
STATES OF JERSEY



JERSEY SAFETY COUNCIL ANNUAL REPORT 2023

Presented to the States on 11th July 2024
by the Minister for Social Security

STATES GREFFE

The Jersey Safety Council Annual Report 2023

Jersey Safety Council Committee

Dr Steve Taylor (Chairman)

Mr Adrian de Gruchy

Mr Ross Muir

Mr Edward Palmer (Honorary wef 01/10/2023)

Mrs Kirsten du Heaume (term ended 01/10/2023)

Mr Wayne Balcombe (term ended 01/10/2023)

Mr John Gavey (wef 01/10/2023)

Mr Tom Stead (wef 01/10/2023)

Ex Officio HSI representative

Mrs Tammy Fage (HSI upto 01/07/2023)

Mrs Elaine Harbour (HSI wef 01/07/2023)

Mrs Anne Matthews (Secretary)

The Jersey Safety Council committee continues to have a diverse membership, with experience spanning the construction, utility, quarrying, health, oilfield development and HSE training sectors. Mrs Kirsten du Heaume and Mr Wayne Balcombe decided to regrettably leave the JSC after a three-year term. We would like to thank them both for their outstanding contribution to the Council. Adverts for that vacancy attracted applications from several high calibre individuals and Council was pleased to invite Mr Tom Stead to join Council whilst Mr John Gavey became a full member and Mr Eddie Palmer joined Council as an honorary member.

Mrs Tammy Fage retired as Director of HSI and Council had the pleasure of welcoming Mrs Elaine Harbour as the new Director and member of Council.

Chairman's Report Summary

2023 saw Council focus on building bridges with key stakeholders in order to broaden understanding and support uptake of Council's key safety initiatives; namely Behavioural Safety Leadership, the role of the Health and Safety Project Coordinator and finally, health and Safety advisor/manager competence development.

Council continued to promote both JSAT in languages other than English and the JSAT Advanced course, and actively supported the Jersey Occupational Safety & Health Association. The Council continued to raise its visibility via social media channels on LinkedIn and Facebook.

The JSC has continued to work in partnership with the Health and Safety Inspectorate raising awareness and understanding to employees and employers.

The Council remains actively in contact with the working population throughout the year via email, it's new social media channels, website searches, awareness campaigns and delivery of training courses.

2023 Activity

Competence Development

Throughout 2023 the Council continued to provide opportunities for leaders and employees to develop their health and safety competencies in a cost-effective and timely manner. In accordance with its references and objectives, the Council continues to focus on the provision of courses that would either be impractical or uneconomic for others to provide and to provide them at just above a 'break even' point.

Behavioural Safety Leadership

Throughout 2023, Council continued to actively drive a major change programme, called Behavioural Safety Leadership, within the construction sector. The programme aims to make everyone aware of their safety responsibilities and the consequences on the company, staff, and family when things go wrong. Training starts with higher management attending 3 modules looking at safety culture, their legal responsibilities and training in visible safety leadership. Training is then cascaded down to junior leaders, who attend a one-day course. A short 2-hour module developed for workers in both English and Portuguese, focuses on making safety personal and productive safety conversations.

Three major States clients, namely Andium, Jersey Ports and Jersey Development Company have participated in the programme and subsequently embedded attendance as a mandatory requirement for all companies wishing to tender for contracts. These 3 States clients also adopted a Client Safety Charter, based on the principal contractor safety charter, that enables them to publicly state their beliefs and expectations about safety. Jersey Property Holdings engaged in the programme in Q4 2023 and are looking to also adopt the client charter.

Engagement numbers doubled in 2023, rising to a total of 2,518 individuals from 114 companies at Senior Leader, Junior Leader and Worker levels. Nearly half of Jersey's construction and quarrying companies employing more than 6 people, have now engaged in the programme since its launch in September 2021. In total, 40% of that population have been trained. During 2023, Council delivered 16 courses totalling 32 training days to staff from 94 companies. In addition, Council published quarterly uptakes showing which companies have engaged in the programme.

Sustaining the change is being supported with a toolkit of simple ideas and activities developed by Council for both senior and junior leaders to use in the workplace.

