
STATES OF JERSEY



JERSEY SAFETY COUNCIL: REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2008

**Presented to the States on 24th July 2009
by the Minister for Social Security**

STATES GREFFE

THE JERSEY SAFETY COUNCIL

ANNUAL REPORT 2008

Council expresses its thanks to the Minister for Social Security for his decision to continue his active support of health and safety by supporting funding of the work of Council.

COUNCIL COMMITTEE

2008 has seen considerable changes in the Council, including a name change. The Jersey Council for Safety and Health at Work was shortened to The Jersey Safety Council and a new logo was developed. It was felt that this was important to tie in with the Council's business plan document: "The Next Step".

To ensure that the Council progressed with its aims, each Council member took on a role that they felt they could effectively deliver with the assistance of the Council Secretary. This gave each member their own goals within Council and an opportunity for the work of Council to reach more people.

MEDIA

A media strategy was developed by Council members to ensure that the work of the Council was transmitted through the media, allowing its activities and work to be more effectively transmitted to a wider audience. Part of the strategy was to be more vocal on local health and safety stories in the press.

The Council also found it necessary to write directly to individuals in relation to particular health and safety matters. A letter was sent to the Minister for Transport and Technical Services supporting the introduction of mandatory seatbelts in the rear of vehicles.

WEBSITE

Another key focus this year has been on the development of a user-friendly and informative website. Various website providers were approached, and after vetting different proposals and examples of their products, Webreality, a local company, was chosen due to their professional approach and the ease of use of software proposed.

After initial consultations, a webpage layout and design was agreed upon and the site went live in July. The site has been developed to be user-friendly and allows browsers to register as users and receive e-newsletters which dramatically reduces costs associated with traditional newsletters and postage.

The website can be found on www.jerseysafetycouncil.co.uk and the site is constantly updated with any relevant articles, information on Approved Codes of Practice (ACoP), guidance on policy and law, useful facts and contact details of trainers, etc.

The Passport to Safety Scheme, along with the Jersey Occupational Safety and Health Association (JOSHA) now runs through this website via links allowing easy access for browsers.

JERSEY OCCUPATIONAL SAFETY AND HEALTH ASSOCIATION

Please see report from the JOSHA Chairman, Dave Ward, under Appendix A.

FINANCE

Every Council member has selected a subject they wish to pursue in 2009, and the budget has been debated at Council meetings and represents what we believe to be best value for money, along with the greatest impact on health and safety within the community.

The 2009 proposed budget is attached under Appendix B.

VIDEO/DVD LIBRARY

Council has not reviewed this provision in any great depth this year, although a Council member has undertaken to review this and report back on any innovations or new DVDs that can be added to our current library during the early part of 2009.

Training

Fire Training run through the States of Jersey Fire & Rescue Service dipped in the last quarter of 2008, with fewer people requesting a place. It is expected that with some awareness raising this area will become busy again during 2009.

Having decided to utilise local training providers wherever possible, Council delivered two Display Screen Courses, a one-day Risk Assessment Course and a Manual Handling, Train the Trainer Course.

Part I of the NEBOSH General Certificate took place in September, Part II being undertaken during 2009.

A CAT (Cable Avoidance Tool) and Genny Course produced poor turnout this year, and will be put on hold until enough candidates become available for training. Due to the nature of this training an off-Island provider was utilised, with the costs associated with bringing this trainer to the Island being halved with Jersey Water, who did several in-house training sessions.

A full list of courses delivered and attendees can be found under Appendix C.

OTHER MATTERS

ASBESTOS CAMPAIGN

Colin Myers brought to Council's attention the ongoing concerns of the Health and Safety Inspectorate on the level of asbestos awareness within the Island. Council agreed to set up a sub-Committee to look into this subject to assess where assistance could be given. Paddy Guyomard was invited to this group as both a Health and Safety Professional and as an individual who has considerable experience with asbestos matters.

Council agreed to support an awareness campaign, delivered in segments, targeting sectors of the working community; this was launched at a Breakfast meeting held in October. We are grateful to Steve Shutler, of Burton Environmental, UK, Mike Liston and Colin Myers for all giving their time freely to talk on the subject from different aspects of industry to a group of individuals involved with property ownership, construction and development. Over 60 delegates attended and received welcome packs including the ACoP guidance notes on asbestos, along with a "Tiger's Eye" key-ring. The key-ring was given for two primary reasons, firstly to act as a reminder regarding the asbestos talk given, and secondly the "Tiger's Eye" is a quartz replacement of crocidolite, a type of asbestos.

