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**RECONSTITUTION OF THE
TEXTILES INDUSTRY ADVISORY COMMITTEE
AND APPROVAL OF A PLAN OF WORK**

EXECUTIVE SUMMARY

1. In accordance with the procedures agreed for the reconstitution of advisory committees in GAP 2, the following reconstitution case is submitted for approval. The Deputy Director General, Mr J McCracken, is asked to agree:
 - a. The reconstitution of the Textiles Industry Advisory Committee under the new name of 'TEXIAC – the advisory committee for health and safety in the textiles, apparel, footwear and leather industries'.
 - b. The appointment of members.
 - c. The terms of reference for TEXIAC.
 - d. The rolling plan of work for 2005 to 2008.
- Annexe 1 Membership of TEXIAC.
- 2 Terms of Reference for TEXIAC.
- 3 Rolling plan of Work 2004 to 2006.

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INTRODUCTION

1. This reconstitution case has been prepared to meet the requirements of the new procedures set out in GAP 2 for the reconstitution of advisory committees.
2. This paper seeks the agreement of the Deputy Director General, Mr J McCracken, to the formal reconstitution of the Textiles Industry Advisory Committee under the new name of 'TEXIAC– the advisory committee for health and safety in the textiles, apparel, footwear and leather industries'.

The addition of the strap line allows the well-recognised 'TEXIAC' brand to be preserved but reflects more accurately the industries it covers and its purpose.

3. TEXIAC is seeking to extend its remit to encompass the leather industry with which it has some overlap, including trades union representation.
4. A revised membership list is provided in Annex 1; revised terms of reference in Annex 2; and a new rolling plan of work for 2005 to 2008 in Annex 3.
5. TEXIAC differs from other industry advisory committees in that it has a federal structure. It operates with 5 industry committees; wool, cotton, knitting, clothing and footwear. (The leather industry health and safety committee is likely to amalgamate with footwear.) Members sit as representatives of their respective industry health and safety committees and thus have identifiable constituencies and the benefit of ready-made communication channels. TEXIAC capitalises on these voluntary arrangements, providing a co-ordinating and over-arching role, and leading in cross-industry initiatives.
6. The industries represented on TEXIAC are largely made up of SMEs, with a significant proportion of ethnic businesses. The Committee therefore focuses on the needs of small, hard to reach companies and has made special efforts to make health and safety advice accessible. It has made increasing use of web-based information on HSE's Textiles web pages and has ensured that targeted guidance is available in Asian languages. It has also holds very successful Open Meetings, attended

by both employers and safety representatives, at which key messages are directly conveyed.

7. Although the industries represented on TEXIAC have declined in recent years, there are indications that the decline has slowed, and some areas, such as medical and new technology textiles are increasing.
8. TEXIAC is keen to play its partnership role in delivering the HSC's Strategy for Health and Safety. It will contribute by leading the health and safety agenda for its member bodies, and by providing support and guidance for a hard to reach audience in a manner that avoids the perceived threat of enforcement.
9. The proposed programme of work takes its lead from HSC/HSE's Disease and Injury Reduction Programmes, concentrating on MSD and noise issues.
10. The Committee is also seeking to adapt to changes in the textiles and clothing industries. For example, many former manufacturers still regard themselves as belonging to the industry and have retained membership of their industry trade associations, but their main activities are now supply chain management, warehousing, and direct mailing. TEXIAC recognises that these organisations continue to look to it for a lead on health and safety, and proposes to work with other parts of HSE, eg Cactus, representatives of local authorities and other relevant agencies to meet their needs.

GENERAL JUSTIFICATION FOR TEXIAC (INDICATIVE CRITERIA)

Numbers of Workers

11. The textiles, clothing, footwear and leather sector employs around 300,000 people and accounts for around 6.5% of all manufacturing jobs in the UK. It also attracts a large percentage of 'informal' labour; in the East midlands, for example, the trade union, Community estimates that the proportion of people officially employed is now outnumbered by those working unofficially.

Numbers of Injuries

12. The Industry reports a large number of injuries to the HSE each year. From April 2003 to March 2004, 1211 reports were received.
13. The three most common types of injury were as a result of manual handling (30%), slips and trips (15%) and machinery accidents (10%).
14. The accident incidence rate for TEXIAC's industries varies considerably. The traditional industries, such as the preparation and spinning of textile fibre and textile weaving continue to have rates several times the manufacturing average.
15. The clothing sector, however, has accident incidence rates well below the manufacturing average indicating that the level of harm is low or fairly well controlled. The figures are misleading because the industry has a large number of small and informal employers where under- or non-reporting is known to be common. Research conducted by HSL in 2001 found levels of underreporting of at least 52% in the formal clothing sector.

