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# STATES OF JERSEY



## **JERSEY SAFETY COUNCIL: REPORT AND AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2013**

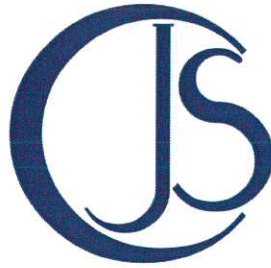
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**Presented to the States on 9th September 2014  
by the Minister for Social Security**

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**STATES GREFFE**





## **THE JERSEY SAFETY COUNCIL**

### **ANNUAL REPORT 2013**

#### **Jersey Safety Council Committee:**

**Mr Paul Richardson (Chairman)**

**Mr Mike Osborne**

**Mr Simon Boarder**

**Mr Russell Ball**

**Mrs Sarah Holland (resigned 23 January 2013)**

**Mr Nick Jewell (appointed 31<sup>st</sup> December 2013)**

**Mr Colin Myers (HSI)**

#### **Secretary/Treasurer**

**Mrs Annie Le Voguer (Until June 2013)**

**Mrs Julie Park (June from May 2013)**

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#### **Chairman's Report**

The old adage says that life begins at 40, but we took the Jersey Safety Council's 40<sup>th</sup> year to look back at what we'd achieved and how we have changed over those four decades – with the help of some of those who'd brought us there.

The Committee sadly said goodbye to our 'right-hand-girl' Annie Le Voguer, who left us and the Island for equine pastures new after 11 years'. The information she collected in writing, on the JSC website and within her brain was invaluable.

After advertising and two levels of interviews, Julie Park was awarded the role and continues to provide this essential service to Committee and the Health and Safety community of Jersey as the only paid member of the Council.

Annie's departure in June led to a changeover period as we evaluated our role within the Island.

The JSC has adapted its course and seminar offering over its lifetime as Health and Safety Consultants offerings have matured locally - to compliment and not compete with their private

## JSC ANNUAL REPORT 2013

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services. We also aim to fill acknowledged gaps within the training market for courses that would not otherwise be economical for smaller businesses to host.

We understand that, as businesses, large and small, look at saving money in any areas possible, Health and Safety provision can be a an easy targeted.

The JSC website holds a wealth of local, National and International information, providing businesses with advice and follow-up links for an essential 'first call' on queries. We also continue to offer an email and telephone contact line, and work closely with the Health and Safety Inspectorate where specific legal advice is requested.

I'm delighted that, even in these difficult times, many of our Committee members have agreed to stay on for second and even third terms of office – each bringing their business experience, particular skills and energy to the Jersey Safety Council free of charge. This has enabled the projects, initiatives and courses detailed below to succeed and pushed future plans toward fruition.

# JSC ANNUAL REPORT 2013

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## **2013 Activity**

### **An Eye on Costs**

The JSC continues to embrace new technology to increase companies' access to information and reduce costs. Very few letters are now posted, with emails being used for most communications. This also allows us to react much faster to changes – e.g. the filling of course places.

### **NEBOSH General Certificate Feb/March 2013**

In February 2013 we hosted a NEBOSH General Certificate course, lasting two weeks. This course had not been held in Jersey for over 2 years and was gratefully received by its 6 delegates.

### **Managing Safety in Scaffolding**

The Council sourced quotations from local Health and Safety Consultants for the development and delivery of a course for those responsible for the management of scaffolding businesses.

A total of 12 companies sent representatives on these courses in 2013.

### **JOSHA**

Annie's departure allowed Committee to reassess Council's relationship with JOSHA as she had worked part time to help with JOSHA's administration and finance work but it was felt that Julie Park's 25 weekly hours would be better spent on purely JSC business, with the JOSHA Committee taking over its duties. This coincided with a hiatus in JOSHA events towards the end of 2013, with more events now planned.

Both the JSC Committee and HSI strongly believe that JOSHA is an important part of the local Health and Safety provision, offering a valuable education and networking tool. We are monitoring the JOSHA arrangements and have offered, and provided, help when needed.

### **Scaffolding**

Following from our very successful Managing Safety in Scaffolding course, we have worked closely with the HSI to find a solution to its concerns about scaffolding in relation to the quality of scaffolding installations and the competence of the various scaffolding company's employees.

The HSI took the decision to issue Improvement Notices to all Jersey firms toward the end of 2013, instructing them to formulate and timescale training plans for every employee who erects or works on a scaffold.

The STAR scheme, a derivative of the CISRS scheme was developed by Astra Training to cater for our local training needs.

