

# **TO RECEIVE THE REPORT AND ACCOUNTS FOR THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK**

## **1. SUMMARY**

The Minister is asked to consider and approve the Jersey Council for Safety and Health at Work report and accounts for the period covering the 1<sup>st</sup> January to the 31<sup>st</sup> December 2009 and agree to their presentation to the States.

## **2. BACKGROUND**

The Jersey Council for Safety and Health at Work was established by the States in 1973 as an independent body to promote health and safety at work. The Council has renamed itself as the Jersey Safety Council, but its official title remains the Jersey Council for Safety and Health at Work.

The Council consists of a Chairman and four members all of whom have been recognised as having an interest in health and safety at work. The Council is assisted by a part-time secretary, the only paid employee of the Council, the Chairman and members serving in an honorary capacity. The Director of Health and Safety sits on the Council as an ex-officio member.

The Council is required to present an annual report to the States, through the Minister, which details its activities throughout the year together with an annual set of audited accounts.

The annual report and accounts are included as an Appendix to this report.

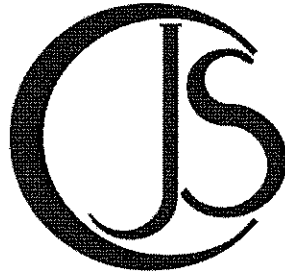
## **3. RECOMMENDATION**

The Minister is asked to agree to the reports and accounts being presented to the States.

**Colin Myers**  
**Director of Health and Safety**

**2<sup>nd</sup> July 2010**

## Appendix



## THE JERSEY SAFETY COUNCIL

### ANNUAL REPORT 2009

The Jersey Safety Council has successfully entered the new phase of their work as generally set out within the document "The Next Step". Each member of Committee accepted a role within Council to work with the secretary in achieving a specific goal in assisting the distribution of knowledge and advice into the health and safety working community of Jersey.

The Council is made up of the following individuals who give freely of their time and energy to promote health & safety best practice and awareness throughout the business sectors of the Island.

**Mr Bob Staddon** – Director of Property Maintenance, States of Jersey Housing Department

As Chairman Bob is active in offering guidance and support to fellow Council members along with being the face of Council. Bob has been a Council member for over 19 years, serving as Chairman since November 2000. He is a Chartered Engineer and holds a NEBOSH certificate. He spent 36 years in the gas industry, now working for the States of Jersey within the Housing department. Bob also dedicates some of his free time as a RoSPA approved Advanced Motorcycle Instructor. His background and interests have given him a broad knowledge of managing health and safety in both business and leisure environments.

Bob has overseen our budget and three year plan, reviewing it annually with Council and updating where appropriate.

**Mr Mike Baudains** – Project Manager, Waterfront Enterprise Board

Mike trained as a mechanical engineer in the UK and has worked in the engineering industry for many years and in particular the Port in Jersey for 25 years. Whilst mechanical engineering is his background, he has been responsible for all aspects of construction, engineering & maintenance on and offshore and has contacts in the UK Port & Port safety organisations.

Mike has taken on the challenge late in 2009 of helping the fishermen with sourcing appropriate health and safety training courses after they contacted the Jersey Safety Council outlining their problem with the current situation of legislation but no on-island training.

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### **Mr Clive Russell** – Operations Assurance Manager, States of Jersey Fire & Rescue

As a serving fire fighter with over 20 years experience Clive has a broad experience of when health and safety goes wrong.

Clive is a member of the Institute of Fire Engineers, International Institute of Risk and Safety Management, a graduate of the Institute of Occupational Safety and Health holding a NEBOSH qualification.

On Council Clive has specific responsibility for media awareness, a role he has received training in as part of his Fire Commander role at the JFRS. Clive also sits on the Occupational Health Sub-committee.

### **Mr Mike Osborne** – Managing Director of Ronez Ltd

Mike has worked in the mining and quarrying industry for over twenty years, which is a work environment that might be described as hazardous, as it involves explosives and heavy plant and equipment. As a major employer within the quarrying industry Mike has added a unique skill set to the Council covering areas of expertise which could not be easily sourced locally.