Following on from the breakfast meeting, two sets of adverts were run over a period of a month on Channel 103. These adverts were aimed at the construction industry and those specifically working on construction sites, where we believed most have radios tuned into this station.

The awareness campaign will continue into 2009, with the sub-committee meeting every 6 months to review and consider if further work is required.

OCCUPATIONAL HEALTH IN CONSTRUCTION

Council was also made aware of the issues surrounding occupational health, particularly within the construction industry. A sub-committee has been formed and consists of interested parties and Council members, and has met to consider the best way to move this subject forward. The sub-committee awaits feedback from a questionnaire, aimed at gauging awareness to this complicated subject, circulated to the site agents employed by the Major Contractors Group.

The Jersey Safety Council believes it provides better value in raising awareness via campaigns and information, rather than competing with local training providers.

We will, however, continue to encourage the community to seek training and provide details via our website on how to find training providers.

Council may, from time to time, run courses of a more specialised type to ensure that the Island has suitable provision.

GRANTS

Following concerns over the lack of adequate provision in apprentice and advance woodworking training, which has resulted in several accidents over recent years, Council agreed to support the setting up of a woodwork training scheme, Woodwise, which supplies training in the use of woodworking machinery. This scheme will be run by Highlands College, who have achieved accreditation as an assessment centre. All apprentices and mature students studying woodworking qualifications will now have to undergo this training to receive accreditation in woodworking.

We believe this to be an investment for the future which will serve the woodworking industry with a means of providing accredited training for operatives, resulting in a better skill base, which will minimise costly accidents.

JOSHA did not seek a grant from Council due to sufficient revenue being raised from events delivered to local industry.

THANKS

Thank you to the Jersey Fire and Rescue team and Mark Embrey for delivering the Fire Awareness and Manual Handling Courses.

Thank you to local training providers Dave Ward, Richard Tremellen-Frost and Jonathan Coyde.

Thank you to those who provided us the use of facilities at the Royal Jersey Agricultural and Horticultural Society, the TA Centre and St. Paul's Centre.

Council also extends its thanks to Colin Myers for his attendance and guidance at our monthly meetings and his support of our work.

The Council's Secretary would personally like to thank The Health and Safety Inspectorate team for their continued guidance and general support when required.

APPENDIX A

JERSEY OCCUPATIONAL SAFETY AND HEALTH ASSOCIATION**REPORT FOR 2008 BY THE CHAIRMAN OF THE
MANAGEMENT COMMITTEE**

JOSHA has now achieved 5 years presenting a variety of speakers at our evening events that continue to deliver information, practical experience and continuing professional development for our members.

The fifth annual general meeting was held on Friday 8th February at the Radissons Hotel and welcomed over 50 members and a few non-members. Guest speaker was David Dite, the Group Health and Safety Manager for Pinewood Studio Group – a difficult role in an industry that creates fire, flood and explosions on a daily basis. David entertained the meeting with stories from the film industry and his work, converting people to the benefits of health and safety. Pinewood Group kindly provided key-rings to JOSHA members and presented the Chairman with a book to celebrate 25 years of Pinewood, which is available on loan to any member on contacting the Secretary. He also offered an open invite to anyone wishing to attend the Pinewood health and safety day in October.

With no-one coming forward for election to Committee, the current team agreed to continue for a further year and remained in their previous positions. With one spare seat, Richard Tremellen-Frost volunteered to take the post if members approved. This motion was approved. The Committee are: Dave Ward, Paddy Guyomard, Martin Holmes, Andy Holmes, Bill Dark, Jane Fox and Richard Tremellen-Frost. Annie Le Voguer was retained as a Secretary.

JOSHA next met on Thursday 15th May at Les Ormes Golf and Leisure Club for a talk on asbestos. The venue provided a buffet-style meal with wine, which was subsidised for members. Tammy Fage from the Health and Safety Inspectorate ran through the local ACoP and discussed a number of cases that resulted in prosecution. Robin Smith from Normandie Health and Safety covered what asbestos was, reasons why it had been used and the issues arising from it. A short DVD was also played from the Asbestos Victims' Support Group. One of our members asked to speak and moved the meeting with the story of his friend who, despite having no obvious connection with asbestos, had contracted mesothelioma. His personal account hit home and we all offer our thoughts to his friend.