The Council worked with H&S@Work to develop a delivery plan for 2014 and beyond.

## JSC ANNUAL REPORT 2013

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Seminars were held in Jersey and Guernsey to promote the new schemes and allow questions to be asked of the Health and Safety authorities and the trainer to allay some of the cynicism of the scaffolders.

### **40<sup>th</sup> Birthday Celebrations**

As you will remember, we had a very successful evening with Council friends and supporters both old and new at Les Ormes in September. Unsurprisingly, none of the tables ran out of topics to talk about – from the perils of flying with gorillas to the unfounded rumour that JOSHA restarted the Gulf War to increase attendance at its talk by John Nichols.

### **Media**

Mike Osborne has been spearheading our media features and gained a very prominent page in Business Brief for our 40<sup>th</sup> Birthday. The article, looking at the past, present and future of the JSC itself appeared in the July edition.

We gained some unexpected coverage when our Committee recruitment advert was quoted by a Jersey Evening Post columnist. Unusually for Health and Safety, it was mentioned positively with the thought that people should “*stop complaining and join a body that is trying to help*”.

### **Educational Material**

As part of our ongoing commitment the Council has funded the printing of 2000, 50 page, accident report books which are available free from the reception area of the Social Security Department and by request from the HSI or JSC.

These books are used to record accidents and near misses, dangerous occurrences, which occur in the work place.

### **Communication**

Annie, and now Julie, regularly contacts industry and States’ Health and Safety representatives to keep abreast of their concerns and promotional campaigns. The reputation of the JSC precedes us and Committee Members are also approached through their business contacts with ideas and suggestions for JSC Seminars and Courses.

### **Website**

Annie researched a huge amount of information for the JSC website, which is checked and updated as part of the Secretary’s role. We have heard from many of our contacts that this helps to answer basic queries and provides useful links.

We moved the website from the cumbersome [www.JerseySafetyCouncil.co.uk](http://www.JerseySafetyCouncil.co.uk) to the much easier to remember [www.jsc.je](http://www.jsc.je) – with our main email becoming [admin@jsc.je](mailto:admin@jsc.je). We are keeping the old domain and email forwarding for another year at least. The Council spends no money promoting

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its website, but all information sent out by email and letter has the new web information on and this draws people toward us.

The telephone number of 499469 remains unchanged and the office continues to be operated from the Secretary's home address to minimise costs and maximise flexibility.

### **Committee Members**

Due to the resignation from Council of Sarah Holland, due to work and home commitments, we advertised over several nights in the JEP and Nick Jewell applied and was subsequently asked to attend meetings to establish his suitability. His addition and the reappointment of Simon Boarder for a second 3-year term brings us back to full compliment.

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## Financials

A copy of the 2013 audited accounts is attached as appendix A.

## Budget

A copy of the Council's 3 year budget is shown below.

### Jersey Safety Council

#### Budget Forecast 2014 - 2016

	Actual 2013	Budget 2014	Budget 2015	Budget 2016
Social Security Grant	28,922.00	28,922.00	36,000.00	36,000.00
Course / Seminar income	15,023.00	30,000.00	15,000.00	20,000.00
Other income	263.00	-	-	-
<b>TOTAL INCOME</b>	<b>44,208.00</b>	<b>58,922.00</b>	<b>51,000.00</b>	<b>56,000.00</b>
Course / Seminar expenses	- 11,926.00	- 28,000.00	- 17,000.00	- 17,000.00
Administration fees	- 25,045.00	- 22,000.00	- 22,000.00	- 22,000.00
Equipment	- 919.00	- 900.00	- 900.00	- 900.00
Educational materials & posters	- 2,966.00	- 3,500.00	- 3,500.00	- 3,500.00
Advertising & promotion	- 3,309.00	- 5,000.00	- 5,000.00	- 5,000.00
Grants & subscriptions	- 3,310.00	- 3,000.00	- 3,000.00	- 3,000.00
Audit & accountancy fees	- 1,075.00	- 1,275.00	- 1,275.00	- 1,275.00
Insurance	- 1,020.00	- 2,000.00	- 2,000.00	- 2,000.00
Miscellaneous	- 912.00	- 1,000.00	- 1,000.00	- 1,000.00
<b>TOTAL EXPENDITURE</b>	<b>- 50,482.00</b>	<b>- 64,125.00</b>	<b>- 53,125.00</b>	<b>- 53,125.00</b>