On Council Mike has specific responsibility for the ongoing relationship building with industry and major employers to raise awareness and to gauge industry needs.

Mike was responsible for sourcing the speaker at the Health and Safety Inspectorate's one day health and safety awareness day on 16 July provided to all States of Jersey Chief Officers. Colin Jenkins is the MD of Aggregate Industries UK, a company with over 4,000 employees and a turnover approaching £1 billion.

### **Mr Paul Richardson** – Managing Director of Building Renovations.

Paul has worked within the construction industry of the island for over 25 years and has managed businesses providing both construction and support services.

With responsibility for 12 staff operating in many businesses throughout the Island and the person ultimately responsible for Health & Safety within his business Paul has gained considerable experience in this subject allowing him to better equip his clients in compliance, accident identification and risk reduction.

On Council Paul has specific responsibility for the website design & management, poster development and awareness campaigns along with the media library. Paul also sits on the Occupational Health Sub-committee.

# JSC ANNUAL REPORT 2009

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## **MEDIA**

Clive Russell undertook several radio interviews during 2009 and the JEP have utilised press releases prepared by Clive on topical health & safety matters as well as specifics such as training and awareness campaigns.

The JEP also contacted Clive to discuss a specific story, the first time the press have sought out our advice and an indication of the new relationship achieved through a dedicated media officer within the Committee.

The JEP also ran correspondence from us in the 'letters' section providing defence to negative health & safety letters and articles. Clive requested this area as he has had training and already deals with the media in his job in the Fire Service.

We also had an article in Business Brief as part of their health and safety special.

## **ADVERTISING AND PROMOTION**

Paul Richardson volunteered to undertake the advertising and promotion aspect of council as he has experience in this area.

As part of the promotion of the Jersey Safety Council, we believe we should be seen to be a voice of constructive comment and therefore he replied on behalf of the JSC to the Asbestos ACoP consultation document that the Inspectorate sent to various interested parties. The Health and Safety Inspectorate recognised the input and were able to take on board comments received.

Council agreed that the use of posters as a medium to raise awareness to health, safety and occupational health issues was the best method to raise the profile of safe working. A selection of posters were developed allowing council to target specific elements at a time and focus awareness campaigns to raise general awareness to the subjects concerned.

In 2009 5 A4 posters were developed using the tag line "Use your Head" in English, Polish and Portuguese to raise awareness, specifically within the construction industry, of manual handling, falls from height and COSHH, care of substances hazardous to health.

The posters are part of a rolling programme of activities planned by council across two years and would be accompanied by radio and media campaigns.

The posters would be posted to a mailing list of suitable businesses with a covering letter explaining the additional points of information and support available to them. These posters would also be available for download from the Council website.

Council was also contacted by the HSE in the UK who offered their asbestos posters to us with amendments for local usage free of charge. These posters will be incorporated in to the future awareness campaign.

The Council undertook a review of its education VHS library and a decision was made to update this to DVD and increase the variety and appropriateness of the material available.

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Research was undertaken to establish what DVD media was suitable and available and a proposition made to Council with an overview of each title chosen.

Once the research had been reviewed the Council authorised the purchase of 10 educational DVD's.

The existing library of video and DVD's held by Council has been marginalised in its location at the back of the Jersey Library, only accessible by request. This was considered to be ineffective and the DVD's have been relocated and are available via the Council secretary and have already attracted interest due to the current and applicable nature of their content.

The secretary will be reporting to Council of the usage trends to fully establish usage and the need for any additional DVD material in the future.

### **WEBSITE**

Since the website became established we have been monitoring visits and page viewing data to establish the usefulness and effectiveness of the information contained. Whilst it is not possible to survey the users we can confirm that during the twelve months of 2009 3,925 visitors to our website viewed 15,723 pages for an average of 3 minutes per page. Of these visits 2,470 returned to the site. This equates to an average 10 visits a day.

Development, as always with this type of medium, is ongoing and requires regular updates to ensure that current and applicable topics are available.

The website has allowed Council to supply contact details of support services and suppliers who might not have normally been located by the business community.

