

STATES OF JERSEY



JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK: REPORT FOR THE PERIOD 1ST JULY 2004 TO 31ST DECEMBER 2005

**Presented to the States on 8th May 2006
by the Minister for Social Security**

STATES GREFFE

REPORT

Introduction

The financial and reporting year for the Jersey Council for Safety and Health at Work has historically been for a

12-month period from 1st July to 30th June. In order to assist in the preparation and control of their accounts, the

Council decided to bring their accounting period into line with the States of Jersey's financial year, from 1st

January to 31st December each year. This document therefore contains two separate sets of reports and accounts

to enable this to take place, the first covering the period from 1st July 2004 to 30th June 2005 and the second from

1st July 2005 to 31st December 2005.

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK
ANNUAL REPORT 2005

Council would like to thank the Employment and Social Security Committee for its decision to continue its active support of health and safety through its funding of the work of Council.

FINANCE

Council has run its first year on a working budget, having set aside specific amounts for areas such as education, sponsorship and provision of equipment, etc. We believe we have spent funds wisely and have discussed expenditure at Council meetings in greater depth. We have continued to modify the financial process with a predicted budget for this year and next and continue to monitor closely (see Appendices C and D).

A new spreadsheet designed with the help of our auditors has also allowed us to control resources more appropriately.

Our next financial period will only be 6 months long and will take us to the end of the current year. We will then fall in line with the States of Jersey's own financial year, beginning 1st January 2006 – 31st December 2006. We see this as a logical step to line up funds which will provide another improvement in budgeting and financial control.

We continue to streamline expenditure where we can, and have made a small profit on training which can be used to offset any one-off courses that are vital but may not have as many delegates attending.

JERSEY OCCUPATIONAL SAFETY & HEALTH ASSOCIATION

With the support of several voluntary members of the JOSHA Committee, JOSHA has seen a successful year of evening meals with guest speakers on a variety of subjects. A separate annual report from the Chairman, Tony Allchurch, is attached in Appendix A.

COMMUNICATING INFORMATION

Website

The website, www.jerseyc-shaw.co.je, continues to update information as often as possible. A forum attached to the site has recently received some activity and the JOSHA Committee are looking at ways to make this more popular. The Council secretary is receiving input from other sources that has helped her to enhance the site recently, and links to other health and safety centres and companies are now being added.

Media

The media still continue to provide support, though health and safety is still viewed as a subject of low interest. Strides are being made to provide a 'story' behind the subject we wish to promote, whereby the media are then happy to support us.

Newsletter and Information Leaflets

Council continues to promote its activities and other items of interest through its Newsletter that it circulates 3 or 4 times a year to all on its mailing list of over 700 companies. We are also in the draft stages of a local manual handling leaflet, for which we are thankful to Ray Pettit for his input. Council is keen to provide more of these which have the benefit of local legislation information rather than U.K. We are also putting in provision to the budget to produce a topical local guidance leaflet next year.

Accident Report Forms

The new 'one accident per page' forms are being well received and in just one year we have seen more being used than ever before. We shall review the forms before a re-order shortly. There is no legal requirement for a company to keep accident report forms therefore we see this increase in their popularity as a positive step being made by companies themselves.

Video Library

An update of this area is underway and with the assistance of Jersey Library, Council is replacing old videos with upgraded DVDs. After research by Council member Doug Hull, it was agreed that video was now seen to be outdated and DVD was the way forward. The Health and Safety Inspectorate have kindly looked at the original video list and made suggestions for replacement based on what they see as current requirements. The Library has provided a shelf within the main library downstairs for health and safety and Council plans to launch the new updates later in the year. We will be allocating a budget for this launch and are hopeful that this will provide a valuable service. Jersey Library has changed their system to allow the lender to keep the DVD for one month instead of one week. This should also encourage companies to review the information and set up viewing for staff.

TRAINING

Council has continued to provide training courses as demand increases. A full list of course and attendees can be found in Appendix B. Over 100 more people have received training from last year and the number of courses has increased. We have noticed a greater number of training providers supplying certain 'mainstream' style courses and for 2005 we decided not to run these ourselves but monitor the quality of others. Instead we are looking to run less popular training but nonetheless vital. For this we have started with a Hand Arm Vibration 2-day management course, which provides symptoms, legislation, demonstration, assessment and calculation training along with an IOSH certificate and 4 CPD points. We will also be running a CAT & Genny course later in 2005 with both the standard Cable Avoidance Tool and the new digital version. Council continues to assess and provide such areas that can often be overlooked.