Defined Causes of Harm - Safety

16. The extent of safety risks is reasonably well understood. These are broadly
 - a. A high proportion of manual handling accidents, not just in the traditional industries, but also in knitting, dyeing and finishing, and clothing.
 - b. A high proportion of machinery related accidents in part of the industry (involving people reaching into machines).

Numbers of Ill Health

17. The extent of health risks is less well-understood due in part to poor reporting. This gives an underestimate of the real scale of health problems in the textiles industries which evidence shows do exist.

Defined Causes of Harm - Health

18. Although byssinosis in the cotton industry is well controlled, other respiratory conditions such as bronchitis and reduced lung function are found amongst workers exposed to dust from wool and synthetic fibres, such as flock.
19. There have been a significant number of civil claims for damages for noise induced hearing loss, upper limb disorders and stress.
20. Workers in dye houses exposed to reactive dyes are also at risk of developing asthma.
21. Solvents are also commonly used for spot cleaning and as a constituent of glues in the leather and footwear industries.

MEMBERSHIP

22. TEXIAC has a non-HSE Chair, currently Roger Johnson from the Confederation of British Wool Textiles. Under a protocol agreed by the Committee, he will be succeeded by a trades union appointee at the end of 2005.
23. A list of representative bodies is set out at Annex 1. The bodies they represent are the most active and influential within their respective industries. Their contribution to TEXIAC's workplan is set out in the Workblocks in Annex 3.
24. TEXIAC is geared towards project working with no standing committees. Project teams are set up to accomplish an item of work and are then disbanded. The main Committee acts as a project board, providing information, guidance and facilitating as necessary.

STRATEGIC CONTRIBUTION OF TEXIAC

25. Revised terms of reference are set out at Annex 2.

TEXIAC's main aims

26. The Plan of Work represents TEXIAC's proposed contribution to HSC/E's Strategy for Health and Safety in GB to 2010 and beyond. It has chosen to concentrate on a small number of challenging projects that have common application to all its industries. As each is achieved, new projects that contribute to the PSA targets will take their place.
27. The Workplan comprises two main workblocks:

Workblock 1: TEXIAC Working Group on Reducing Noise at Source.

This project was set up in anticipation of the Physical Agents (Noise) Directive due to be implemented in 2006. The project is specifically aimed at those activities that are currently below the second action level in the Noise at Work Regulations, but will be above it in the new legislation. This includes sewing machinists and knitting machine operators, many of who will be obliged to wear hearing protection if measures are not taken to reduce their noise exposure. The workblock will also target the lack of competence in TEXIAC's industries on noise assessment and on managing a hearing protection programme.

This project has been included in the Noise and Vibration Programme and will support the European Week for Health and Safety in 2005.

Workblock 2: Tackling the top 5 causes of musculoskeletal injury in the textiles, clothing, footwear and leather industries

This aim of this project is to provide web-based, good practice solutions to common problems and to campaign around getting employers to implement them.

This project will contribute to the MSD Programme by prioritising effort on a limited number of tasks that disproportionately affect the numbers of manual handling injuries.

Future work items: The Committee is currently preparing the ground for a future 'stress' mapping exercise to identify the main stressors in their industries. It is also intending to move on to 'slips and trips' once the MSD workblock has been delivered.

Retention of IAC Status

28. TEXIAC has expressed the strong desire to retain its 'IAC' status. The view is that the Committee commands representation and commitment at the most senior level of industry. The loss of IAC status would diminish the standing of the Committee, affect the quality of its membership and reduce its influence. This is particularly important when set against the position that the work of TEXIAC represents HSE's principal intervention strategy for the industries it covers.
29. TEXIAC represents tripartism working as it was intended and its federal structure renders it ideally suited to partnership working. The Committee also provides a support network for its member bodies which allows them to share expertise and to learn from each other.
30. The appointment of a non-HSE chair has demonstrated the Committee's desire to take ownership of its work programme and to get more directly involved in its delivery.

Alternative to IAC Status

Although there would be support for retaining a forum of a similar nature, it could be difficult to sustain without formal status and access to some funding. The annual open meetings, for example, which are attended by 80 -100 people from the industries, could no longer be held. This is a fundamental channel of communication with the industry and would be lost. Also, IAC endorsement of trade association health and safety events and guidance is given on the condition that these are open to non-members; the loss of IAC status would result in the restriction of trade associations' services to their paying members.