We have developed the front page of the website to incorporate a 'topic of the month' to keep the website fresh and interesting and to highlight various health and safety subjects that might be in the news at the time. To date we have covered site trespassing, in particular 'tomb stoning', asbestos, electricity and fire.

The latest addition to the website is a section on 'When Things Go Wrong' which is a series of case studies from accidents and prosecutions both in Jersey and the UK which are relevant to the island and problems that employers might encounter.

The Passport to Safety Scheme was updated towards the end of 2009 with a French version of the scheme becoming available to add to the English, Portuguese and Polish already available. Our site is now the sole host for this important scheme within the construction industry.

To assist with the construction regulations a working party was established by Colin Myers which consists of several members who spend much of their time out of island. To this end Mr Myers asked Council if we would host a secure forum on our website exclusive to the working party to enable them to make comments on the paper.

## **OVERSEAS PROJECT**

Tony Allchurch stepped down from Council at the start of 2009 when his term of office was at an end. However, he was keen to continue with a project dealing with overseas aid health & safety awareness that he had started for Council that was felt to be an important and overlooked section of health and safety.

It had been established that there were a number of people in Jersey who volunteer to take part in 'Overseas Aid' projects, helping communities in third world countries, often undertaking construction work. Tony had himself taken part in a Kenyan project funded through his local Church and noted that there were many helpers that, whilst willing and able, had no understanding of health & safety best practices.

Tony created a presentation for Mr Dave Ellis of the Overseas Aid team and presented it to the volunteers in August 2009 prior to their Overseas Aid project departure in October 2009. It was found to be of such good value we have been asked that it be made part of any future team pre-trip training. Tony will continue to work on fine tuning the presentation to include handouts etc. Once completed it will be made available through the Council website and by direct distribution as and when requested.

## **FINANCE**

Based on the 3 year plan created by Council a review of planned activities and funding requirements was undertaken in 2005 and a reduced grant request made. The Council felt that with income from training etc the grant could be reduced from £50,000 to the current £33,000 received whilst still remaining effective.

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

## **TRAINING**

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

## **ASBESTOS CAMPAIGN**

Posters were distributed to DIY and building merchant stores on asbestos as an additional part of the campaign started in 2008.

## **OCCUPATIONAL HEALTH IN CONSTRUCTION SUBCOMITTEE**

After the establishment of this subcommittee in 2008 Council was unable to gain any enthusiasm from the construction industry and received no questionnaire responses from the sector despite repeated requests.

Council decided that the asbestos radio campaign was so successful it would go ahead and run a campaign for occupational health in construction tied up with a poster and possibly tool box talks on sites.

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It was agreed to focus on musculoskeletal disorders in the first instance and has asked the Committee to reconvene early in 2010 to move it forward.

### **ECO-ACTIVE**

Whilst the Jersey Safety Council is run from the home of the secretary and therefore limited in the positive effect to the environment as an organisation it can make, the Council still felt it worthwhile to support this initiative and to receive any information that would enhance the work we do.

Council are now registered within level 1 of the scheme.

### **AWARENESS RAISING**

Through contact from the Jersey Business Venture, Annie Le Voguer met with Sara Durnford Lloyd, a PR professional, who reviewed the activities of the Jersey Safety Council. She provided a selection of ideas which would aid Council in the future with raising our profile and general awareness to health & safety matters.

Following this initial meeting Paul Richardson and Clive Russell were booked to have some time talking to her, though Clive was called away at last minute due to work commitments. Paul was able to seek her advice and skills in furthering his own knowledge and therefore enhancing his ability to be more effective in the work he provides for the Jersey Safety Council.

### **GRANTS**

#### **JOSHA**

In 2009 the Jersey Safety Council provided JOSHA with an operational grant of £1,000 to ensure they continue their ability to provide high level speakers and presentations to the construction and related industries. This is the first time JSC have issued JOSHA with any monetary assistance since 2005.