Fire training has been renewed and developed this year and the venue moved to the Headquarters at Rouge Bouillon. With the benefit of high-tech facilities on base and the 'smoke house' visit, these changes have been well received. Council was concerned that the 'hands on' training with an extinguisher was dropped when the venue was moved and met with the Fire Service to discuss its concerns. The reasons for the change were explained and Council are monitoring feedback from course participants and looking at providing a more in-depth one day fire marshal course that will include extinguisher training if required.

However, this next financial year, to streamline our budget more accurately, we decided to predict only those courses we know are required at present. Therefore this reflects in the lower income/expenditure put forward. We will continue to provide training in areas where it is felt there is a need, some of these may run at a loss but be beneficial to the health and safety of the company as a whole and therefore just as necessary as a more mainstream course.

We are also looking to target other areas such as DVDs, leaflets, etc. which we see as being as important in their roles as the training courses, but which may not have had as much time dedicated to them recently.

OTHER MATTERS

Education

In March 2005 Ray Pettit spoke again to schools, reaching another 65 students –

- Students from Mont à l'Abbé School
- Students from d'Hautrée School
- Students from Highlands College.

The Council would like to be able to continue to offer speakers to students as a way of introducing them to health and safety in the workplace and as such has again set aside a fund in the budget to provide this. We are supported in this initiative by the Project Trident team and by the schools themselves.

Construction Site Safety

The Passport to Safety Scheme was launched in 2004 and Council is delighted to see certain companies actively putting every member of staff through this short test. We are providing assistance to the industry to encourage others to take part.

DEPARTURE

Members

After many years on Council's Committee, the last four as a co-opted member, Neil Laugeard was thanked for his service and stepped down. This position had meant Neil was able to be part of Council but not necessarily attend meetings. As all members now regularly take on active roles within the group it was decided not to take on another co-opted position.

Council members have experienced some personal difficulties this year (two were made redundant) but we have been fortunate to keep them on. Their expertise and enthusiasm reflects on the organisation as a whole and we are grateful to them for staying with us.

Each Council member now puts in many voluntary hours' work by taking on roles outside of the regular monthly meetings, and this is reflected in the many areas in which Council provides assistance.

THANKS

Council is grateful to the various instructors/tutors who deliver training on Council's behalf with great care and professionalism and to a very high standard.

Sadly we saw the retirement of Ray Pettit, our manual handling instructor, who has been coming to Jersey for Council for 8 years. Ray has, over the last 2 years, spoken to over 300 school students and provided them with some valuable information to take with them when they enter the workforce. Whilst he was over in Jersey with his wife for a talk to JOSHA members, Council took the opportunity to thank him for his contributions over a meal, and on his last day he was presented with 2 Jersey Pottery plates.

Thanks also to the Key Consultancy, who continue to provide good health and safety training with the use of Jersey law in place of U.K. legislation, a vital knowledge for U.K.-based trainers.

The Jersey Fire & Rescue team who, at the beginning of 2005, re-worked the fire training and moved to the Headquarters at Rouge Bouillon from the previous training site of the Western Fire Station, which was closed in 2004.

Thank to Human Applications who provide an IOSH certified Display Screen Equipment course. They continue to provide assessment tuition despite IOSH taking this part out of their exam criteria, a benefit to the delegates who are able to receive expert advice and tips.

A recent addition to our list of trainers is Mr. Steve Wray from the Industrial Noise and Vibration Centre of the U.K., who has provided a 2-day course on Hand Arm Vibration.

Thanks for the training facilities themselves go to the Royal Jersey Agricultural and Horticultural Society who continue to provide copious amounts of coffee and tea for the delegates. Also the Durrell Wildlife Conservation Trust, which has been providing the Les Noyers Training Centre as a venue, the TA Centre and the Royal Hotel, Jersey.

Thanks also to Jersey Gas for continued practical help and storage during the last year.

Council's gratitude to the staff at the Health and Safety Inspectorate, who continue to support the work and provide the Council Secretary with advice on Jersey legislation, answer queries and make positive suggestions when required. The Secretary now meets up with the Department on a regular basis that both parties may share in the work currently taking place, providing a better understanding on both sides.