RESOURCES TO SUPPORT TEXIAC

Resource Implications For HSE

23. HSE's Manufacturing Sector Printing Group provides the secretariat to TEXIAC, which includes organising 3 meetings a year (including an annual open meeting) and the production of papers.
24. Staff resources for carrying out the secretariat role are estimated to be:
 - ◆ Band 2 6 days/yr
 - ◆ Band 3 3 days/yr
 - ◆ Band 6 15 days/yr¹
25. Staff resources for managing the delivery of TEXIAC's rolling plan of work over 3 years to 2007/8 are estimated to be:

¹ This includes time spent on 'direct marketing' to textiles, footwear and leather companies to invite employers and trades union safety representatives to the open meeting. This strategy has been very successful in getting positive responses from key players.

- ♦ Band 2 25 days
- ♦ Band 3 10 days
- ♦ Band 6 10 days

26. The annual travel and subsistence budget for TEXIAC is approximately £1,500. (In practice several members do not claim travel and subsistence costs.) Plus, the Open Meeting costs around £1,500 - £2,000 making a total funding requirement of £3,500.

Resource commitment from Employer/Trade Unions bodies

27. Attendance at meetings, reading of papers, travel etc is estimated to be in the region of 5 days a year each per member.
28. The support committed to delivering TEXIAC's Plan of Work 2005 to 2008 is detailed in the individual project plans; the total time to be given by committee members is estimated to be around 80 days over 2 years.

SUMMARY AND RECOMENDATIONS

29. In summary, TEXIAC satisfies the 'indicative criteria' and remains an appropriate model for its industries' employers, trade unions and HSE to work together to deliver the HSC/E's health and safety strategy.
30. The accident and ill health statistics provide scope for further improvement that will contribute to RHS targets and justify the proposed resource allocation in the Plan of Work for 2005 to 2008.
31. This paper recommends that TEXIAC should be reconstituted, with a revised membership list, revised terms of reference and new plan of work for 2005 to 2008.

ANNEX 1 PROPOSED MEMBERS OF TEXIAC

Representative bodies

1. The British Footwear Association (BFA) has 30 manufacturing member companies, representing 3,050 employees. It communicates with its members via routine meetings, a manufacturers' forum and a newsletter. The BFA, with the Community Union, runs the Footwear Industry Health and Safety Committee. This is likely to be expanded to bring in representatives of the leather processing industry. This Committee prepares guidance for its members and holds an annual health and safety conference. It has recently obtained funding from the DTI's Working in Partnership fund to provide a health and safety benchmarking service for the industry.
2. The Confederation of British Wool Textiles (CBWT) has 150 member companies, employing approximately 10,000 people. This represents around 60% of the woollen and worsted industry. The CBWT employs a health and safety professional providing in-company support and a telephone support service. Health and safety training to NEBOSH and IOSH standard, and topic seminars are also offered.

The CBWT communicates with its members via newsletters, email, a website with health and safety web pages and regional meetings. It also provides the secretariat to the Wool Industry Health and Safety Committee, a tripartite committee that meets 3 times a year. The Committee has an accident reporting scheme to monitor its deliver of revitalising target accident and ill health reductions.

3. The Lancashire Textile Manufacturers' Association (LTMA) has around 60 small to medium sized member companies, covering approximately 5,000 employees. This represents 75% of the weaving industry in the North-west.

The LTMA has a well supported Health and Safety Group that organises presentations to member companies on topical issues three times a year. Other communication is via a monthly newsletter, Directors' meetings and via a website which has links to HSE's site. The LTMA offers IOSH training and occasional health and safety seminars.

The LTMA has recently launched an accident-reporting scheme to benchmark its members' performance and to monitor its progress towards RHS targets.

4. The British Clothing Industry Association (BCIA) has 350 members, covering 125,000 employees and about 65% of the industry. The Knitting Industries' Federation (KIF), a Sector of the BCIA, has approximately 85 member companies and forms the employers' side of the Knitting, Dyeing and Lace Industries (KDLI) Health and Safety Committee.

The KDLI, a tripartite committee, provides a health and safety service by way of published industry best practice recommendations. It also communicates with its member organisations via newsletters and regular meetings.

5. The British Leather Confederation (BLC) has 25 member companies, employing around 3,000 and representing 95% of the industry. It offers a health and safety support and training facility and has an agreement with Community for safety representatives in member companies to be given time off with pay for training up to IOSH level. BLC promotes the RHS agenda, encouraging members to adopt targeted initiatives.

BLC communicates with its members on health and safety via bi-monthly newsletters, through its comprehensive meetings structure and via ad hoc seminars.

