Mr Jones commented on how helpful HSE's publication, *Health and safety in roof work* (HSG 33), was. A copy of this book can be downloaded from the HSE website at - www.hse.gov.uk/pubns/priced/hsg33.pdf and further information on work at height can be found on the HSE website at www.hse.gov.uk/falls/index.htm.

Min 6.3 Mrs Drammeh to investigate sourcing a copy of the *Preventing Falls from Vehicles* CD for each member.

Information about falls from vehicles can also be found on the HSE website at www.hse.gov.uk/fallsfromvehicles.

Min 7.1 Mrs Drammeh to forward to members possible dates for the spring meeting and to liaise with Mr Jones on the venue.

2.2 (Min 3.3(3)) Mr Jones to attend one of the Footwear & Leather Industry Health & Safety Committee (FLIHSC) meetings as an observer.

Mr Jones will attend one of the FLIHSC meetings before end November 2010, if not the annual Footwear Industry Health & Safety Conference, which is likely to be held some time in March 2011.

2.3 (Min 3.3(3)) Mr Small to write a short paragraph on asbestos for the HSE textiles webpages, which will then link to HSE's main asbestos web pages, www.hse.gov.uk/asbestos/index.htm.

To be included as part of HSE's textiles website update.

2.4 (Min 3.3(8)) Mr Jones to speak to Ms Carvell and Mr Walsh to ascertain if they still wished to remain TEXIAC members.

Ms Carvell will be working for the Knitting Industries Federation (KIF) on a part-time basis in future so will be vacating her seat on TEXIAC. A senior member of UKFT may replace her in due course. Mr Walsh will also be vacating his seat but will be represented by Mr Jones on the Committee and would continue to receive TEXIAC papers and minutes.

Mr Jones agreed to contact the Textile Finishers Association to ascertain if Tim Price would be attending future TEXIAC meetings or if the TFA wished to nominate a different representative.

3. TEXIAC'S WORK PLAN

3.1 Mr Small restated the requirements that the HSE Board had stipulated for the TEXIAC work plan, ie that it should:

- be sufficiently ambitious;
- be tailored to - and focused on - delivering HSE's strategic goals;
- deliver real and tangible outcomes in terms of improved health and safety in the industries represented by TEXIAC;
- focus on industry-specific issues and needs - and not just recycle generic advice under a textiles or footwear heading;
- ask the question "what does this add?" - TEXIAC should not be doing things simply for the sake of doing them.
- be SMART, ie Specific, Measureable, Achievable, Realistic and Time-bound.

A general discussion took place on what TEXIAC should prioritise and channel its efforts into. It was agreed that TEXIAC would run with its work plan as it stood but would also focus on REACH.

3.2 Mr Sneddon spoke about the Leonardo Project (www.leonardo.org.uk), part of the European Commission's Lifelong Learning Programme that enables vocational and educational training organisations to work with European partners to exchange best practice, increase the expertise of their staff and respond to the teaching and learning needs of people. Mr Sneddon is involved in a training module on drug and alcohol misuse.

Mr Dickson agreed to send members a copy of Scottish Leather's policy on drugs and alcohol misuse.

Mr Sneddon made the point that, often, skilled people were made redundant in a recession but afterwards companies would then employ people who were not as skilled in those roles and without proper training, which increased health and safety risks. Many occupational health issues had roots in external (ie home) lifestyles.

3.3 Following a discussion on examples of good practice in the work place, pre-employment vetting and health checks and induction training for new and temporary staff, it was agreed that members would send their good practice documents on;

- pre-employment
- night working
- use of chemicals
- induction procedures
- skin

to Mrs Bricis who would co-ordinate them and disseminate to Members.

It was pointed out that the Scottish Centre for Healthy Working Lives - www.healthyworkinglives.com – could be a useful source of information.

- 3.4** Members discussed inductions for agency workers and other temporary staff. Mr Pearson and Mr Edmonds agreed to establish the type of inductions carried out in the leather industry before agency workers are employed in factories and report back at the next meeting.

Mr Dickson agreed to send all members a copy of Scottish Leather's presentation for contractors. This was shown to them prior to them carrying out work for the company.

Useful information on temporary and agency workers can be found on the HSE website at www.hse.gov.uk/workers/agencyworkers.htm.

- 3.5** Asbestos and its importance in the work plan was discussed. A lot of useful information about asbestos can be found on the HSE website at www.hse.gov.uk/asbestos/index.htm, also on the following links:

Hidden Killer campaign - www.hse.gov.uk/asbestos/hiddenkiller/index.htm

A short guide to managing asbestos in premises - www.hse.gov.uk/pubns/indg223.pdf

The asbestos element of the textiles webpages is to be updated with links to this information.

Mr Dickson agreed to send members a copy of Scottish Leather's asbestos risk assessment.

Mr Jones agreed to speak with Steve Shutler, a knowledgeable independent asbestos expert, to see if, between them, they could devise a way to take asbestos safety messages to SMEs.

