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**Minutes of the meeting of the HS&E committee held 24 March 2021**  
**held as Microsoft Teams meeting.**

<b>Present:</b>					
Chris Bell	DATL	Bob Forshaw	Cooper Tire	Chris Guy	DATL
Jethro Smith	Michelin	Ashley Thomson	Pirelli		
<b>Apologies:</b>					
None					
<b>In attendance:</b>					
Adrian Hirst	BTMA	Graham Willson	BTMA		

**1. Welcome and Introductions**

<i>Discussion</i>	<i>Decision</i>
Graham chaired the meeting and welcomed everyone to it.	None

**2. Minutes of Last Meeting**

<i>Discussion</i>	<i>Decision</i>
The minutes of the meeting of 24 November 2020 were approved.  There were no matters arising not elsewhere on the agenda.	The participants agreed to abide by the guidelines.

**3. BTMA competition law compliance guidelines**

<i>Discussion</i>	<i>Decision</i>
Members were reminded of the requirements of the BTMA competition law compliance guidelines. Steve Green and Ashley Thomson were given copies of the guidelines.	The participants agreed to abide by the guidelines.

**4. Catchup with members**

<i>Discussion</i>	<i>Decision</i>
<b>Michelin:</b> Cases within the company were down and the intensity of activity had been reduced. The company had moved to a monthly meeting of the crisis team and weekly reporting.  The company had looked into undertaking on site lateral flow tests in conjunction with the local authority. However, after some consideration they had decided not to do this. Factors included in the decision were: lack of space to carry out the testing, local authority involvement in follow-up actions and logistical issues associated with the required full testing.	None.

<i>Discussion</i>	<i>Decision</i>
<p>The attention to detail which had been put on COVID has had follow-on benefits in terms of health and safety management.</p> <p><b>Pirelli:</b> the company had strong control measures in place and were still undertaking daily reporting.</p> <p>The company had experienced difficulties with employees using the NHS test and trace App. The App had recommended isolation for people who did not appear to come in contact with each other.</p> <p>The company had considered using lateral flow tests but had decided that the negative factors associated with their use greatly outweighed the benefits.</p> <p>The company had experienced challenges in getting people back to work in the office.</p> <p>The company plan to remove one of the manufacturing processes from their Burton site with a loss of 80 people. The closure is set to take place in May.</p> <p>On a technical level health and safety performance was good. However, the company still experience issues regarding people's behaviour and compliance with procedures.</p> <p><b>Cooper:</b> cases at the site have been low from the start with only 14 cases reported in the factory in total. The company were hit by track and trace with people being asked to isolate despite being separated by distances of 7 m through walls.</p> <p>The company initially resisted mask wearing but introduced it in November. The company are not undertaking lateral flow tests.</p> <p>The company also report that COVID has seen a positive impact on health and safety.</p> <p>Good year are in the process of buying Cooper. This is expected to have an impact on the site, but they just have to wait and see.</p> <p><b>DATL:</b> The company initially had a low number of cases with less than 15 in 2020. However, a peak occurred in March with 18 positive tests in one week.</p> <p>The company have adopted lateral flow testing in conjunction with the local authority. However, this is only done when cases are identified in the business.</p> <p>Birmingham city council had audited the site and were happy with the arrangements. It was noted that there was a difference between the approaches of Birmingham and Stoke councils with regards to lateral flow testing.</p> <p>Health and safety performance were good with only 12 accidents in 2020. There was a strong focus on behavioural safety and engagement with supervisors being given daily KPIs. So far this year the Q1 performance is 43% better than last year.</p>	

## 5. Accident Statistics 2020

<i>Discussion</i>	<i>Decision</i>
Adrian presented the accident statistics for 2020.	<b>Action:</b> Adrian to identify appropriate comparator from HSE accident statistics e.g. figures for general manufacturing.

