
STATES OF JERSEY



JERSEY SAFETY COUNCIL: REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2011

**Presented to the States on 24th July 2012
by the Minister for Social Security**

STATES GREFFE

Jersey Council for Safety and Health at Work

Now known as "The Jersey Safety Council"

Report and financial statements

for the year ended 31 December 2011

Jersey Council for Safety and Health at Work

Council

Mr P Richardson (Chairman)

Mr M Baudains (to June 2011)

Mr M Osborne

Mrs S Holland

Mr S Boarder

Mr R Ball (from July 2011)

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

	Page
Auditors' report	1 - 2
Income and Expenditure Account	1
Balance sheet	1
Notes to the financial statements	5 - 6

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 2011 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 2011 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 2011**

	2011		2010	
	£	£	£	£
Income				
Grant - Social Security Department		28,922		32,240
Training, courses and conferences fees		4,716		14,237
Bank interest		18		29
JOSHA		-		1,366
		<u>33,656</u>		<u>47,872</u>
 Administrative expenses				
Training courses, conferences and seminars	6,809		12,248	
Administration	28,975		28,671	
Equipment	179		302	
Educational materials	205		3,617	
Advertising and promotion	338		2,881	
Grants / subscriptions	450		1,550	
Audit and accountancy	979		953	
JOSHA	-		1,267	
Insurance	993		975	
Miscellaneous	550		1,809	
		<u>39,478</u>		<u>54,273</u>
 Net deficit for the year transferred to accumulated fund		<u>(5,822)</u>		<u>(6,401)</u>

Jersey Council for Safety and Health at Work

**Balance sheet
as at 31 December 2011**

	Notes	2011		2010	
		£	£	£	£
Current assets					
Debtors	3	-		1,300	
Cash at bank and in hand		39,053		43,947	
		<u>39,053</u>		<u>45,247</u>	
Creditors: amounts falling due within one year	4	(1,694)		(2,066)	
Net current assets			37,359		43,181
Net assets			<u>37,359</u>		<u>43,181</u>
Funds employed					
Accumulated funds	5		37,359		43,181
			<u>37,359</u>		<u>43,181</u>

The financial statements were approved by the Committee on 21 March 2012 and signed on its behalf by Paul Richardson

Chairman

The notes on pages 5 to 6 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 2011

..... continued

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 Department was £28,922 for the calendar year 2011.

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 courses, 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

	2011	2010
	££	
Debtors and prepayments	-	1,300

4. Creditors: amounts falling due within one year

	2011	2010
	£	£
Creditors	1,694	2,066

Jersey Council for Safety and Health at Work

Notes to the financial statements for the year ended 31 December 2011

5. Reserves	Accumulated fund Total £ £	
At 1 January 2011	43,181	43,181
Retained deficit for the year	(5,822)	(5,822)
At 31 December 2011	<u>37,359</u>	<u>37,359</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 not needed to provide further financial assistance since 2009.



THE JERSEY SAFETY COUNCIL

ANNUAL REPORT 2011

Mr Paul Richardson

In addition to leading the Council, Paul has been working with a selected group of industry leaders to develop and promote the Passport to Safety Scheme which is being developed to cater to all industry sectors.

Mr Mike Osborne

Mike started the year as one of the three speakers at the two risk seminars run by the Council.

Mike spoke about how his company, which dealt with explosives and heavy industry, succeeded in using risk assessments to maintain an effective and safe environment.

Mike has developed a new training course for haulier skills in line with the MPQC operated within the UK which will be offered to the Jersey transport & haulier industry in 2012, using an employee of Ronez Ltd who had received training as an instructor in the UK.

Mr Simon Boarder

Simon has been working throughout the year to put together a JEP pull out supplement on health and safety that will appeal to all readers. Simon led a small sub-Committee which included a marketing executive who was happy to help with input on a voluntary basis. This document will be finalised and delivered in early 2012.

Mrs Sarah Holland

Sarah continued to work with Webreality on the final design of the Passport to Safety Scheme webpage and platform. She also provided amendments to the financial system to allow greater understanding.

Mr Russell Ball

Since joining Council in August 2011, Russell has worked to provide a breakfast seminar on water hygiene followed by two days of training on Legionella control. This seminar and training is planned for mid 2012.

