
STATES OF JERSEY



JERSEY SAFETY COUNCIL: REPORT AND AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2019

**Presented to the States on 12th October 2020
by the Minister for Social Security**

STATES GREFFE

The Jersey Safety Council Annual Report 2019

Jersey Safety Council Committee

Mr Paul Richardson (Chairman; until 30/6/2019)

Mr Mike Osborne

Mr Adrian de Gruchy

Dr Steve Taylor

Mr Simon Boarder (Until 31/10/2019)

Dr Steve Taylor (Chairman; wef 1/7/2019)

Mr Mike Osborne

Mr Adrian de Gruchy

Dr Michael Cash (wef 1/9/2019)

Mr Bob Matthews (wef 1/11/2019)

Mrs Tammy Fage (HSI)

The Jersey Safety Council welcomed new members during the course of 2019. Mr Simon Boarder resigned after providing valuable service for a number of years. Adverts for vacancies attracted applications from a number of high calibre individuals and Council was pleased to invite Dr Michael Cash and Mr Bob Matthews to join Council. Similarly, Dr Steve Taylor was selected to lead Council following Mr Paul Richardson having reached the end of his third three-year term.

Chairman's Report Summary

2019 saw Council continue to deliver key products requested by industry whilst also seeking to both develop new products and to reach out and build relationships with sectors outwith construction.

Council recognises the importance of engagement and dialogue about health and safety with business across all sectors and is excited by the progress made on re-launching JOSHA.

Council also believes that a step change on safety performance can be achieved in Jersey through the development of a culture combining Safety Leadership and Behavioural Safety. Work on this is commencing.

The JSC has had another successful year working 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, website searches, awareness campaigns and delivery of training courses.

2019 Activity

Competence Development

Throughout 2019 the Council continued to provide opportunities for employees to develop their 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.

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 128 companies having signed up by year-end, 4,381 delegates having registered and 3,694 having successfully completed the test using 8 registered testing stations.

Following the success of JSAT, Council developed a sister course, JSAT Advanced (Construction), which is designed for those in supervisory or managerial roles who are responsible for the management of construction sites. This on-line course was launched in Q1 2020.

As part of a drive to encourage basic safety awareness competence assessment across sectors outwith construction, the Council worked with the Jersey Hospitality Association to identify a suitable existing test and agreed to provide seed funding to promote the course across the hospitality sector.

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

This is, in essence, a new course with a strong practical emphasis, melding classroom tuition with a site visit and practical workbook and written assessment.

The course is recognised by the Health and Safety at Work Inspectorate and highlights the best practises developed through the practical application of the Health and Safety (Management in Construction) (Jersey) Regulations 2016 (MIC 2016) since 2016.

The course is of great benefit to Commercial Clients, Developers, Builders, Designers, Architects, Contractors, Principal Contractors and the Health and Safety Project Coordinator by explaining their respective duties as defined in the regulations, and how to discharge them appropriately.

The Council engaged with an off-Island training provider to develop and deliver the initial course to 8 individuals in Q4 2019. The course was very well received and there was sufficient demand to enable a subsequent course to be scheduled for early March 2020.

Website

Following the launch of the new website in September 2018, the Council has continued to use it as a vehicle to support the work of HSI and promote training courses and services of health and safety professionals across various sectors.

Publications

Accident Book

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

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 Social Services and distributed at training courses, the HSI and at JSAT Testing Stations.

Scaffold Inspection Book

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

Promotion

Council promoted the new JSC website and JSAT in the Future Jersey supplement of December 2018 and January 2019.

The JSC website and JSAT was also promoted in the JEP as part of World Health Day in April 2019.

Financials

The 2019 audited accounts are attached in appendix A.

Key points to note are that:

- The JSAT Basic test generated a steady income stream throughout the year due to continued demand for the test.
- The HSPC course generated £5,350 income. Whilst the cost of developing and holding the course was in excess of £14,000, it is expected that the development costs will be partially recovered in 2020 and beyond.
- Similarly, the “JSAT expenses” associated with developing the JSAT Advanced test will be recovered when the test is fully rolled out.
- Administration services have been provided on an hourly basis and delivered a cost saving of 75% on the budgeted costs.