### Summary

Total Income	44,208.00	58,922.00	51,000.00	56,000.00
Bank interest	10.00			
<b>Total Expenditure</b>	<b>- 50,482.00</b>	<b>- 64,125.00</b>	<b>- 53,125.00</b>	<b>- 53,125.00</b>
<b>Balance per year</b>	<b>- 6,264.00</b>	<b>- 5,203.00</b>	<b>- 2,125.00</b>	<b>2,875.00</b>
Reserves carried forward	31,014.00	24,750.00	19,547.00	17,422.00
Reserve used in period	- 6,264.00	- 5,203.00	- 2,125.00	2,875.00
<b>Position at year end</b>	<b>24,750.00</b>	<b>19,547.00</b>	<b>17,422.00</b>	<b>20,297.00</b>



# JSC ANNUAL REPORT 2013

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## General

The Jersey Safety Council Committee continues to look at ways of raising awareness and providing positive action in all areas of health and safety within the community.

The Council continues to develop and deliver training courses, sometimes subsidised, to allow local businesses to develop their employees to provide safety working environments.

The requirement for the provision of these specialist courses during 2013 has been reduced due to training provided from the local training community.

### Courses organised by Council between 1 January & 31 December 2013

Date	Course	Duration	Delegates
February / March	NEBOSH	16 days	6
March	Scaffold Awareness	1 day	16
April	Managing Safety in Scaffolding	1 day	16
	Total delegates trained		38

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## Thanks

Firstly, we would like to express our thanks to the Minister for Social Security for his decision to continue to support the work undertaken by Council.

Thanks also go to:

- Lee McGurty of CopCoy Ltd for the delivery of the Managing Safety in Scaffold training;
- Tony Allchurch for his continuing efforts with the JOAC workers providing advice on health and safety at work in a third world country;
- The RJA and HS, JPH and the TA Centre for the use of their venues for the various training courses;
- The Health and Safety Inspectorate for their advice, support and assistance throughout the year.

## 2014 and Beyond

### **STARS Scaffold Training**

As already mentioned, the STARS scaffolding training will begin in April 2014. The difficulty of finding a site large enough to allow 9 scaffolders to work in 3 teams was finally solved with the generosity of the States of Jersey Property Holdings Department. With the help of Tammy Fage of the HSI the old Jersey College for Girls site was secured – the vast playground area providing suitable space for the construction of various types of scaffold to demonstrate competence.

Various suppliers locally have offered assistance in the provision of materials etc which have allowed the costs of hosting the courses to be kept to a minimum.

### **ACOP 10 Launch**

After discussions with Colin Myers one of the priorities identified for 2014 is the launch of the Machinery at Work ACOP 10. This will involve a Breakfast Seminar, logistics, media and business attraction and is due to take place at the beginning of March 2014.

### **Passport to Safety**

The Passport to Safety continues to be a widely used Construction Industry resource but the larger construction companies from the original seed funders of the scheme have either abandoned being testing stations or begun to restrict their testing stations to employees only, and the card machines continue to cause issues with regular failures being experienced.

After reviewing the quantity of testing stations across the Island it was felt that the construction industry had lost interest in managing the scheme, with the Jersey Construction Council not regarding it as a priority project.

The JSC, now being responsible for the initial scheme having taken this over from the JBATEF, reviewed the reduced quantity of testing stations with concern. To enable the scheme to be maintained and the following decisions were made by the JSC:

1. Passport to Safety (PtS) should become a totally online system, accessible from any web-enabled PC.
2. The cards would be phased out in favour of a certificate only proof of examination. This certificate could also be printed via any web-enabled PC and printer.
3. Research would be carried out to find partners within other industries (such as Hospitality) who could provide appropriate questions to allow their employees to benefit from the system.

Taking the entire testing procedure online also allows those searching for work or looking to retrain to revise and take the test, for free, at home and add it to their qualifications – and proving to a potential employer that they have taken their education into their own hands. PtS has also

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provided a valuable resource to the Social Security Back to Work team which has worked hard to encourage its suitable clients to participate.

Simon Boarder took on the giant task of checking the Construction Industry questions for accuracy. Unfortunately, it was not possible to transport the old questions into the new database and Simon, Julie and some time from a temp kindly donated by Ronez Ltd ensured their accurate entry and proofing.

The cost of bringing the original membership details across was considered, but this will not be an issue as employees renew on to the new scheme.

The JSC also took the decision to phase out the plastic cards as the printing of these has been continually problematic for testing stations and industries other than construction do not have the same culture of card carrying.