Council held two very well attended breakfast meetings in 2023 focusing on Behavioural Safety Leadership with keynote talks from the HSI Directors, Tammy Fage and Elaine Harbour.

The course is recognised by the Health and Safety at Work Inspectorate with the HSI Director acting as a powerful advocate for the programme. In addition, it is actively supported by 6 of the largest construction companies in Jersey, as well as the Jersey Construction Council.

Feedback has been very positive with real beneficial change already being seen in the workplace. Council is committed to continue delivering this step-change improvement programme at the lowest possible cost.

Bursary

During 2023, Council developed a scheme to assist Jersey develop its Future Health and Safety Leaders. The scheme is open to individuals with less than 5 years' experience who are either working in, or planning to work in, a health and safety role and require professional health and safety training. Council will award a successful applicant a grant of upto £2,000 to assist with tuition fees. The bursary will be launched in January 2024.

Practical Health & Safety Project Coordinator and Applied Design Risk Management Course

Council is pleased to see a continued demand for HSPC training albeit. Council therefore ran a course in late 2023 with a locally based trainer and received very positive feedback from attendees.

Council recognised that the role of the HSPC and the importance of their work is not well understood by clients, developers, designers and architects. Council therefore worked with the Association of Jersey Architects to deliver a short course to their members which explained the duties of the HSPC, clients and architects as defined in the Health and Safety (Management in Construction) (Jersey) Regulations 2016 (MIC 2016) and how to discharge them appropriately.

Council is continuing to develop a framework and tools to help further deepen that understanding.

Jersey Safety Awareness Test (JSAT)

The JSAT (Construction) is well established in Jersey as a key test that enables construction workers to demonstrate a solid understanding of basic safety requirements in the industry in Jersey. It is now widely supported with 973 individuals having successfully completed the test using 8 registered testing stations in 2023. The JSAT certificate is valid for 3 years and, over the last 3 years, 3,400 workers have passed the test. We are seeing workers re-sitting the test to remain compliant with principal contractor requirements.

Following the success of JSAT, Council launched a sister course in Q1 2021, JSAT Advanced (Construction), which is designed for those in supervisory or managerial roles who are responsible for the management of construction sites. The test has already been passed by 499 delegates.

Council recognised that the construction sectors employ a diverse workforce. To make the JSAT Basic more accessible to non-native English speakers, Council, with sponsorship from

Andium Homes and Camerons, launched Portuguese, Polish and French versions in early 2021. To-date, 567 individuals have passed the tests, 74% of whom were Portuguese speakers.

Jersey Occupational Safety and Health Association

Council continued to support the Jersey Occupational Safety & Health Association (JOSHA) to create a sustainable future. During 2023 JOSHA delivered four events in the year covering fire risks in high rise buildings, UV awareness for outdoor workers, simple strategies to help manage mental health at work and how employers can support employees who are experiencing bereavement.

These events were attended by 115 individuals and were a mixture of in person and virtual. To support the discussions one pulse surveys were also conducted covering working from home.

The JOSHA Management Committee comprises representatives from health, facilities management, consultancy and the public sector.

Membership grew through 2023 to 153 individuals covering 71 organisations with engagement through email and social media sites (LinkedIn, Facebook and Twitter) reaching 401 followers by the end of 2023.

Plans for 2024 include at least four events and to host the first on-island Jersey Health and Safety Conference. Council decided to offer JOSHA financial support as headline sponsor for the conference. This support enabled JOSHA to proceed with developing the conference programme and booking location.

Website and Publicity

Council has continued to use their website as a vehicle to support the work of HSI and promote training courses and services of health and safety professionals across various sectors.

The Council's Facebook and LinkedIn pages regularly posted items of interest throughout 2023 with over 100 followers.

Publications

Accident Book

Following re-printing, this critical Health and Safety tool is now available from the Health and Safety Inspectorate at Maritime House.

Essential Health & Safety Toolkit

The Council continues to hold a stock of these free handouts which comply with Construction (Jersey) Regulations 2016. These useful toolkits are displayed at the HSI and at JSAT Testing Stations and are distributed at training courses.