#### **FIRE SAFETY**

The Jersey Safety Council looked at developing further the fire extinguisher training undertaken. Previously part of the course involved a 'crib fire' scenario, allowing individuals the opportunity of holding a fire extinguisher and directing it on the flames as a visual demonstration. With new pollution legislation it was no longer able to offer this stimulating demonstration.

After some debate on how best the course could be improved to ensure any user of fire fighting equipment had a better understanding of the behaviour of fire when an extinguisher is operated, Clive Russell and Annie Le Voguer met with Channel TV to discuss a possible 5-10 minute DVD to explain fire extinguishers and when/when not to use them.



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Research was also undertaken into the training methods used elsewhere including the use of DVD packages. DVD's were discounted as a primary training tool as they do not offer the "real life" feel to operating an extinguisher and could cause confusion in the event of a real fire.

It was agreed by Council that the purchase of a demonstrational fire unit would be the most effective way of providing fire extinguisher training.

At the end of 2009 a fire unit arrived and in early 2010 a 'handover' will take place. The Jersey Fire & Rescue Service will update Council on training course attendance. The training rig has been branded with the Jersey safety Council logo so the Council support for this training tool continues to be recognised.

Council has also requested that the Fire & Rescue Service use the training unit for a minimum of two community safety events in 2010 for the purpose of offering guidance to non work related potential fire extinguisher users such as the occupant of high rise flats.

### **TRAINING**

Council set aside money for a training course for small businesses, offering the half day for free to small and new business. The Training Needs Analysis course has been specifically designed to offer guidance to employers and senior managers of how to undertake risk assessments for tasks undertaken by employees and the importance of understanding the tasks set to them.

The course ran twice in 2009, both times making a profit with the attendance of established company representatives alongside the smaller businesses. The Jersey Safety Council intends to continue this initiative in 2010.

### **JERSEY OCCUPATIONAL SAFETY & HEALTH ASSOCIATION**

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

### **THANKS**

Firstly, the Jersey Safety Council expresses it's thanks to the Minister for Social Security for his decision to continue support of health and safety by approving the grant to the Jersey Safety Council.

Thanks go to the following:

The Jersey Fire & Rescue team and Mark Embrey for delivering the fire awareness and manual handling training.

To the local trainers Dave Ward, Richard Tremellen-Frost and Jonathan Coyde for DSE training, Risk management and NEBOSH courses. Special note to Jonathan Coyde who achieved a 100% pass rate for our NEBOSH delegates, 4 of whom received a credit. This high end training course takes two weeks of intensive study and is an equivalent to NVQ3.

## JSC ANNUAL REPORT 2009

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A thank you must also go to AFM Ltd, Fire & Rescue HQ and St Paul's Centre for the use of their training facilities. All these resource providers remain helpful and friendly in offering Council their facilities and refreshments at reasonable costs.

Thanks to the Health and Safety Inspectorate for their advice and assistance where required.

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

# JSC ANNUAL REPORT 2009

## APPENDIX A

### Courses organised by Council between 1 January & 31 December 2009

Date	Course	Duration	Delegates
<b>2009</b>			
19 February	Fire Safety Awareness	2 x ½ day	36
18 March	Fire Safety Awareness	2 x ½ day	32
2 April	Fire Safety Awareness	2 x ½ day	31
21 May	Fire Safety Awareness	2 x ½ day	35
18 June	Fire Safety Awareness	2 x ½ day	37
2 July	Fire Safety Awareness	2 x ½ day	35
6 August	Fire Safety Awareness	2 x ½ day	25
24 September	Fire Safety Awareness	2 x ½ day	35
22 October	Fire Safety Awareness	2 x ½ day	35
17 December	Fire Safety Awareness	2 x ½ day	28
27-29 May	Manual Handling Instructor	3 day	11
30 Mar – 3 April	NEBOSH Part II plus exam	6 days	6
17 June	Safety Training Needs Analysis	½ day	5
14 August	Safety Training Needs Analysis	½ day	6
	<b>Total delegates trained</b>		<b>357</b>

## APPENDIX B

### **JERSEY OCCUPATIONAL SAFETY AND HEALTH ASSOCIATION.** **REPORT FOR 2009 BY THE CHAIRMAN OF THE MANAGEMENT COMMITTEE.**

The Committee for 2009 was Dave Ward, (Chairman) Paddy Guyomard, (Vice Chairman) Martin Holmes, (Treasurer) Andy Holmes, Bill Dark, Richard Tremellen- Frost and Doug Taylor Fitch. Annie Le Voguer was retained as Secretary. Andy, Bill and Doug remained as Events Co-ordination sub committee with Richard taking on a UK Liaison role.