We look forward to another year and the challenges that it will bring. Council will continue to strive to achieve the strategic objectives as set out in the 'Way Forward' report –

- *“to be recognised as a prime source of information and advice”,*
- *“to increase the awareness of the Council and its services”.*

We are delighted to note from the report by the Director of Health and Safety that accidents and injuries are beginning to drop and we will strive to work towards providing adequate information to see this decline continue.

**JERSEY OCCUPATIONAL SAFETY AND HEALTH ASSOCIATION
REPORT FOR 2004-2005 BY THE CHAIRMAN OF THE COMMITTEE**

I am pleased to report on an active and effective year for JOSHA and the successful presentation of a programme of events that has delivered information, practical experience and continuing professional development for our members.

Following on the First Annual General Meeting of JOSHA held in February 2004, the new Committee has continued to maintain a varied and informative programme for the membership, commencing with 2 presentations on 8th July, the first on the new Approved Code of Practice on Asbestos from an inspector from the H.S.I. and then a preview by Martin Davey of the new Passport Scheme to be introduced in the construction industry by the end of the year. We are keen to keep the membership informed of new legislation and guidelines and latest developments in occupational safety.

September saw the emergence of a new Guernsey Occupational Safety and Health Association and in the future we will hope to work together to mutual advantage by sharing contacts and information and visiting speakers. With the kind assistance of Andrew Mills from the Insurance Corporation we were able to take advantage of the visit to Guernsey by Allan St. John Holt, Head of Safety at Royal Mail, and Allan entertained us with a review of his global experiences of safety issues at our meeting on 23rd September. Allan is a very significant figure in occupational safety and he is the author of one of the most influential textbooks on the subject.

We returned to the theme of workplace injuries with a focus on the back at our 30th November meeting. As Ray Pettit was in Jersey to teach Manual Handling courses, he was available to treat us to one of his fascinating demonstrations on technique and also to alert us to recent changes in U.K. legislation. Dr. Martin Barrett the produced a very professional powerpoint presentation on disorders of the back with his usual excellent illustration and explanation of a complex subject.

We then held the second annual general meeting on Thursday 17th February at the Grand Hotel. In addition to the business of the A.G.M., we also welcomed Roger Bibbings, Senior Adviser on Occupational Safety at RoSPA, the Royal Society for the Prevention of Accidents. Roger addressed us in great detail on the work of RoSPA and current developments in occupational safety in the U.K. JOSHA is now affiliated to this important national organisation, and news and information about our association can be found on its website. Indeed we have also been accorded the distinction of being the first member association of a specially created Region 12 for the Channel Islands.

Membership of JOSHA continues to grow, but only at a rather sedate pace. We hope to increase support of the association in 2005 with a further recruitment drive. We believe that the benefits of membership are substantial and we have decided to offer new members and renewals an extension of membership until the end of 2006 so that we may encourage more of our regular participants in JOSHA events to convert to membership. This will also enable us to more easily adjust our accounting procedures to accord with those of the Jersey Council for Safety and Health at Work.

On 28th April, one of the new members of the Committee, John Boyd, gave a very successful presentation on Risk Management based on his own work experience in the U.K. and in Jersey. John's practical layout of risk assessment and managing risk was greatly valued by his audience and the meeting was unusually interactive and instructive.

The Committee is endeavouring to plan further ahead with its programme so that the membership is better-informed about future activities. On 28th June, Mark Johnson from the Fire Service will present current principles and practice for fire safety and awareness. Significant changes are developing in the advice and teaching by the Fire Service on these topics and this will be a very important event.

The progress that JOSHA has achieved owes much to the generous support from the Jersey Council for Safety and Health at Work and I am especially grateful to its chairman, Bob Staddon, for his constant help and

encouragement. Colin Myers and the Health and Safety Inspectorate have also been very helpful to the Committee with their active participation in our meetings and we do appreciate their support.

Finally, I am pleased to thank the membership for their enthusiastic interest in our programme and for the generally positive feedback to the activities of the association. I believe that in its brief period of existence, JOSHA has established itself as a valuable resource for those who are professionally engaged or otherwise interested in occupational safety and health in Jersey.