Our view was that employers are used to holding qualification paperwork in employees' HR files and the dated certificate, printed from any web-enabled PC, would be ideal. The certificate is also reprintable should the employee need another copy - but still including the original test date.

The fully-online Construction Industry system is due to be rolled out early in 2014 and we will continue to work with other industries to expand its scope.

### **Speakers**

We have also discussed the feasibility of the JSC bringing its own speakers to the Island to compliment the events of JOSHA and the various professional trade organisations. We have asked our Members and contacts to let us know of trainers visiting their organisations who may have interesting insights as sharing travel and hospitality expenses will benefit all parties.

Something for the future.

### **Training**

We continue to look at various types of training that might not always be standard or provided by local companies.

### **Seminars**

The Council is planning on holding a 'Scaffold End User' seminar in September 2014 to enable the momentum of the scaffold training to be maximised. This seminar will be aimed at those who instruct the installation of scaffolding to guide them on selection and suitability along with key information such as the requirements of the local authorities.

It is hoped that this seminar will provide the information required by the trade and non trade clients assisting the improvement in scaffolding across the Island.

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## **Media Publications**

We continue to liaise with the local print and broadcast media to gain coverage for JSC campaigns and projects. Mike Osborne has been leading this with Julie Park's media background and contacts.

It is hoped that the Council will be able to produce a topical media article towards the end of 2014.

Due to cost, the Council only advertise when absolutely necessary (for Seminars, etc), using PR and briefings in conjunction with the HSI to promote our cause and agenda.

## **Social Security Grant**

In 2005 after reflection on the reserve accounts of the Council the grant request was reduced from £50,000.00 to £32,136.00.

It was agreed that the Council would maintain a full year's operating funding; circa £25,000.00 in reserve; to allow the correct winding down should this be required in the future should the Minister for Social Security deem the Council to be non effective.

In 2010 the Council reviewed its ongoing requirement from the Social Security Department and the committee undertook to reduce the grant request to assist with the overall States of Jersey spending review. The grant of £32,136.00 was subsequently reduced to £28,922.00.

Now that the Council's reserve has been substantially reduced we believe that additional funding will be required from the Social Security Department from January 2015 to enable it to function appropriately.

It is anticipated that an increase in the region of £10,000.00, to £36,000.00, will be required to maintain the services offered and proposed for the future.

We hope that the Minister considers this increase in grant request as good value for money and will continue to support the work of the committee.

# JSC ANNUAL REPORT 2013

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## THE JERSEY SAFETY COUNCIL

### Address

'Kittens Rest'  
St. Nicholas Avenue  
St. Clement  
JERSEY  
JE2 6PG

### Auditors

BRACKEN ROTHWELL



**BRACKEN | ROTHWELL**

CHARTERED ACCOUNTANTS

**THE JERSEY SAFETY COUNCIL**  
**REPORT AND AUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

**THE JERSEY SAFETY COUNCIL  
REPORT AND AUDITED FINANCIAL STATEMENTS 2013  
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**THE JERSEY SAFETY COUNCIL  
COUNCIL MEMBERS AND PROFESSIONAL ADVISERS**

Council members

Mr P Richardson (Chairman)  
Mr M Osborne  
Mrs S Holland (resigned 23 January 2013)  
Mr S Boarder  
Mr C Myers (ex officio)  
Mr R Ball  
Mr N Jewell (appointed 31 December 2013)

Secretary and Treasurer

Mrs J Park

Address

Kittens Rest  
St Nicholas Ave  
St. Clement  
Jersey  
JE2 6PG

Independent auditors

Bracken Rothwell Limited  
Chartered Accountants  
8th Floor, Union House  
Union Street  
St Helier  
Jersey  
JE2 3RF

Bankers

Lloyds TSB, Jersey  
Broad Street Branch  
St Helier  
Jersey  
JE4 8RG

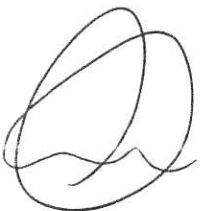
**THE JERSEY SAFETY COUNCIL**  
**STATEMENT OF COUNCIL MEMBERS RESPONSIBILITIES IN RESPECT OF THE FINANCIAL**  
**STATEMENTS**

The Council Members are responsible for preparing the financial statements in accordance with the constitution, applicable law and regulations and accounting policies adopted in these financial statements.