Scaffold Inspection Book

This book, developed by Council, enables scaffold inspections to be recorded in accordance with the legal requirements. This tool is promoted on the HSI website and is available at Maritime House.

Financials

The 2023 audited accounts are attached in appendix A.

Key points to note are that:

- The grant was reduced from £16,000 in 2021, £14,000 in 2022 to £13,000 in 2023. This grant covers the basic operating costs of Council. Development of new initiatives are covered from Councils' reserve funds.
- After investing significantly in 2021 to develop the Behavioural Safety Leadership programme, Council has continued rolling out the programme. Council has recouped this investment in 2022 and now is making surplus through careful management of the training schedule. £4,000 was spent during 2023 on further development of the programme.
- JSAT income dropped to the historical norm.
- Sponsorship of £3,000 was provided to JOSHAs for their first Jersey Health and Safety Conference.
- Council have submitted a claim to the administrators for £4,925 owed by Cameron's for training provided in 2022. This money was unlikely to be recouped and it was written off.
- The use of an online accounting package, Xero, has facilitated increased cost control and invoicing as it is multi-user and allows real-time visibility of the financials.

2024 and Beyond

The focus areas for Behavioural Safety Leadership in 2024 are to a) broaden uptake within States departments engaged in construction type activities - such as Infrastructure and Environment; b) deepen the training within companies already engaged; c) broaden the rollout to include Tier 2 construction companies and their supply chain; d) embed and monitor practical usage of the skills taught on the course.

This drive will largely come from the major Government clients and the 6 principal contractors supporting the programme. Council will assist major clients in embedding Behavioural Safety Leadership within their projects and provide a framework to monitor compliance and performance of their supply chain.

The second theme for 2024 is to launch Jersey's Future Health and Safety Leaders Bursary scheme. The initial objective is to attract one or two high quality candidates who will be eligible for funding assistance and mentoring from a Council member.

Our third theme is to continue to raise understanding of the Jersey Construction regulations amongst clients, architects and small to mid-sized construction contractors through seminars and simple toolkits.

In other activities in 2024, Council will:

- Support JOSHA to deliver the first on-island health and Safety Conference
- Continue to promote JSAT Basic and JSAT Advanced (Construction).
- Continue to promote that JSAT Basic is available in Portuguese, Polish and French.
- Continue to promote and deliver the HSPC and Applied Design Risk Management Course
- Continue to maintain and use the website and social media channels to deliver timely information to interested safety professionals and businesses.

Thanks

We would like to express our thanks to the Minister for Social Security for her decision to continue to support the work undertaken by Council.

Thanks also go to the Director of the Health and Safety Inspectorate for the advice and support from the Director and her team throughout the year.

The Jersey Safety Council

The Pines,
Rue de la Garenne,
Trinity,
JERSEY JE3 5FE

Accounts Independent Examiner

Mrs Catherine Swemmer FCCA,
Tequila, Rue de Jambert,
St Clement



The Jersey Safety Council
Financial Statements
For the Year Ended 31 December 2023

**The Jersey Safety Council
Financial Statements
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The Jersey Safety Council
Council Members and Professional Advisors

Council Members	Dr Steve Taylor (Chairman) Adrian De Gruchy (Treasurer) Elaine Harbour - Director of Health and Safety (appointed July 2023) John Gavey (appointed October 2023) Tom Stead (appointed October 2023) Ross Muir (appointed March 2023) <i>Kirsten du Heaume (Retired October 2023)</i> <i>Wayne Balcombe (Retired October 2023)</i> <i>Tammy Fage (Retired July 2023)</i>
Honorary Council Member	Edward Palmer (appointed October 2023)
Secretary	Anne Matthews
Address	The Pines Rue De La Garenne Trinity JE3 5FE
Bankers	Lloyds Bank Broad Street St Helier JE4 8RG
Accountant	Catherine Swemmer FCCA Tequila, Rue de Jambart St Clement

**The Jersey Safety Council
Accountant's Report
For the year ended 31st December 2023**

To the Council Members

Jersey Safety Council
The Pines
Rue De La Garenne
Trinity
JE3 5FE

Dear Sirs,

Jersey Safety Council – Financial Statements for the Year Ended 31 December 2023

I have examined the books and records supplied to me. I am pleased to report that I found the books and records to be in good order and they are summarised in the enclosed financial statements covering the year ended 31 December 2023.