JSC ANNUAL REPORT 2011

MEDIA

The Jersey Safety Council made a decision not to respond to any bad media coverage on health and safety to avoid expressing personal preferences and becoming embroiled in no core activities or entering into unnecessary public debate.

KEY OBJECTIVES

One of the key objectives of Council is to develop the existing Passport to Safety scheme from a construction based general awareness test to an all sector test encompassing all employers and employees in the Island.

To undertake this Council members have met with industry leaders from all sectors to table the proposal for this scheme. These meetings were undertaken in September and were accepted as beneficial in principle by all those present.

The key industry sectors have been asked to contribute applicable question and answers for inclusion within the tests.

ADVERTISING AND PROMOTION

JEP Supplement

The Council has continued on its project to produce a factual, informative and professional supplement to be produced and distributed by the Jersey Evening Post. This has taken longer than expected due to the requirement to make the supplement interesting to as many people as possible. It has been decided that the supplement would be directly referenced to health and safety at work but linking in with safety in the home to widen the readership potential.

The supplement is to be part financed through advertising and many of those contacted for this initiative have expressed a willingness to place advertisements.

We come to the end of 2011 with a draft document in place with the intention of seeing it launched late January/early February 2012.

If the feedback is positive the Council may deliver similar supplements in the future.

Other Paper Media

Council continued to distribute various posters created and printed in 2011 which were developed in three languages..

A new electricity risk poster is being developed using artwork from the HSE UK poster design.

The Council's free Health & Safety DVD library had received a strong response initially but this has reduced through the year. Council will be using the JEP pull out supplement to make more people aware of this facility in 2012.

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WEBSITE

The website continues to be updated on a regular basis. Retaining control over the content management of the website has allowed the flexibility to manage additions subject matter at short notice when required.

Website data taken from Google analytical has shown that during 2011, 22,797 pages were viewed compared to 15,723 in 2010. Average visits per day went up from 10.75 in 2010 to 17.81 in 2011. We have the ability to interrogate each website visit which has allowed us to focus on relevant topics when required.

In 2011 the Law, Policy and the Passport to Safety sections received doubled the number of website page visits from the previous year, being our most viewed topics and pages.

OVERSEAS PROJECT

Tony Allchurch continued to provide talks with overseas aid on health & safety awareness on a regular basis throughout 2011. Tony retired from Council in 2009 but expressed willingness to undertake talks due to his own work and interest in both overseas aid and health and safety.

FINANCE

A copy of the 3 year budget is included, Appendix B.

OTHER MATTERS

OCCUPATIONAL HEALTH IN CONSTRUCTION SUBCOMITTEE

Whilst the sub group has not met since the release of posters in 2010 we remain committed to developing improved means of highlighting the long-term risk to key elements of occupational health issues.

ECO-ACTIVE

Council remains committed to the environmental principles of the Eco-Active scheme and remains a member of this scheme.

GRANTS

A grant was given to a skin cancer awareness campaign organised and aired through Channel 103.

JSC ANNUAL REPORT 2011

JOSHA

JOSHA's 2011 AGM financial report remained buoyant and did not require any form of grant from Council in 2011.

Below is a list of speakers and quantity of attendees to JOSHA meetings throughout 2011.

JERSEY OCCUPATIONAL HEALTH & SAFETY ASSOCIATION 2011			
17 Feb	AGM & Red Cross	Evening	26
21 March	Confined spaces/face mask fitting -John Parsons & Paul Salisbury	Morning	12
14 April	Barry Holt, IIRSM, Safety Leadership	Evening	21
9 June	Sid Hawkins, AIB, Accident investigation	Evening	70
10 Nov	Drink, drugs, driving Philip Blake/Chris Wakeham/Heidi Gibaut	Breakfast	20

TRAINING

The Council's Safety Training Needs Analysis course saw only one training course during 2011 and plans are underway to raise awareness to this course throughout 2012.

A three day manual handling 'train the trainer' course was delivered in the latter half of the year following requests. Mark Embrey, our UK trainer, was able to return to the Island to provide this successful course.

We were contacted by Radiodetection Ltd, who were providing training in the Island, who offered their assistance allowing the Council to offer the CAT/Genny course (Cable Avoidance Tool) to local businesses.

A full list of course and attendees can be found in Appendix A.

SEMINARS

Risk

With the amendment to the Health & Safety (Jersey) Law 1989 in connection to Risk Assessment, the Council felt it appropriate to provide employers and employees with a greater understanding of what this entailed.