Tony Allchurch
Chairman, JOSHA
June 2005

APPENDIX B

Courses/Seminars organised by Council between 1st July 2004 and 30th June 2005

Date	Course	Duration	Delegates
2004			
7th-8th July	Display Screen Equipment	2 day	13
22nd July	Fire Safety Awareness	2 x ½ day	30
19th August	Fire Safety Awareness	2 x ½ day	30
1st September	Fire Safety Awareness	2 x ½ day	22
16th September	Manual Handling	1 day	5
17th September	Manual Handling	½ day	2
17th September	Manual Handling Instructor Refresher	½ day	9
20th-22nd September	Manual Handling Instructor	3 day	18
23rd September	Fire Safety Awareness	2 x ½ day	27
5th-6th October	C.O.S.H.H.	2 day	5
12th October	Managing Safety Part II	1 day	2
13th October	Office Safety	1 day	6
14th October	IOSH Refresher	1 day	5
21st October	Fire Safety Awareness	2 x ½ day	24
17th-18th November	Display Screen Equipment	2 day	9
25th November	Fire Safety Awareness	2 x ½ day	32
5th December	Fire Safety Awareness	2 x ½ day	29
16th December	Fire Safety Awareness	2 x ½ day	24
2005			
20th January	Fire Safety Awareness	½ day	13
17th February	Fire Safety Awareness	2 x ½ day	26
24th February	Fire Safety Awareness	2 x ½ day	15
28th February	Manual Handling	2 x ½ day	22
2nd-4th March	Manual Handling Instructor	3 day	12
9th-10th March	Display Screen Equipment	2 day	8
15th-18th March	I.O.S.H. Managing Safely	4 day	15
17th March	Fire Safety Awareness	2 x ½ day	23
14th April	Fire Safety Awareness	½ day	12
21st April	Office Safety	1 day	14
12th May	Fire Safety Awareness	2 x ½ day	31
19th May	Fire Safety Awareness	2 x ½ day	27
24th-25th May	Hand Arm Vibration	2 day	4
16th June	Fire Safety Awareness	2 x ½ day	35
23rd June	Fire Safety Awareness	2 x ½ day	31
28th-29th June	Safety Representatives	2 day	12
	Total delegates trained		592

ADDITIONAL WORK

1st March	Manual handling instruction to schools	1 day	65
24th May	Hand Arm Vibration toolbox talk	1 hour	6

JERSEY OCCUPATIONAL HEALTH AND SAFETY ASSOCIATION

3th July 2004	Asbestos & Passport Scheme	Evening	38
23rd September 2004	Allan St. John Holt – Royal Mail	Evening	36
30th November 2004	Back injuries/manual handling	Evening	62
17th February 2005	AGM/Roger Bibbings – RoSPA	Evening	54
28th April 2005	Back management	Evening	40
30th June 2005	Fire Safety & Future development	Evening	43

Budget forecast July 2005 – December 2005

l of Rows 0.00	Total Col.E	July	Aug.	Sep.	Oct.	Nov.	Dec.
grant	21,800.00	0.00	21,800.00	0.00	0.00	0.00	0.00
Income	27,800.00	1,300.00	3,400.00	8,500.00	8,500.00	4,800.00	1,300.00
	354.87	63.31	57.26	59.81	62.43	59.62	52.44
e	0.00	0.00	0.00	0.00	0.00	0.00	0.00
. in	0.00	0.00	0.00	0.00	0.00	0.00	0.00
in	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	49,954.87	1,363.31	25,257.26	8,559.81	8,562.43	4,859.62	1,352.44
expenses	-23,100.00	-1,100.00	-3,100.00	-7,100.00	-7,100.00	-3,600.00	-1,100.00
(admin.)	-10,654.45	-1,599.08	-2,129.08	-1,599.08	-1,599.08	-2,129.08	-1,599.08
ort (admin.)	-497.70	-82.95	-82.95	-82.95	-82.95	-82.95	-82.95
ient	-120.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00
Mat.	-7,000.00	0.00	0.00	0.00	-2,000.00	-5,000.00	0.00
;	-2,000.00	0.00	-1,000.00	0.00	0.00	0.00	-1,000.00
ery	-480.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00
	-300.00	0.00	0.00	0.00	-100.00	0.00	0.00
aneous	-960.00	-30.00	-600.00	-30.00	-30.00	-30.00	-240.00
st	-789.00	0.00	-125.00	0.00	-39.00	-125.00	-500.00
.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-15,901.15	-2,912.03	-7,137.03	-8,912.03	-11,251.03	-11,067.03	-4,622.03
	4,053.72	-1,548.72	18,120.24	-352.22	-2,688.60	-6,207.41	-3,269.59
		43,933.23	62,113.46	61,761.25	59,072.65	52,865.25	49,595.66
year (July	55,353.86						
year (June	45,541.94						