The accounts show that for the year ended 31 December 2023 the net deficit was £207 and the accumulated fund at 31 December 2023 was £67,604. Appropriate vouchers covering all material items of expenditure were available.

Yours faithfully



Mrs Catherine Swemmer FCCA

Tequila
Rue de Jambart
St Clement
JE2 6LA

Date: 16/3/2024

The Jersey Safety Council
Income Statement
For the year ended 31st December 2023

	2023		2022	
	£	£	£	£
Income				
Grant		13,000		14,000
Training, Courses & Conference Fees		93,728		144,320
JSAT Income		5,715		5,925
Bank interest		-		4
		112,443		164,249
 Administration Expenses				
Training, Courses & Conference Fees	81,755		115,947	
Development of new courses / materials	4,000		-	
Educational materials and posters	417		-	
JSAT expenses	500		-	
Administration Fees	8,173		6,731	
Advertising & Promotion	2,098		4,137	
IT & Computer expenses	1,055		127	
Website Hosting	2,464		2,348	
Stationery, Telephone & Postage	1,882		133	
Sponsorship	3,000		-	
Insurance	1,363		1,319	
Audit & accountancy fees	500		500	
Professional fees	-		300	
Entertainment	518		652	
Bad debts written off	4,925		-	
		(112,650)		(132,194)
 Operating (expense)/ income		(207)		32,055
 Net (Expense)/Income for the year	5	£ (207)		£ 32,055
transferred (from)/to accumulated funds				

All amounts included within the (loss)/profit for the year and the (expenses)/income of the preceding year arose from continuing operation.

The Council has no other recognised gains or losses other than the profit for the year.

**The Jersey Safety Council
Balance Sheet
As at 31st December 2023**

	Notes	<u>2023</u>		<u>2022</u>	
		£	£	£	£
Current Assets					
Other debtors	2	170		9,050	
Cash at bank and in hand		<u>68,134</u>		<u>61,167</u>	
			68,304		70,217
Creditors: amounts due within one year					
Other creditors	3	<u>700</u>		<u>2,406</u>	
			<u>700</u>		<u>2,406</u>
Net Assets			<u>£ 67,604</u>		<u>£ 67,811</u>
Funds Employed					
Accumulated Funds	5		<u>£ 67,604</u>		<u>£ 67,811</u>

These Financial Statements were approved by the Council on
and signed on its behalf by Dr Steve Taylor

15th June 2024


Chairman

The Jersey Safety Council
Notes to the Financial Statements
For the year ended 31st December 2023

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the accounting principles set out below.

Income

The grant is receivable from the Health and Safety Inspectorate

Training, courses and conference fee income is recognised to the extent that the council obtains rights to consideration in exchange for its performance. It is measured at the fair value of the consideration received and is based on the services supplied during the year.

Bank interest and other income is recognised on accruals basis

Expenditure

All expenditure is recognised on a accruals basis

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable with penalty on notice of no more than 24 hours.

2 OTHER DEBTORS	2023	2022
	£	£
Course Fee income	170	9,050
	<u>£ 170</u>	<u>£ 9,050</u>

3 OTHER CREDITORS	2023	2022
	£	£
Administration fees	-	120
Accountancy fees	500	500
Xero set up fee	-	300
Other accruals	200	1,486
	<u>£ 700</u>	<u>£ 2,406</u>

4 RELATED PARTY TRANSACTIONS

During the year Dr Steve Taylor, Chairman and Council Member, was paid £6,123 (2022 : £6,360) for training and administration services on the Behavioural Safety Programme.

The Jersey Safety Council
Notes to the Financial Statements
For the year ended 31st December 2023

5 ACCUMULATED FUNDS	2023	2022
	£	£
Brought forward	67,811	35,756
Transferred from income and expenditure account	(207)	32,055
Carried forward	<u>£ 67,604</u>	<u>£ 67,811</u>