6. The Performance Textiles Association (Pertexa) represents members involved in the manufacture of technical and industrial textiles. Of its 300 members, about half are textiles product suppliers, employing about 3,000 people. The organisation has already been involved with Cactus in drawing up an inspection regime for inflatable play products and has proved a good partner.

Pertexa provides a health and safety service for its textiles members and communicates via an electronic newsletter and a formal meeting structure. It focuses heavily on 'competence' issues and is actively pursuing the introduction of formal qualifications.

7. The Community Union has around 14,500 members working in 400 workplaces engaged in the carpet-making, knitting, clothing, textiles, dyeing and finishing, footwear and leather industries. The Union has health and safety expertise at both National and Divisional Officer level and has a formal education programme to support its safety representatives. Divisional offices also have an on-line health and safety resource. The Union has regional lay health and safety forums that participate in the European H&S week; last year the textiles section achieved a regional winners award.

The Community Union communicates with its members via its branch secretary structure and through its monthly and quarterly newsletters. It also participates in the wider health and safety community via its work on TUC health and safety structures and contributes to organisations such as the Repetitive Strain Injuries Association.

8. The Transport and General Workers Union's Textile Trade Group has around 14,000 members. The Union has a Central Office H&S team and an education programme for its safety representatives. The main channel of communication is via the Textiles Trade Group national committee, but also through the Trade Group's regional meetings with branch secretaries. The Union has a quarterly publication that goes directly to its members.
9. The GMB's Clothing and Textiles Section has 45,000 members; it has its own Section National Committee and an annual conference. The Union has specialist health and safety officers at regional and national level and a strong reputation for the health and safety support it provides to its safety representatives.

Membership Nominations:

The following Members are proposed for membership:

Employers Representatives:

- Mr Roger Johnson (CBWT)
- Mr Jeffrey Beardsley (CBWT)
- Ms Anne Carvell (BCIA)
- TBA (KIF)
- Mr Stephen Walsh (LTMA)
- Ms Elaine Davies (BFA)
- Mr Clive Champion (BLC)
- Mr Clive Moss (Pertexa)

Trades Union Representatives:

- Mr Paul Gates (The Community Union)
- Mr Alan Edmund (The Community Union)
- Mr Robert Sneddon (The Community Union)
- tba (TGWU)
- Mr Peter Booth (TGWU)
- TBA (GMB)

ANNEX 2 TERMS OF REFERENCE FOR TEXIAC

The aim of TEXIAC: the advisory committee for health and safety in the textiles, apparel, footwear and leather industries, is to contribute to the Commission's 'Strategy for workplace health and safety in Great Britain to 2010 and beyond' by promoting and fulfilling the Commission's vision in the industries it represents. In particular, TEXIAC will:

- ♦ work with, and through, its intermediary bodies to reduce injuries and ill health caused by work in these industries;
- ♦ ensure greater access to and take-up of authoritative industry specific guidance;
- ♦ contribute to improved employment and productivity, by keeping those at work healthy and in work;
- ♦ seek to improve the management of health and safety risks; and
- ♦ encourage the industry to realise the benefits of employers and employees working together in partnership.

TEXIAC

**The advisory committee for health and
safety in the textiles, apparel, footwear
and leather industries**

**ROLLING
PLAN OF WORK**

2005-08

Work Item 1	TEXIAC WORKING GROUP ON REDUCING INCIDENCE OF NOISE INDUCED HEARING LOSS
Injury Reduction Programme Block	Noise and Vibrations programme
Key activity(ies) to support programme	<ol style="list-style-type: none"> 1. To provide practical advice and guidance on reducing noise at source on machines in the textiles, footwear and clothing industries in anticipation of the impact of the new noise legislation in Feb 2006. 2. To increase compliance with existing noise regulations and to prepare industry for new regulations.
Justification /Statement of reason for this activity and the outcome targets set	<p>Inspections carried out under the TEXIAC Action on Noise campaign in 2000/1 and 2001/2 found levels of non-compliance with the Noise Regs in the textiles industry at levels up to 80%. There was a general lack of in-house competence in noise assessment.</p> <p>A recent research report¹ confirmed that employees are often reluctant to wear hearing protection. The target will be to improve competence of management to implement a hearing protection programme. The new noise regulations will bring a large number of employees in the textiles industry into regulation. Workers, such as sewing machinists, who are currently exposed to noise levels below the second action level may be above it under the new regulations. There is a little existing guidance on reducing noise at such machines.</p>
Description of work/projects to deliver the key activity	<p>Project to be steered by TEXIAC Noise Working Group, meetings to be convened as and when required.</p> <p>Work will build on research phase of a TEXIAC project completed in 2004 which identified a range of solutions for reducing noise at source on machines in typical use. Findings to be incorporated into guidance for a new 'noise' module on the HSE Textiles website.</p> <p>TEXIAC Open Meeting in March 2005 to raise awareness of various techniques for reducing noise at source and on how to manage a hearing protection programme.</p> <p>The forthcoming Noise Toolbox Talk to be launched in industry on publication in April 2005.</p> <p>Influence to be brought to bear on Sector Skills Council, Skillfast, to fund the development of courses for training in-house noise assessors.</p> <p>Two industry-hosted events in September and October 2005 to be used to prepare industry for new noise regulations and to promote European Week.</p>