Budget Forecast January 2006 – December 2006

Total of Rows	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
0.00												
30,000.00	21,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	0.00
33,980.00	1,300.00	1,300.00	8,700.00	3,080.00	4,800.00	7,000.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
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
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
24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64,724.00	22,360.00	1,360.00	8,760.00	3,140.00	4,860.00	7,060.00	10,360.00	1,360.00	1,360.00	1,384.00	1,360.00	1,360.00
-28,900.00	-1,100.00	-1,100.00	-7,900.00	-2,300.00	-3,600.00	-6,300.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00
-21,775.72	-1,599.00	-2,129.00	-1,599.00	-1,599.00	-2,129.00	-1,662.96	-1,662.96	-2,202.96	-1,662.96	-1,662.96	-2,202.96	-1,662.96
-1,018.85	-82.95	-82.95	-82.95	-82.95	-82.95	-86.30	-86.30	-86.30	-86.30	-86.30	-86.30	-86.30
-240.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00
-5,800.00	0.00	-1,800.00	0.00	-1,000.00	0.00	-2,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00
-4,000.00	0.00	0.00	-1,000.00	0.00	0.00	-1,000.00	0.00	0.00	-1,000.00	0.00	0.00	-1,000.00
-960.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00
-5,500.00	-4,000.00	-300.00	0.00	0.00	-1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-1,150.00	-30.00	-600.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-30.00	-250.00
-1,212.72	0.00	-116.06	-132.38	-34.70	-120.01	-20.57	0.00	-125.00	0.00	-39.00	0.00	-500.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-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
-71,657.29	-8,011.95	-6,228.01	-10,844.33	-5,146.65	-7,261.96	-11,199.83	-2,979.26	-3,644.26	-3,979.26	-4,018.26	-3,644.26	-4,699.26
-6,933.29	14,348.05	-4,868.01	-2,084.33	-2,006.65	-2,401.96	-4,139.83	7,380.74	-2,284.26	-2,619.26	-2,634.26	-2,284.26	-3,339.26
	63,943.71	59,075.70	56,991.37	54,984.72	52,582.76	48,442.93	55,823.67	53,539.41	50,920.15	48,285.89	46,001.63	42,662.37

Start of year 49,595.66
 End of year 42,662.37

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK

Council	Mr. R. Staddon (Chairman) Mr. C.P. Lister Mr. A. Allchurch Mr. D. Hull Mr. M. Baudains Mr. C. Myers (ex officio) Mr. N. Laugeard (retired December 2004)
Secretary/Treasurer	Mrs. A. Le Voguer
Address	Cheval de Mer Rue de Rondin ST. MARY JERSEY JE3 3AE
Auditors	BAKER HOMYARD 1st Floor Huguenot House 28 La Motte Street ST. HELIER JERSEY JE2 4SY

Jersey Council for Safety and Health at Work
Report and financial statements
for the year ended 30 June 2005

Jersey Council for Safety and Health at Work

Council Mr. R. Staddon (Chairman)
Mr. P. Lister
Mr. C. Myers
Mr. A. Allchurch
Mr. D. Hull
Mr. M. Baudains

Secretary/Treasurer Mrs. A. Le Voguer

Address Cheval de Mer
Rue de Rondin
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Auditors Baker Homyard

Jersey Council for Safety and Health at Work

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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 30 June 2005 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

Opinion

In our opinion the financial statements give a true and fair view of the state of the Council's affairs as at 30 June 2005 and of its results for the year then ended.

Baker Homyard

24 November 2005

**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 30 June 2005

	2005		2004	
	£	£	£	£
Income				
Grant – Social Security Committee		31,896		42,750
Training courses and conferences fees		50,449		51,433
Bank interest		810		331
Telephone helpline		–		5
JOSHA		–		4,324
		83,155		98,843
 Administrative expenses				
Training courses, conferences and seminars	50,127		39,354	
Administration	23,416		22,157	
Equipment	335		27	
Educational materials	306		2,282	
Advertising and promotion	2,412		2,733	
Grants/subscriptions	849		887	
Audit and accountancy	1,500		500	
JOSHA	–		10,413	
Insurance	2,000		–	
Miscellaneous	282		–	
		81,227		78,353
 Net (loss)/surplus for the period transferred to accumulated fund		1,928		20,490