The financial statements of the Council are required to give a true and fair view of the state of affairs of the Council and of the income and expenditure account of the Council for that year. In preparing these financial statements, the Council Members should :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- specify which generally accepted accounting principles have been adopted in their preparation;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Council Members are responsible for keeping accounting records which are sufficient to show and explain the Council's transactions and are such as to disclose with reasonable accuracy at any time the financial position of the Council and enable them to ensure that the financial statements comply with the requirements of the constitution and accounting policies disclosed in the financial statements. They are also responsible for safeguarding the assets of the Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**Signed by Chairman**

23.07.14



## BRACKEN | ROTHWELL

CHARTERED ACCOUNTANTS

### **INDEPENDENT AUDITOR'S REPORT TO THE MINISTER FOR SOCIAL SECURITY**

We have audited the financial statements of the Jersey Safety Council for the year ended 31 December 2013 which comprise the Balance Sheet, Income and Expenditure Account and the related notes 1 to 4. The financial statements have been prepared under the historical cost convention and on the basis of accounting policies set out therein.

This report is made solely to the Minister for Social Security, in accordance with the Council's constitution. Our audit work has been undertaken so that we might state to the Minister for Social Security those matters we are required to state to them in an auditor's 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 Jersey Safety Council and the Minister for Social Security, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of directors and independent auditor**

The Council members are responsible for the preparation of the financial statements in accordance with applicable law and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing. Those standards require us to comply with the ethical standards for auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Council members; and the overall presentation of the financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Council's affairs as at 31 December 2013 and of its result for the year then ended;
- have been prepared in accordance with the requirements of the Council's constitution and accounting policies set out therein.

*Bracken Rothwell Limited*  
*St Helier*  
*Jersey*

Date: 23 July 2014

**THE JERSEY SAFETY COUNCIL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2013**

	Note	2013		2012	
		£	£	£	£
<b>Income</b>	(1)				
Grant			28,922		28,922
Training, courses and conferences fees			15,023		10,194
Other income			263		5
			<u>44,208</u>		<u>39,121</u>
<b>Administration expenses</b>	(1)				
Training courses, conferences & seminars		11,926		9,928	
Administration fees		25,045		24,706	
Equipment		919		-	
Educational materials		2,966		2,250	
Advertising and promotion		3,309		2,600	
Grants and subscriptions		3,310		3,334	
Audit and accountancy fees		1,075		1,525	
Insurance		1,020		975	
Miscellaneous		912		161	
			<u>(50,482)</u>		<u>(45,479)</u>
<b>Operating deficit</b>			(6,274)		(6,358)
<b>Financial income</b>					
Bank interest	(1)		10		13
<b>Net deficit for the year transferred to accumulated funds</b>	(4)		<u>(6,264)</u>		<u>(6,345)</u>

All amounts included within the deficit for the year and that of the preceding year arose from continuing operations.

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

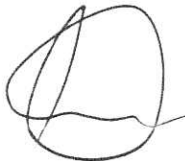
The notes on page 5 form part of these financial statements.

**THE JERSEY SAFETY COUNCIL  
BALANCE SHEET  
AS AT 31 DECEMBER 2013**

		2013		2012	
Note		£	£	£	£
<b>Current assets</b>					
Other debtors and prepayments	(2)	663		1,662	
Cash at bank and in hand		26,172		33,659	
			26,835		35,321
<b>Creditors: amounts due within one year</b>					
Creditors	(3)		(2,085)		(4,307)
<b>Net assets</b>			24,750		31,014
<b>Funds employed</b>					
Accumulated funds	(4)		24,750		31,014

These financial statements were approved by the Committee on 23.07 2014 and signed on its behalf by Mr P Richardson

Chairman



The notes on page 5 form part of these financial statements.

**THE JERSEY SAFETY COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2013**

**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 States of Jersey Social Security Department and recognised on a receipts basis.

Training, courses and conferences fees 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 received and other income is recognised on an accruals basis.

**Expenditure**

All expenditure is recognised on an accruals basis.

**2. OTHER DEBTORS AND PREPAYMENTS**

	2013 £	2012 £
Trade debtors	-	335
Other debtors and prepayments	663	1,327
	663	1,662

**3. CREDITORS**

	2013 £	2012 £
Social security	765	691
Accrued income	-	1,080
Training expenses	-	1,017
Audit and accountancy fees	1,000	1,500
Other creditors	320	19
	2,085	4,307

**4. ACCUMULATED FUNDS**

	2013 £	2012 £
Brought forward	31,014	37,359
Transferred from income and expenditure account	(6,264)	(6,345)
	24,750	31,014