2020 and Beyond

The first focus area of Council in 2020 is to build on the existing platforms by:

- Continuing to promote JSAT Basic
- Translate JSAT Basic into Portuguese and Polish – two important communities in the construction industry
- Launch JSAT Advanced (Construction)
- Roll out the basic safety test in Hospitality
- Identify the next sector that would benefit from a basic safety test
- To continue to promote and deliver the HSPC and Applied Design Risk Management Course
- To maintain and use the website to deliver timely information to interested safety professionals and businesses. Examples in early 2020 include providing information in connection with COVID19 and the recent COP “Working Safely on Jersey Roads”

The second focus area is to promote a culture of Safety Leadership and Behavioural Safety. The former will give business leaders the tools to be able to visibly demonstrate that you care about the wellbeing of your staff. Behavioural Safety aims to develop a culture where individuals not only think about their own actions, but also look out for actions and behaviours of their work colleagues which could, if unchecked, cause harm to themselves or others. Implementation of Safety Leadership and Behavioural Safety cultures has led to a step change improvement in safety performance elsewhere in the world.

Council is also working to re-launch the Jersey Occupational Safety & Health Association; JOSHA was highly successful for a number of years but ceased operations some 3 years ago. Council has built a steering committee comprising representatives from a number of industry sectors. The launch has been deferred due to COVID19.

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

Auditors

BRACKEN ROTHWELL

Date: 2nd September 2020



Bracken Rothwell Limited
2nd Floor, The Le Gallais Building
54 Bath Street
St Helier
Jersey
JE1 1FW

Dear Sirs,

RE: LETTER OF REPRESENTATION

This representation is provided in connection with your audit of the financial statements of The Jersey Safety Council ("the Council") for the year ended 31 December 2019 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position of the Council as at 31 December 2019 and of the results of its operations for the year then ended in accordance with applicable law and the Council's constitution. We are aware that we should not mislead the Council auditor.

We appreciate that all the information you require in order to form an opinion on the financial statements may not be available from an examination of the accounting records and other documents, and that you have obtained representations from the Council's members and the Chairman.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated 9 April 2020, for the preparation of the financial statements in accordance with applicable law and the Council's constitution; in particular the financial statements give a true and fair view of the financial position of the Council as of 31 December 2019 and the results of its operations for the year ended and for making accurate presentations to you.
2. The significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
3. We have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and these have been disclosed in accordance with the requirements of accounting standards.
4. We confirm that the financial statements have been prepared on the going concern basis. We do not intend to cease trading for the foreseeable future. We acknowledge the current COVID-19 pandemic and its potentially adverse economic impact on the country and industry in which the Council operates. The current impact of COVID 19 has curtailed some of the Council's training activities and lead to new initiatives being deferred. This will be monitored as the situation develops, however in our opinion it is still appropriate to adopt the going concern basis.
5. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the Council's constitution and applicable

laws. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

6. All events since the balance sheet date which require disclosure or which would materially affect the amounts in the financial statements have been adjusted or disclosed in the financial statements.
7. We confirm the financial statements are free of material misstatements, including omissions. We have reviewed all the adjustments and journal entries proposed arising out of the audit and confirm our acceptance thereof.
8. All debtor balances recorded on the balance sheet are recoverable or have been recovered to date.
9. We confirm, that there are no outstanding liabilities for the current year in regard to any taxes, ITIS or social security.

Information Provided

10. All accounting records and relevant information have been made available to you for the purpose of your audit. We have provided to you all other information requested and given unrestricted access to persons within the entity from whom you have deemed it necessary to obtain audit evidence/request information. All other records and related information including minutes of all management and shareholders meetings have been made available to you.
11. All transactions undertaken by the Council have been properly reflected in the accounting records and are reflected in the financial statements.
12. We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
13. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves, management, employees who have significant roles in internal control, or others, where fraud could have a material effect on the financial statements.
14. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
15. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the Council conducts its business and which could affect the financial statements. The Council has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
16. We confirm that we have disclosed to you the identity of the entity's related parties and all related party relationships and transactions relevant to the Council that we are aware of.
17. There are no liabilities, contingent liabilities or guarantees to third parties other than those disclosed in the financial statements.
18. The Council has at no time during the year entered into any arrangement, transaction or agreement to provide credit facilities (including loans, quasi loans or credit transactions) for

directors, nor to guarantee or provide security for such matters, except as disclosed in the financial statements.