Jersey Council for Safety and Health at Work

**Balance sheet
as at 30 June 2005**

	Notes	2005		2004	
		£	£	£	£
nt assets					
s		4,137		4,730	
t bank and in hand		53,596		55,387	
		<u>57,733</u>		<u>60,117</u>	
ors: amounts falling due within ar	3	(25,034)		(29,346)	
rrent assets			<u>32,699</u>		<u>30,771</u>
sets			<u>32,699</u>		<u>30,771</u>
employed					
ulated funds	4		<u>32,699</u>		<u>30,771</u>
			<u>32,699</u>		<u>30,771</u>

The financial statements were approved by the Committee on 16 November 2005 and signed on its behalf by

Mr. R. Staddon
Chairman

 19/4/06

The notes on pages 22 to 23 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 30 June 2005

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 £23,288 for the calendar year 2005. The Council has carried one half of this sum (£11,644) forward at the accounts year end date of 30 June 2005.

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.	Creditors: amounts falling due within one year	2005 £	2004 £
	JOSHA grant accrued	–	5,000
	Grant in advance	11,644	20,250
	Creditors	<u>13,390</u>	<u>4,096</u>
		<u>25,034</u>	<u>29,346</u>

4.	Reserves	Accumulated fund £	Total £
	At 1 July 2004	30,771	30,771
	Retained surplus for the year	1,928	1,928
	At 30 June 2005	<u>32,699</u>	<u>32,699</u>

Jersey Council for Safety and Health at Work

Notes to the financial statements for the year ended 30 June 2005

(... continued)

5. 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's aim is to hand the Association over to a committee with a representative from Council to sit on that Committee. Costs incurred in connection with establishing the Association have been covered to date by the Jersey Council for Safety and Health at Work, and income arising from the Association's meetings has been repaid to Council.

Membership payment has now been established and Council has accrued an annual grant of £5,000 to the Association.

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK

SIX-MONTH REPORT 1ST JULY TO 31ST DECEMBER 2005

Council once more expresses its thanks to the Employment and Social Security Committee for its decision to continue its active support of health and safety through its funding of the work of Council.

FINANCE

Council has continued to function using a spreadsheet budgetary system setting aside funds for various projects such as education, sponsorship and provision of equipment and so forth. Greater emphasis is taken at meetings to ensure we spend money wisely and monitor the benefits. We have continued the financial process with a predicted budget for this year and next, looking to be further self-funding in areas such as health and safety training, enabling us to spend more on other activities.

We have taken the opportunity of having a six-month year to allow us to link to the States by starting our year at January and ending in December. We see this as streamlining further the system of grant provision.

JERSEY OCCUPATIONAL SAFETY & HEALTH ASSOCIATION

JOSHA Committee continue to look at various ways of providing an interesting talk to members in different forms. The meeting held at the St. John Ambulance attracted fewer numbers but those who attended were well informed and found it a positive meet. From other sources it would appear the time of year was not conducive to any association and turnout was down in all areas. The Committee look to ensure a high turnout at the AGM in 2006. We are grateful to those who sit on the Committee in a voluntary capacity, in particular Tony Allchurch as Chairman and Martin Holmes as Treasurer.

COMMUNICATING INFORMATION

Website

The website, www.jerseyc-shaw.co.je, remains the output of the Secretary. The site is known to be used by many, but further advertising of its domain is required. The Forum has attracted a small number of people, it is hoped to see this increase during 2006 with help from JOSHA members.

Media

Channel Television have taken up health and safety more seriously this last half-year and gave much coverage to the talks on noise held at the Town Hall as part of the European Health and Safety week. The JEP also ran articles on the subject, along with a press release issued following the inquest of the young man killed offering support in risk assessment training. The brother of the young man expressed gratitude to the Council for not seeking to lay blame but to look at ways this tragic loss of life can be avoided.

Newsletter and Information Leaflets

Council continues to promote its activities and other items of interest through its Newsletter that it circulates 3 or 4 times a year to all on its mailing list of over 700 companies. The manual handling leaflet has moved on and it is anticipated to be complete during 2006.

Accident Report Forms

The forms are widely used and available through the Social Security Department and Morier House.