The sixth annual general meeting was held on Thursday 19 February at the Radissons Hotel and welcomed over 45 people to the night. Guest speaker this year was Steve Marshall, Health and Safety Adviser to the British Antarctic Survey. Steve provided an insight into the problems involved with extreme conditions and showed us an excellent selection of pictures.

JOSHA next met on May 13<sup>th</sup>, again at Radissons with Clare McCardell coming over from Guernsey. Clare is a qualified Occupational Health Nurse, working across the Channel Islands and was able to part with a little of her extensive knowledge on the subject of occupational health at work.

With talk of construction regulations moving forward in Jersey, JOSHA welcomed Nick Tracey to the island on July 9<sup>th</sup> to explain just how the UK CDM regulations were set up and how successful they have been. Nick is a partner in a UK health and safety consultancy which specialises in CDM co-ordination work and is a Fellow of the Association of Project Safety. The talk was held at the Royal Yacht Hotel in conjunction with one by Colin Myers, Director of the Health and Safety Inspectorate in Jersey, who gave an overview of the local angle on construction. JOSHA held this event in conjunction with the Jersey Construction Council and saw over 65 attendees.

We met again on the 27<sup>th</sup> November when the newly elected IOSH President, John Holden, spoke to 30 members at the Metropole Hotel. John had been in Guernsey the night before as guest to the GOSHA AGM and awards ceremony, a joint booking between associations.

We were lucky to have the opportunity of offering members a site visit to the TTS storm water cavern under Mount Bingham in early December. This opportunity is only available when there is a gap in their work schedules and because of this, TTS could only offer it last minute and at restricted time. This meant only half a dozen people were able to make it but did enjoy the visit.

During the year the Committee met on a monthly basis and were kept in touch with any updates through email, by the secretary.

We are grateful to the membership and look forward to seeing this increase next year as the Chairman and Secretary expand their contacts throughout the Island. Membership subscriptions, along with a grant from the Jersey Safety Council help provide evenings at reduced cost and cover any expenses in obtaining speakers.

We believe that keeping the membership rate the same since 2003 enables us to maintain acceptable funding levels whilst offering value for money to members.

## JSC ANNUAL REPORT 2009

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Martin Holmes, as Treasurer, has continued to provide JOSHA with monthly financial statements and has kept an eye on our finances throughout the year. As stated above funds were topped up by a £1,000 grant from the Safety Council, for which we are very grateful.

Paddy Guyomard has been active in providing newsletters that offer health and safety updates locally and in the UK, with links to sites we think might be of interest and relevant to members. He is always pleased to receive any news from JOSHA members, which can be sent via our secretary Annie.

Andy Holmes, Bill Dark and Doug Taylor Fitch are constantly on the lookout for quality speakers and have been successful in sourcing people that are not only at the top of their profession but are also able to speak with conviction and with humour.

Richard Tremellen - Frost continues to keep a weather eye on developments in the UK which may be of interest to members and maintains links with other professional organisations on our behalf.

Of course talk about of the officers and members of the committee cannot go by without mention of Annie, our long suffering Secretary who keeps agenda's, minutes and other communications flowing so efficiently throughout the year.

JOSHA's section of the Jersey Safety Council web-site is one that is always on the list as most clicked. We are pleased that we are able to offer this facility and will continue to develop it.

The continued development of JOSHA through 2009 owes much to the kind support and encouragement that we receive from the Jersey Safety Council and I am grateful to its chairman, Bob Staddon, for his interest in our activities. Colin Myers and the Health and Safety Inspectorate continue to make very valuable and important contributions to our meetings and provide us with advice and information whenever required.