With a summer recess, JOSHA didn't meet again until Wednesday 10th September, returning to Les Ormes for a presentation given by Emma Kurton, Health and Safety Adviser for South Devon Healthcare Trust, covering 'behavioural safety' and its promotion at work. Bill Dark then provided a case study from his own Department at TTS and was brave enough to provide us with the results of an in-house survey and their implications.

We ended the year with a meeting on Wednesday 26th November at La Petite Pomme, where Clive Russell of the Jersey Fire and Rescue Service provided a highly entertaining talk on Integrated Fire Risk Management. Once again we were delighted to offer members a subsidised rate for the evening.

Paddy Guyomard has continued to offer newsletters that provide information on JOSHA and other topics in the news, plus useful links to websites.

Martin Holmes has provided us with monthly financial statements and kept an eye on our finances which, I understand, are in good shape.

Andy Holmes and Bill Dark are constantly on the look-out for good quality speakers and are always happy to receive information if anyone has ideas. They have been in negotiations with a couple of UK speakers and hope to bring them over in 2009.

With the new Jersey Safety Council website launched in June, JOSHA now has a dedicated section within this site and offers links to many of the presentations over the last 2 years. We are constantly looking at information to add to the section and any news from members is always welcome.

Andy Holmes took time to look at our logo and created a selection of new ones that the Committee reviewed and deliberated over before finally all agreeing. The new logo can be altered to create an element of fun, as was shown at the November meeting with the Christmas hat replacing the hard hat that makes the dot of 'j'. We are keen to show that health and safety can have a sense of humour and are not the 'jobsworth army' so often portrayed in the UK media. I am grateful for the time and dedication Andy gave us in working on this project.

We were sad to lose Jane Fox half way through 2008. Jane is involved in many organisations and felt she needed to step down from a few to give the others more of her time. We are grateful to her for the input she has provided and wish her well.

The continued development of JOSHA through 2008 owes much to the kind support and encouragement that we receive from the Jersey Safety Council, and I am grateful to its chairman, Bob Staddon, for his advice and interest in our activities. Colin Myers and the Health and Safety Inspectorate continue to make very valuable and important contributions to our meetings and provide us with advice and information whenever required.

We now look forward to 2009 when we shall be looking at providing more information on our website, more evening events and some possible site visits. We are also intending to work more closely with GOSHA, our Guernsey counterparts, to provide continuing development of our association.

Dave Ward
Chairman, JOSHA.
January 2009.

JERSEY OCCUPATIONAL HEALTH AND SAFETY ASSOCIATION			
8 February	David Dite, H&S Mgr, Pinewood Studios	Evening	53
15 May	Tammy Fage, Robin Smith – Asbestos	Evening	38
10 September	Emma Kirton/Bill Dark – Behavioural safety	Evening	43
26 November	Clive Russell, Integrated Fire Risk Mgt	Evening	41

JSC ANNUAL REPORT 2008

APPENDIX B

Budget 2009

Total of Rows	Total Col E	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
\$ sec grant	31,200.00	31,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Course income	30,576.00	0.00	1,872.00	6,672.00	1,872.00	5,372.00	2,872.00	0.00	3,672.00	250.00	3,872.00	450.00	3,672.00
Interest	720.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
Sundry in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	62,496.00	31,260.00	1,932.00	6,732.00	1,932.00	5,432.00	2,932.00	60.00	3,732.00	310.00	3,932.00	510.00	3,732.00
Course exps	-23,977.00	0.00	-1,240.00	-7,840.00	-1,240.00	-3,740.00	-1,240.00	0.00	-2,709.00	-250.00	-2,859.00	-150.00	-2,709.00
Wages (admin)	-24,482.00	-2,433.00	-1,770.00	-1,770.00	-2,433.00	-1,770.00	-1,858.00	-2,508.00	-1,858.00	-1,858.00	-1,858.00	-2,508.00	-1,858.00
Transport (admin)	-1,173.00	-96.00	-96.00	-96.00	-96.00	-96.00	-99.00	-99.00	-99.00	-99.00	-99.00	-99.00	-99.00
Equip	-300.00	-25.00	-25.00	-25.00	-25.00	-25.00	-25.00	-25.00	-25.00	-25.00	-25.00	-25.00	-25.00
Educ Mat	-2,250.00	0.00	-500.00	0.00	0.00	0.00	-750.00	0.00	0.00	0.00	-1,000.00	0.00	0.00
Adverts	-2,000.00	0.00	0.00	-500.00	0.00	0.00	-500.00	0.00	0.00	-500.00	0.00	0.00	-500.00
Stationery	-540.00	-45.00	-45.00	-45.00	-45.00	-45.00	-45.00	-45.00	-45.00	-45.00	-45.00	-45.00	-45.00
Grants	-16,850.00	-3,600.00	-1,500.00	0.00	-1,000.00	0.00	-2,500.00	-5,000.00	-3,000.00	0.00	-250.00	0.00	0.00
Misc	-1,370.00	-100.00	-750.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-250.00
Tel/Post	-2,580.00	-215.00	-215.00	-215.00	-215.00	-215.00	-215.00	-215.00	-215.00	-215.00	-215.00	-215.00	-215.00
JOSHA	-1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	-1,100.00	-1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-77,622.00	-8,614.00	-6,141.00	-10,521.00	-5,084.00	-5,921.00	-7,262.00	-7,922.00	-7,981.00	-3,022.00	-6,381.00	-3,072.00	-5,701.00
	-15,126.00	22,646.00	-4,209.00	-3,789.00	-3,152.00	-489.00	-4,330.00	-7,862.00	-4,249.00	-2,712.00	-2,449.00	-2,562.00	-1,969.00
	87,146.00	82,937.00	79,148.00	75,996.00	75,996.00	75,507.00	71,177.00	63,315.00	59,066.00	56,354.00	53,905.00	51,343.00	49,374.00