19. All income which arose to the date of the balance sheet has been brought into the financial statements in accordance with the Council's accounting policies. In particular, all cash transactions have been reflected in the financial statements and the balance sheet includes all bank accounts and other money market deposits which belong to the council.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, inspection of evidence) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Yours faithfully,

Chairman

Council member

THE JERSEY SAFETY COUNCIL
(Formerly known as Jersey Council for Safety and Health at Work)
REPORT AND AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

**THE JERSEY SAFETY COUNCIL
REPORT AND AUDITED FINANCIAL STATEMENTS 2019
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**THE JERSEY SAFETY COUNCIL
COUNCIL MEMBERS AND PROFESSIONAL ADVISERS**

Council members

Mr P Richardson (Chairman) - resigned 30 June 2019
Dr Steve Taylor (Chairman) appointed 1 July 2019
Mr M Osborne
Mr A De Gruchy
Mr S Boarder resigned - 31 October 2019
Dr Michael Cash - appointed 1 September 2019
Mr Bob Matthews - appointed 1 November 2019

Address

The Pines
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Independent auditors

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2nd Floor, The Le Gallais Building
54 Bath Street
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Bankers

Lloyds Bank
Broad Street Branch
St Helier
JE4 8RG

INDEPENDENT AUDITOR'S REPORT TO THE MINISTER FOR SOCIAL SECURITY

We have audited the financial statements of the Jersey Safety Council (the "Council") for the year ended 31 December 2019 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes 1 to 5. The 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 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 Council members 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 the financial statements in accordance with relevant regulatory requirements and applicable law. 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 in our report.

Opinion on the 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 2019 and of its net income for the year ended;
- have been properly prepared in accordance with accounting principles disclosed in the financial statements; and
- have been properly prepared in accordance with the requirements of the Council's Constitution issued on 2nd July 1991 and approved by the Social Security Committee.

Bracken Rothwell Limited

2nd Floor, The Le Gallais Building
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St Helier
JE1 1FW

**THE JERSEY SAFETY COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Notes	2019		2018	
		£	£	£	£
Income	(1)				
Grant			26,664		27,200
Training, courses & conference fees			5,350		23,645
Sponsorship income			7,113		9,895
Other income			7		6
			39,134		60,746
Administration expenses	(1)				
Training, courses, conferences & seminars		14,147		23,646	
Administration fees		3,439		5,607	
JSAT expenses		6,246		200	
Advertising and promotion		2,839		935	
Grants and subscriptions		2,514		-	
Website hosting		2,179		9,181	
Office stationary		375		426	
Insurance		1,263		1,260	
Audit and accountancy fees		2,455		2,455	
Entertainment		355		385	
Educational materials and posters		120		-	
Miscellaneous		404		50	
			(36,336)		(44,145)
Operating income/(deficit)			2,798		16,601
Net income/(deficit) for the year transferred to accumulated funds	(4)		2,798		16,601

All amounts included within the profit for the year and the 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 notes on page 5 form part of these financial statements.

THE JERSEY SAFETY COUNCIL
BALANCE SHEET
AS AT 31 DECEMBER 2019

	Notes	2019		2018	
		£	£	£	£
Current assets					
Other debtors and prepayments	(2)	780		800	
Cash at bank and in hand		<u>55,693</u>		<u>52,915</u>	
			56,473		53,715
Creditors: amounts due within one year					
Creditors	(3)		(2,555)		(2,595)
Net assets			<u><u>53,918</u></u>		<u><u>51,120</u></u>
Funds employed					
Accumulated funds	(4)		<u><u>53,918</u></u>		<u><u>51,120</u></u>

These financial statements were approved by the Committee on
by Mr S Taylor

and signed on its behalf

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 2019**

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.

Training, courses and conference 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.

Going concern

The Directors have reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. The Directors therefore continue to adopt the going concern basis in preparing the financial statements.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of no more than 24 hours.

2. OTHER DEBTORS AND PREPAYMENTS

	2019	2018
	£	£
Trade debtors	-	-
Other debtors and prepayments	780	800
	780	800

3. CREDITORS

	2019	2018
	£	£
Audit and accountancy fees	2,415	2,415
Other creditors	140	180
	2,555	2,595

4. ACCUMULATED FUNDS

	2019	2018
	£	£
Brought forward	51,120	34,519
Transferred from income and expenditure account	2,798	16,601
	53,918	51,120

**THE JERSEY SAFETY COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

5. A EVENTS AFTER THE BALANCE SHEET DATE

The emergence of COVID-19 has curtailed some of the Jersey Safety Council's training activities and resulted in new initiatives being deferred. The Board has re-focussed on providing pertinent safety advice and guidance available to Jersey organisations as well as web-based competency assessments.

The Board expect to restart class based training events at some point in the near future as the Jersey government moves to re-open activities. The JSC remains financially sound. The Board are closely monitoring the situation throughout 2020.