Before leaving the activities of 2009 it should be noted that JOSHA responded on your behalf to the consultation prior to publication of the revised Asbestos ACoP and the Chairman and Treasurer are both members of the present working party looking at the revision of Jerseys Construction Regulations.

We are working on a programme of events for 2010 which is almost complete and will be posted soon. We are just waiting on a couple of speakers to confirm, but the topics and dates have been chosen. We are also looking at more ad hoc site visits during the year as opportunities arise.

Dave Ward  
Chairman, JOSHA.  
January 2010

## JSC ANNUAL REPORT 2009

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<b>JERSEY OCCUPATIONAL HEALTH &amp; SAFETY ASSOCIATION</b>			
19 February	Steve Marshall, British Antarctic Survey	Evening	55
13 May	Clare McArdell, Occupational Health	Evening	23
9 July	CDM with Nick Tracey UK, Colin Myers, HSi	Evening	65
27 November	John Holden, President, IOSH UK	Evening	29
10 December	Cavern visit with TTS	Afternoon	6

# JSC ANNUAL REPORT 2009

## APPENDIX C

	Budget 2010	Budget 2011	Budget 2012	Budget 2013
<b>Social Security Grant</b>	32,136.00	28,922.40	28,922.40	28,922.40
<b>Course / Seminar income</b>	24,000.00	22,000.00	22,000.00	20,000.00
<b>Bank Interest</b>	741.60	250.00	50.00	-
<b>TOTAL INCOME</b>	<b>61,371.60</b>	<b>51,172.40</b>	<b>50,972.40</b>	<b>48,922.40</b>
<b>Course / Seminar expenses</b>	20,000.00	18,000.00	17,000.00	17,000.00
<b>Wages (admin)</b>	22,500.00	22,950.00	23,409.00	23,877.18
<b>Transport (admin)</b>	1,208.79	1,250.00	1,250.00	1,250.00
<b>Equip</b>	303.85	300.00	300.00	300.00
<b>Educational materials &amp; posters</b>	4,554.50	4,600.00	4,700.00	4,800.00
<b>Promotional &amp; awareness</b>	7,000.00	5,000.00	5,000.00	5,000.00
<b>Stationery</b>	900.00	900.00	900.00	1,000.00
<b>Grants</b>	3,000.00	2,500.00	2,500.00	2,500.00
<b>Misc</b>	1,300.00	1,300.00	1,300.00	2,900.00
<b>Tel/Post</b>	3,800.00	3,800.00	3,800.00	3,800.00
<b>Insurance</b>	1,000.00	1,000.00	1,000.00	1,000.00
<b>TOTAL EXPENDITURE</b>	<b>66,200.28</b>	<b>61,600.00</b>	<b>61,159.00</b>	<b>63,427.18</b>

## JSC ANNUAL REPORT 2009

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<b>Total Income</b>	61,371.60	51,172.40	50,972.40	48,922.40
<b>Total Expenditure</b>	66,200.28	61,600.00	61,159.00	63,427.18
<b>Balance per year</b>	<b>4,828.68</b>	<b>10,427.60</b>	<b>10,186.60</b>	<b>14,504.78</b>
<hr/>				
<b>Reserves carried forward</b>	45,353.72	40,525.04	30,097.44	19,910.84
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<b>Reserve used in period</b>	4,828.68	10,427.60	10,186.60	14,504.78
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<b>Position at year end</b>	40,525.04	30,097.44	19,910.84	5,406.06

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## APPENDIX D

### THE JERSEY COUNCIL FOR SAFETY & HEALTH AT WORK

#### Council members

Mr R Staddon (Chairman)  
Mr M Baudains  
Mr C Russell  
Mr P Richardson  
Mr M Osborne  
Mr A Allchurch (co-opted)  
Mr C Myers (ex officio)