Start of year 64,500.00
 End of year 49,374.00

Minimum amount 32,155.00 Additional funds 17,219.00

APPENDIX C

Courses organised by Council between 1st January and 31st December 2008

Date	Course	Duration	Delegates
2008			
17th January	Fire Safety Awareness	2 x ½ day	29
21st February	Fire Safety Awareness	2 x ½ day	33
20th March	Fire Safety Awareness	2 x ½ day	37
15th May	Fire Safety Awareness	2 x ½ day	30
12th June	Fire Safety Awareness	2 x ½ day	33
17th July	Fire Safety Awareness	2 x ½ day	24
21st August	Fire Safety Awareness	2 x ½ day	32
18th September	Fire Safety Awareness	2 x ½ day	32
16th October	Fire Safety Awareness	2 x ½ day	25
18th December	Fire Safety Awareness	2 x ½ day	27
23rd April	Risk Assessment	1 day	9
30th May – 1st June	Manual Handling Instructor	3 day	9
7th – 8th June	Display Screen Equipment	2 day	9
September	NEBOSH Part I	1 week	6
24th – 25th October	CAT & Genny	4 x ½ day	45
13th – 14th November	Display Screen Equipment	2 day	5
20th November	Risk Assessment	1 day	6
	Total delegates trained		467

APPENDIX D

THE JERSEY SAFETY COUNCIL MEMBERS

Council	Mr. R. Staddon (Chairman) Mr. A. Allchurch (non-voting) Mr. M. Baudains Mr. C. Myers (<i>ex officio</i>) Mr. C. Russell Mr. P. Richardson Mr. M. Osbourne Ms S. Ashford (non-voting)
Secretary/Treasurer	Mr. A. Le Voguer
Address	Cheval de Mer Rue de Rondin St. Mary JERSEY JE3 3AE
Auditors	BAKER HOMYARD Ingouville House Ingouville Lane St. Helier JERSEY JE2 4SG

Jersey Council for Safety and Health at Work

Report and Financial statements

for the year ended 31 December 2008

Jersey Council for Safety and Health at Work

Council 1.1.08 to 31.5.08 Mr. R. Staddon (Chairman)
Mr. M. Baudains
Mr. A. Allchurch
Mr. P. Lister
Mr. D. Hull
Mr. C. Myers (*ex officio*)

Council 1.6.08 to 31.6.08 Mr. R. Staddon (Chairman)
Mr. M. Baudains
Mr. C. Russell
Mr. P. Richardson
Mr. M. Osbourne
Ms S. Ashford (co-opted)
Mr. A. Allchurch (co-opted)
Mr. C. Myers (*ex officio*)

Secretary/Treasurer Mrs. A. Le Voguer

Address Cheval de Mer
Rue de Rondin
St. Mary
JE3 3AE

Auditors Baker Homyard

Jersey Council for Safety and Health at Work**Contents**

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Jersey Council for Safety and Health at Work

Independent auditors' report to the committee of Jersey Council for Safety and Health at Work

We have audited the financial statements of Jersey Council for Safety and Health at Work for the year ended 31 December 2008 which comprise the income and expenditure account, the balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and on the basis of the accounting policies set out therein.