Video Library

Money was set aside to purchase more videos and DVDs in this budget and a Council member tasked with seeking out the most effective. By the end of the year, several had been ordered and on delivery would be checked through by the Health and Safety Inspectorate. The Council will issue an insert into the sleeve if there are any Jersey legislation changes that need to be pointed out. A 'launch' will be in early 2006 and it is the intention that this area of health and safety education can be further fulfilled with continued monitoring of the loan system. In this 6 months we have also purchased a Hand Arm Vibration Toolkit which has already been used successfully since its delivery.

TRAINING

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

The Council ran a Cat and Genny course which was poorly attended and failed to cover costs. However, it brought awareness to one large company that hire out equipment and they have now included cable detection in their hiring forms, and call it to people's attention. This is seen as a positive step forward in raising awareness through training despite the poor financial return.

Council also ran a series of half-day manual handling training with the new Instructor recommended by Ray Pettit. All the courses were fully booked and the feedback forms evaluated by all Council members and on the strength of the positive reviews he will be returning in 2006.

Fire training remained popular and Council had to add an extra day in to satisfy the demand. The trainer retired at the end of the year and a pool of younger officers have been enlisted for 2006. The smoke chamber has received much approval by delegates.

OTHER MATTERS

Education

The Council would like to be able to continue to offer speakers to students as a way of introducing them to health and safety in the workplace and as such has again set aside a fund in the budget to provide this. We are supported in this initiative by the Project Trident team and by the schools themselves.

Talks

Following up on a query from a JOSH meeting, Council looked at providing some help in writing a health and safety policy, an area that had been suggested was still causing uncertainty in some companies. Paul Lister, Council member, volunteered his time one evening to go over the basics and provide some back-up help. This was held early September and was attended by several people. The Health & Safety Inspectorate provided guidance leaflets to accompany the printouts made available by Paul, and the meeting was a success. Paul has offered his time again and we look to provide further meetings on this subject.

As part of the European Health and Safety week's theme 'Stop that Noise!', Council ran a series of 3 talks at the Town Hall during October. Colin Myers from the Health and Safety Inspectorate spoke about how the legislation on noise came to be, Dr. Martin Barrett from St. Petèr's Surgery gave the medical implications of noise and Alan Irving from Environmental Health spoke about nuisance noise, including up-to-date information on nightclub and bar noise. All three gave up their time and spoke for half an hour, and it was disappointing to see only a handful of people at these talks despite the media coverage.

THANKS

Council is grateful to the various instructors/tutors who deliver training on Council's behalf with great care and professionalism and to a very high standard.

The Jersey Fire & Rescue team whose move to Rouge Bouillon to provide the fire training has proved positive. Thanks to Human Applications, who provided an IOSH certified Display Screen Equipment course. The Key

Consultancy for NEBOSH and Office Safety training. Our new Manual Handling Instructor, Mark Embrey, for boldly taking on the task of quality service Ray Pettit has provided over the years. Thanks to Martin Barry from Radiodetection, those taking part in Cat & Genny training all made note on their appraisals of his easy, straight-talking explanation. Last, but not least, thanks to Paul Lister from the JCSHW for providing an evening talk on writing a Health and Safety Policy.

Thanks for the training facilities themselves goes to the Royal Jersey Agricultural & Horticultural Society who continue to provide an excellent training venue in their Council room, along with the TA Centre, Queen's House and the Royal Hotel, Jersey.

The Council secretary would like to thank the staff at Jersey Gas for their help and support in providing extra administrative help and for their help in delivering equipment to and from venues.

Council's gratitude to the staff at the Health and Safety Inspectorate, who support the work we do and provide the Council Secretary with advice on Jersey legislation, answer queries and make positive suggestions when required. The Secretary continues to meet with the Department to review both parties' workloads and offer back-up support where required.

The Jersey Council for Safety & Health at Work feels that every member now has an active role to play in the team and continue to move forward in ensuring health and safety is more widely acknowledged in all areas of the workforce.

We continue our vision *"To encourage the provision of workplaces and working practices that are safe and without risks to health"*.