Performance indicators, outputs and milestones	<ol style="list-style-type: none"> 1. Findings from phase 1 of the TEXIAC Noise Working Group worked up into web guidance and 'noise' module on Textiles website developed by June 2005. 2. Launch of website on HSE home page and in trade press. 3. Open Meeting to target minimum of 50 companies in Midlands - 16 March 2005. 4. Exploratory meeting with Skillfast – second quarter 2005 5. Representative bodies to promote European Week – Sept and Oct 2005
Resources	<p>TEXIAC Working Group members – 5 days each (attending meetings, consulting on guidance, participation in publicity events)</p> <p>TEXIAC Main Committee members – 1 day each (promotion of guidance and noise reduction at source strategy)</p> <p>HSE Band 2 inspector x 10 days (preparing progress reports to TEXIAC, liaising with noise specialist, confirming advice, managing consultation, preparing publicity plan, liaising with TEXIAC members on promotion activities and organising launch events).</p>
Outcomes	<ol style="list-style-type: none"> 1. Increased awareness of how to reduce noise at source. 2. Avoidance of compulsory wearing of hearing protection for workers who are not currently obliged to wear it. 3. .Raised in-house competence in noise assessment and in managing a hearing protection programme 4. Rollout of noise toolbox talks.
Key assumptions	Successful delivery depends on willing participation of representative bodies, the support of the Noise and Vibration Programme for the key activities and the availability of B3 resource for the textiles industry..
Evaluation plan	<p>Feedback from TEXIAC members on extent of implementation of solutions and the success of those solutions in avoiding compulsory wearing of hearing protection.</p> <p>Attendees of Open Meeting to be followed up in telephone survey to establish what action taken as a result of attendance.</p> <p>Level of participation in European Week</p>

¹Behavioural studies of people's attitude to wearing hearing protection and how these might be changed' *Inst of Occ Med for HSE 2002 RR028*

Work Item 2	TACKLING TOP 5 CAUSES OF MUSCULOSKELETAL INJURY IN THE TEXTILES, CLOTHING, FOOTWEAR & LEATHER INDUSTRIES
Better Health at Work Programme Block	MSD Programme
Key activity(ies) in this priority	Reducing MSD's in the Textiles, Clothing, Footwear and Leather industries.
Justification/Statement of reason for this activity and the outcome targets set	Although the total number of musculoskeletal injuries in the textiles, clothing and footwear industries has come down over the past 5 years, when set against the declining workforce, the rate of injury remains at a very high level. Back injuries stand out as the largest single cause of ill health, with nearly 200 each year. This is where there is greatest scope to make an impact.
Description of work/projects to deliver the key activity	<ol style="list-style-type: none"> 1. Selection and agreement of 5 selected activities. 2. Working-up of agreed activities into case studies with practical solutions. 3. Case studies to be put on 'Textiles' web pages as examples of good practice. 4. Continued promotion of the MAC Tool for conducting in-house assessment 5. Development of 2 year campaign for raising awareness of the 5 activities that give rise to MSD and publicising the solutions, including briefing inspectors, engaging with trade press and speaking at industry events.
Performance indicators, outputs and milestones	<ol style="list-style-type: none"> 1. Selection of the 5 activities to be agreed by TEXIAC at May 2004 meeting. Completed. 2. TEXIAC Steering group to be formed to develop and direct campaign by May 2005. 3. Best practice case studies to be put on Textiles website by March 2006. 4. Campaign plan to be presented to TEXIAC at October 2005 meeting for agreement. Campaign to be launched at Open Meeting in January 2006
Resources	HSC B2 + B3 + B6 = 20 days over 2 years. TEXIAC members: up to 5 days each over 2 years.
Outcomes	Reduction in MSD injuries in SIC's 17, 18 & 19 by 15% by March 2008
Key assumptions	HSE B3 resource and funding will be made available during 2005 to help develop campaign.
Evaluation plan	Comparison of figures on MSD injuries when made available at end 2008 with figures for 2003/4.