Mrs Bricis agreed to send Steve Shutler's contact details to Mr Edmond.

Mr Dickson mentioned the success Scottish Leather had had in displaying health and safety information for staff in their toilets and washrooms.

4.0 FEEDBACK FROM INDUSTRIES

4.1 *Paul Pearson – UK Leather Federation*

The leather industry has been quite badly hit in the recession. There has been a 40-50% decline, with furniture and car upholstery being the worst hit. The industry is now recovering. However, although the raw material crisis eased last year, demand for supplies from September 2009 shot ahead again and is now about 20% higher. This is a major issue for tanners now around the world, including the UK, and there is competition between leather for domestic uses and exported hides.

Work is being done to re-energise SVQs and NVQs to get formal qualifications at operative level fully accredited. UKLF are also involved in the Leonardo Project. There is a lot of competition from abroad but the Leonardo project hopes to show that European standards are much higher.

4.2 *Gary Dickson – Scottish Leather Group*

SLG staff now has staff working full-time and they are taking on more staff, which is very encouraging for the industry. Level 3 SVQs could become apprenticeships.

4.3 Alan Edmond – Community Union representing Footwear Industry

Trade in the industry is steady and not declining. The FLIHSC Conference is planned for November 2010 and topics will include health surveillance and health monitoring. It is hoped that some future FLIHSC meetings will be held in workplaces/factories so that tours of the premises can be included within meetings.

4.4 Terry Britton – UNITE

Unite is losing members, although it is hoped that it will be able to resurrect a specific textiles industry committee in the coming months. TGWU has lost its identity, following the merge with Amicus to form Unite. Factories have been on short-time working for the last two years.

4.5 Angela Madden – Madden Consulting

Many firms are still on short time working but a few companies are looking to expand by diversifying. Mrs Madden has started spirometry testing in some companies and asked members to contact her if they had any data on spirometry testing. She showed examples of poor chairs/seating that she had come across in her workplace visits.

4.6 Huw Jones, Courtaulds

UKFT has gone through a lot of changes but it is hoped that the health and safety function will be covered at a high level. Retail sales held up before the General Election but, since then, there has been a significant drop.

5.0 ANY OTHER BUSINESS

5.1 Fit Notes

Mr Sneddon mentioned that British Standards had published a standard, *PAS 150:2010 Providing rehabilitation services*. This is a code of practice for the delivery of rehabilitation services for all disabilities and health conditions with both short- and long-term needs. It covers providers in health, social care and employment and focuses on the interdependence between work, health and wellbeing. More information can be found at <http://shop.bsigroup.com/en/ProductDetail/?pid=00000000030203157>.

Mr Edwards said that the FLIHSC was hoping to have fit notes as a topic at its annual Conference.

Mr Britton agreed to send Mrs Bricis some information on fit notes that had been used at a Unite presentation.

Useful information about fit notes can also be found on the following websites:

ACAS - www.acas.org.uk/index.aspx?articleid=2832
DirectGov - www.direct.gov.uk/en/NI1/Newsroom/DG_184645
Department for Work and Pensions - www.dwp.gov.uk/fitnote

Business Link - www.businesslink.gov.uk/bdotg/action/detail?itemId=1084712563&type=ONEOFFPAGE

5.2 REACH

There was a discussion about the difficulty in keeping up to date with the REACH Regulations. The primary source for information about REACH, including detailed guidance, is the European Chemicals Agency - http://echa.europa.eu/reach_en.asp. In the UK, the Competent Authority is hosted by the Health and Safety Executive, working with the Environment Agency and other government departments.

The new textiles website will have a link to REACH but Mrs Bricis agreed to e-mail members with any new information as it came out. Mr Edmonds agreed to send Mrs Bricis details of the REACH information that he has collated.

Useful information about REACH can be found on the following websites:

general information - www.hse.gov.uk/reach/index.htm
bitesize advice - www.hse.gov.uk/reach/bitesize.htm
case studies - www.hse.gov.uk/reach/casestudies/index.htm
some questions and answers - www.hse.gov.uk/reach/resources/qa.pdf
ECA FAQs - http://echa.europa.eu/reach/faq_en.asp

5.3 Horizon Scanning

Mr Jones asked that horizon-scanning be included in the agenda at future meetings.

5.4 Date and venue of next Meeting

The next meeting is to be held on Thursday 7 October 2010 at 10.30am.

Initially, the meeting was to have been held at the Community Union premises in Earls Barton. However, these are undergoing renovation so the meeting will now be held at HSE's Nottingham office at City Gate West, Level 6 (1st Floor), Toll House Hill, Nottingham NG1 5AT.

6.0 RACKING SAFETY VIDEO PRESENTATION

Mr Jones showed some video clips of the dangers in warehouses with forklift trucks and racking. The key is well-trained and supervised drivers and regular racking checks. Mr Jones will provide more information on request.

7.0 TOUR OF COURTAULDS WAREHOUSE FACILITIES

Mr Jones escorted some members on a tour of the warehouse facilities at the site.