APPENDIX A

Courses/Seminars organised by Council between 1st July and 31st December 2005

Date	Course	Duration	Delegates
2005			
14th July	Fire Safety Awareness	2 x ½ day	28
18th August	Fire Safety Awareness	2 x ½ day	34
15th September	Fire Safety Awareness	2 x ½ day	28
13th October	Fire Safety Awareness	2 x ½ day	34
17th November	Fire Safety Awareness	2 x ½ day	31
24th November	Fire Safety Awareness	2 x ½ day	35
15th December	Fire Safety Awareness	2 x ½ day	31
27th-28th October	Manual Handling	4 x ½ day	57
September/October	NEBOSH	2 week	7
15th-16th November	Display Screen Equipment	2 day	7
3rd November	Office Safety	1 day	7
	Total delegates trained		299
ADDITIONAL WORK			
12th September	Health & Safety Policy Writing	2 hour	8
JERSEY OCCUPATIONAL HEALTH & SAFETY ASSOCIATION			
18th August	Andy Stanley – Managing Risk	Evening	43
7th November	St. John Ambulance talk	Evening	21

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK

Council Mr. R. Staddon (Chairman)
Mr. C.P. Lister
Mr. A. Allchurch
Mr. D. Hull
Mr. M. Baudins
Mr. C. Myers (ex officio)

Secretary/Treasurer Mrs. A. Le Voguer

Address Cheval de Mer
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JERSEY
JE3 3AE

Auditors BAKER HOMOYARD
1st Floor
Huguenot House
28 La Motte Street
ST. HELIER
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JE2 4SY

Jersey Council for Safety and Health at Work

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Notes to the financial statements	35-36

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 2005, 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

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 2005 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 2005

	6 months ending		Year ending	
	31 December 2005		30 June 2005	
	£	£	£	£
Income				
Grant – Social Security Committee		33,445		31,894
Training courses and conferences fees		30,149		50,451
Bank interest		459		810
JOSHA		513		–
		64,566		83,155
 Administrative expenses				
Training courses, conferences and seminars	27,844		50,127	
Administration	11,809		23,416	
Equipment	23		335	
Educational materials	89		306	
Advertising and promotion	1,318		2,412	
Grants/subscriptions	–		849	
Audits and accountancy	750		1,500	
JOSHA	546		–	
Insurance	–		2,000	
Miscellaneous	202		282	
		42,581		81,227
Net (loss)/surplus for the period transferred to accumulated fund		21,985		1,928

Jersey Council for Safety and Health at Work

**Balance sheet
as at 31 December 2005**

	Notes	31 December 2005		30 June 2005	
		£	£	£	£
Intangible assets					
Patents	3	5,314		4,137	
Investment bank and in hand		63,022		53,596	
		<u>68,336</u>		<u>57,733</u>	
Intangible assets					
Loans: amounts falling due within one year	4	(13,652)		(25,034)	
		<u></u>		<u></u>	
Current assets			54,684		32,699
Investments			<u>54,684</u>		<u>32,699</u>
Employed related funds					
Employed related funds	5		54,684		32,699
			<u>54,684</u>		<u>32,699</u>

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

Chairman



19th April 2006

The notes on pages 35 to 36 form an integral part of these financial statements

Jersey Council for Safety and Health at Work

Notes to the financial statements for the period ended 31 December 2005

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 £23,288 for the calendar year 2005. The Council had brought forward £11,644 at 1 July 2005 as grant received in advance.

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

	Dec. 2005	June 2005
	£	£
Amount owed by JOSHA	917	534
Debtors and prepayments	<u>4,397</u>	<u>3,603</u>
	<u>5,314</u>	<u>4,137</u>

4. Creditors: amounts falling due within one year

	Dec. 2005	June 2005
	£	£
Grant in advance	–	11,644
Creditors	13,652	13,390
	<u>13,652</u>	<u>25,034</u>

Jersey Council for Safety and Health at Work

Notes to the financial statements for the year ended 31 December 2005

(... continued)

5. Reserves	Accumulated fund £	Total £
At 1 July 2005	32,699	32,699
Retained surplus for the period	21,985	21,985
At 31 December 2005	<u>54,684</u>	<u>54,684</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's aim is to hand the Association over to a committee with a representative from Council to sit on that Committee. Costs incurred in connection with establishing the Association have been covered to date by the Jersey Council for Safety and Health at Work, and income arising from the Association's meetings has been repaid to Council.

Membership payment has now been established and Council has accrued an annual grant of £5,000 to the Association.

Jersey Council for Safety and Health at Work

Council Mr. R. Staddon (Chairman)
Mr. P. Lister
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Mr. D. Hull
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Secretary/Treasurer Mrs. A. Le Voguer

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JE3 3AE

Auditors Baker Homyard