This report is made solely to the Council. Our audit work has been undertaken so that we might state to the Council those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Council for our audit work, this report or for the opinions we have formed.

Respective responsibilities of the Council and the Auditors

The council members are responsible for the preparation of the financial statements in accordance with the applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view. We also report to you if, in our opinion, the Annual Report is not consistent with the financial statements, if the Council has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Council's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Jersey Council for Safety and Health at Work

**Independent auditors' report to the shareholders of Jersey Council for Safety
and Health at Work**
continued

Opinion

In our opinion the financial statements give a true and fair view of the state of the Council's affairs as at 31 December 2008 and of its results for the year then ended.

Baker Homyard

**Ingouville House
Ingouville Lane
St. Helier
Jersey
JE2 4SG**

Jersey Council for Safety and Health at Work

**Income and expenditure account
for the year ended 31 December 2008**

	2008		2007	
	£	£	£	£
Income				
Grant – Social Security Committee		31,200		30,000
Training, courses and conferences fees		31,538		41,824
Bank interest		1,265		1,633
JOSHA		<u>685</u>		<u>612</u>
		64,668		74,069
Administrative expenses				
Training courses, conferences and seminars	26,925		22,577	
Administration	27,662		24,529	
Equipment	1,077		1,735	
Educational materials	81		269	
Advertising and promotion	3,305		5,639	
Grants/subscriptions	6,223		335	
Audit and accountancy	905		970	
JOSHA	666		416	
Miscellaneous	<u>1,303</u>		<u>912</u>	
		<u>68,147</u>		<u>57,382</u>
Net (deficit)/surplus for the year transferred to accumulated fund		(3,459)		16,687
		<u>=====</u>		<u>=====</u>

Jersey Council for Safety and Health at Work

**Balance sheet
as at 31 December 2008**

		2008		2007	
	Notes	£	£	£	£
Current assets					
Debtors	3	2,701		1,370	
Cash at bank and in hand		<u>64,155</u>		<u>69,669</u>	
		66,856		71,039	
Creditors: amounts falling due within one year	4	<u>(3,818)</u>		<u>(4,542)</u>	
Net current assets			<u>63,038</u>	<u>66,497</u>	
Net assets			<u>63,038</u>	<u>66,497</u>	
Funds employed					
Accumulated funds	5		<u>63,038</u>	<u>66,497</u>	
			<u>63,038</u>	<u>66,497</u>	

The financial statements were approved by the Council on _____ and signed on its behalf by _____

Chairman

The notes on pages 18 to 19 form an integral part of these financial statements.

Jersey Council for Safety and Health at Work

**Notes to the financial statements
for the year ended 31 December 2008**

1. Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

1.2 Equipment

Equipment purchased during the year is written off to administration in the same year.

1.3 Stock

Stationery is charged as an expense when paid for. There are no other stocks.

1.4 Grant

The grant received from the Social Security Committee was £31,200 for the calendar year 2008.

1.5 Training courses and conference fees

Training courses and conference fees receivable are accounted for on an accruals basis.

1.6 Training courses, conferences and seminars

Expenditure on training course, conferences and seminars is taken into account on an accruals basis.

1.7 Bank interest

Bank interest is brought into account when receivable.

2. Liabilities

There are no contingent liabilities or capital expenditure commitments.

3. Debtors	2008	2007
	£	£
Debtors and prepayments.	<u>2,701</u>	<u>1,370</u>
4. Creditors: amounts falling due within one year	2008	2007
	£	£
Creditors.	<u>3,818</u>	<u>4,542</u>

Jersey Council for Safety and Health at Work

**Notes to the financial statements
for the year ended 31 December 2008**

5. Reserves	Accumulated fund £	Total £
At 1 January 2008	66,497	66,497
Retained deficit for the year	<u>(3,459)</u>	<u>(3,459)</u>
At 31 December 2008	<u>63,038</u>	<u>63,038</u>

6. The Jersey Occupational Safety & Health Association

The Jersey Occupational Safety & Health Association (JOSHA) was launched by Council in February 2003 to provide a group where people can meet to exchange ideas and advice. Council handed the Association over to a committee in 2004 with a representative from Council sitting on that committee.

Membership payment has now been established and Council has set aside an annual grant of £1,000 in its three year budget to help the Association if required. In the last three years financial assistance has not been sought by JOSHA.