We sourced 3 speakers to deliver the subject from 3 points of view.

Colin Myers, Director of Health and Safety, explained why the law was amended and the implications of the change.

Mike Osborne, Managing Director of Ronez Ltd, spoke of how his company, which covered many high risk operative, managed risk in a positive way.

JSC ANNUAL REPORT 2011

Ian Touzel, the Managing Director of Islands Insurance, explained how important good risk assessment was when something went wrong and the consequences to the company if this had been overlooked.

The breakfast was successfully delivered to an audience of over 100 people and the PowerPoint presentations have been added to the Council website to allow those unable to attend the opportunity to view this important message.

Woodworking

With the launch of the Woodwork ACoP in July of 2011, Council worked with the Health and Safety Inspectorate to provide two training sessions offering guidance and additional information at Highlands in October.

Jon Gibson and Mark Stevens of Didac Ltd delivered the training and demonstrations.

LEAVING

Mike Baudains retired in June of 2011. The Council is grateful to him for his help and support to health and safety improvements during his 8 years on Council.

THANKS

Firstly, the Jersey Safety Council expresses once again it's thanks to the Minister for Social Security for his decision to continue to support the work undertaken by Council by approving the grant.

Thanks to:

Mike Osborne, Ian Touzel and Colin Myers for their input into the successful risk seminars.

Carole Stockill, Director of Maillards, for her voluntary help in media and marketing advice for the JEP supplement

Jon Coyde of CopCoy Ltd for the Safety Training Needs Analysis course, Martin Barry and Radiodetection Ltd for the CAT & Genny training and Mark Embrey for the Manual Handling train the trainer course.

The RJA and HS, TTS and the TA Centre for the use of their venues for the various training courses.

A special thank you to the TA Centre for storing the manual handling aids used in the courses.

Thanks to the Health and Safety Inspectorate for their advice and assistance throughout the year.

JSC ANNUAL REPORT 2011

APPENDIX A

Courses organised by Council between 1 January & 31 December 2011

Date	Course	Duration	Delegates
2 March	Safety Training Needs Analysis	½ day	10
12 October	CAT/Genny	2x½ day	23
25-27 October	Manual Handling Instructor	3 day	8
	Total delegates trained		41

Seminars organised by Council between 1 January & 31 December 2011

Date	Seminar	Duration	Delegates
20 January	Risk assessment	2 hours	103
25 March	Risk assessment	2 hours	56
	Total delegates trained		159

JSC ANNUAL REPORT 2011

APPENDIX B

	Actual 2011	Budget 2012	Budget 2013	Budget 2014	Budget 2015
Total of Rows					
Social Security Grant	28,922	28,922	28,922	28,922	28,922
Bank Interest	18				
Course / Seminar income	4,716	8,000	7,000	7,000	7,000
TOTAL INCOME	33,656	36,922	35,922	35,922	35,922
Course / Seminar expenses	6,809	6,000	5,000	5,000	5,000
Administration	28,975	29,000	29,000	29,000	29,000
Equipment	179	200	250	1,200	250
Educational materials & posters	205	6,000	1,500	1,500	1,500
Advertising & promotions	338	5,000	2,000	2,000	2,000
Grants / subscriptions	450	1,000	1,000	1,000	1,000
Audit	979	985	990	990	990
Insurance	993	997	1,000	1,000	1,000
Miscellaneous	550	600	600	600	600
TOTAL EXPENDITURE	39,478	49,782	41,340	42,290	41,340
Total Income	33,656	36,922	35,922	35,922	35,922
Total Expenditure	39,478	49,782	41,340	42,290	41,340
Balance per year	- 5,822	- 12,860	- 5,418	- 6,368	- 5,418
Reserves carried forward	43,181	37,359	24,499	19,081	12,713
Reserve used in period	- 5,822	- 12,860	- 5,418	- 6,368	- 5,418
Reserve position at year end	37,359	24,499	19,081	12,713	7,295

JSC ANNUAL REPORT 2011

THE JERSEY SAFETY COUNCIL

Council members

Mr P Richardson - Chairman
Mr M Baudains (to June 2011)
Mr M Osborne
Mr S Boarder
Mrs S Holland
Mr R Ball (from July 2011)
Mr C Myers (ex officio)

Secretary/Treasurer

Mrs A Le Voguer

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