<i>Discussion</i>	<i>Decision</i>
<p>There had been 15 RIDDORs in 2020. The accident rate was again below the BTMA target rate of 550 accidents per 100,000 employees.</p> <p>The majority of the RISSORs occur within one company.</p> <p>It was noted that the number of hours worked in 2020 was reduced by closures due to COVID. This means that the actual rate per hour may have gone up.</p> <p>The Pareto analysis of all accidents showed a similar profile across all companies with the top 5 categories being as follows:</p> <ol style="list-style-type: none"> <li>1. Injured while handling, lifting or carrying</li> <li>2. Cuts</li> <li>3. Hit something fixed or stationary</li> <li>4. Hit by a moving, flying or falling object</li> <li>5. Slipped tripped or fell on the same level.</li> </ol> <p>There was discussion about undertaking risk assessments for those people who were working at home.</p> <p>DATL had used accident statistics which took into account the number of hours worked. However, they had not counted employees who were working from home.</p> <p>Pirelli shared the fact that they have a number of accidents which occur due to behavioural incidents. One of these had led to a dismissal whilst another had given rise to a final written warning.</p> <p>Chris Bell mentioned a device known as backtrack which he had used in a previous job to give worker feedback on manual handling practices. See: <a href="http://www.backtrack.co.uk/index.html">http://www.backtrack.co.uk/index.html</a></p>	<p><b>Action:</b> Chris Bell to share a flow diagram which should help other members in analysing accidents.</p>

## 6. Rubber Fume and Dust Data

<i>Discussion</i>	<i>Decision</i>
<p>Adrian presented the collated rubber fume and dust results. 3 of the 4 companies had provided data for 2020.</p> <p><b>Rubber fume:</b> 104 samples had been taken with 90% of the samples &lt;50% of the limit and one sample being in excess of the limit. These results fell short of the BTMA target of 95% of samples &lt;50% of limit.</p> <p><b>Rubber Process dust:</b> 83 samples had been taken with 81% of samples &lt;50% of the limit and two sample being in excess of the limit. These results fell short of the BTMA target of 95% of samples &lt;50% of limit.</p> <p><b>Other dusts:</b> 437 samples had been taken with 98% of the samples being less than 5 mg.m<sup>-3</sup> and no samples being greater than 10 mg.m<sup>-3</sup>.</p> <p>The number of samples taken was significantly higher than in previous years, particularly for 'other dusts'. This was due in part to Pirelli undertaking monitoring for 6PPD.</p>	<p><b>Action:</b> Ashley to share data on the monitoring of 6PPD which Pirelli had undertaken.</p> <p><b>Action:</b> Adrian to ask for more contextual information on the higher results in the next data collection.</p>

## 7. BTMA H&S Plan 2021

<i>Discussion</i>	<i>Decision</i>
<p>Adrian presented the outline plan for 2021 which was discussed in detail.</p> <p>It was agreed that future meetings would deal with general matters and then focus on a single subject. The plan called for single subjects to be discussed as follows:</p> <ul style="list-style-type: none"> <li>• Macro risk analysis</li> <li>• Mental health</li> <li>• Preventing musculoskeletal disorders</li> <li>• Social responsibility</li> </ul> <p>After some discussion it was agreed that the topics have mental health and macro risk analysis will be merged and discussed as issues associated with home working at the next meeting.</p>	<p><b>Action:</b> Adrian to make contact with HSE in Q3.</p> <p><b>Decision:</b> BTMA make contact with Unite at a national level in the 2<sup>nd</sup> part of the year.</p> <p><b>Action:</b> Members to prepare show and discuss presentations on the topic of health and safety and home working.</p>

## 8. Dates of future meetings

<i>Discussion</i>	<i>Decision</i>
<p>It was agreed that there would be 3 more meetings in 2021.</p>	<p><b>Decision:</b> We would aim to have 3 further meetings taking place in May September and November.</p> <p><b>Action:</b> Adrian to circulate dates of meetings.</p>

## 9. Any Other Urgent Business

<i>Discussion</i>	<i>Decision</i>
<p>No other items raised</p>	<p>No action required.</p>