#### Secretary/Treasurer

Mrs A Le Voguer

#### Address

Cheval de Mer  
Rue de Rondin  
ST Mary  
JERSEY  
JE3 3AE

#### Auditors

BAKER HOMYARD  
Ingouville House  
Ingouville Lane  
St Helier  
JERSEY JE2 4SG

**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 2009**

## Jersey Council for Safety and Health at Work

<b>Council</b>	Mr R Staddon (Chairman)  Mr M Baudains Mr C Russell Mr P Richardson Mr M Osbourne Ms S Ashford (co-opted) Mr A Allchurch (co-opted) Mr C Myers (ex officio)
<b>Secretary / Treasurer</b>	Mrs A Le Voguer
<b>Address</b>	Cheval de Mer Rue de Rondin St Mary JE3 3AE
<b>Auditors</b>	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 31 December 2009 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.

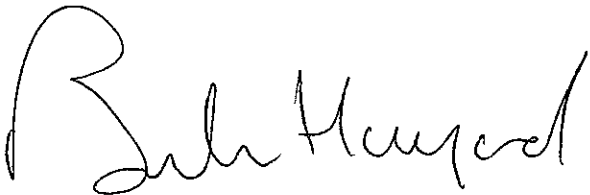
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity 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 2009 and of its results for the year then ended.



20 April 2010

**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 2009**

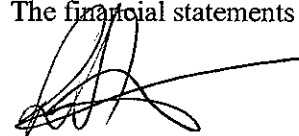
	2009		2008	
	£	£	£	£
<b>Income</b>				
Grant - Social Security Committee		31,200		31,200
Training, courses and conferences fees		26,123		31,538
Bank interest		45		1,265
JOSHA		1,701		685
		<u>59,069</u>		<u>64,688</u>
 <b>Administrative expenses</b>				
Training courses, conferences and seminars	20,325		26,925	
Administration	30,383		27,662	
Equipment	201		1,077	
Educational materials	1,162		81	
Advertising and promotion	1,450		3,305	
Grants / subscriptions	13,743		6,223	
Audit and accountancy	962		905	
JOSHA	2,688		666	
Insurance	975		-	
Miscellaneous	636		1,303	
		<u>72,525</u>		<u>68,147</u>
<b>Net deficit for the year transferred to accumulated fund</b>		<u><u>(13,456)</u></u>		<u><u>(3,459)</u></u>

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

**Balance sheet  
as at 31 December 2009**

	Notes	2009		2008	
		£	£	£	£
<b>Current assets</b>					
Debtors	3	672		2,701	
Cash at bank and in hand		52,231		64,155	
		<u>52,903</u>		<u>66,856</u>	
<b>Creditors: amounts falling due within one year</b>	4	(3,321)		(3,818)	
<b>Net current assets</b>			<u>49,582</u>		<u>63,038</u>
<b>Net assets</b>			<u>49,582</u>		<u>63,038</u>
<b>Funds employed</b>					
Accumulated funds	5		<u>49,582</u>		<u>63,038</u>
			<u>49,582</u>		<u>63,038</u>

The financial statements were approved by the Committee on 17<sup>th</sup> March 2010 and signed on its behalf by

  
Mr. R. Staddon  
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 2009

#### 1. Accounting policies

##### 1.1. Accounting convention

The financial statements are prepared under the historical cost convention .

##### 1.2. Equipment

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

##### 1.3. Stock

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

##### 1.4. Grant

The grant received from the Social Security Committee was £31,200 for the calendar year 2009.

##### 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

	2009	2008
	£	£
Debtors and prepayments	672	2,701

#### 4. Creditors: amounts falling due within one year

	2009	2008
	£	£
Creditors	3,321	3,818

## Jersey Council for Safety and Health at Work

### Notes to the financial statements for the year ended 31 December 2009

..... continued

5. Reserves	Accumulated	Total
	fund £	£
At 1 January 2009	63,038	63,038
Retained deficit for the year	(13,456)	(13,456)
At 31 December 2009	<u>49,582</u>	<u>49,582</u>

#### 6. The Jersey Occupational Safety & Health Association

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

Membership payment has now been established and Council has set aside an annual grant of £1,000 in its three year budget to help the Association if required. To date only in 2009 has JOSHA sought and been awarded a grant of £1,000.