

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 1st January to the 31st December 2010 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, by way of 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.

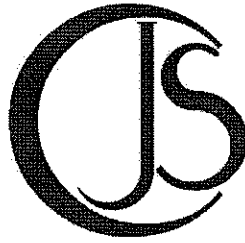
3. RECOMMENDATION

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

Colin Myers
Director of Health and Safety

4th July 2011

Appendix



THE JERSEY SAFETY COUNCIL

ANNUAL REPORT 2010

The Jersey Safety Council had an unusual year with the retirement of Bob Staddon in June, a member of the JSC for 21 years and Chairman for the past 9 years along with changes to other Council members.

The position of Chairman was filled by an existing member of the Council Committee, Paul Richardson, who then sought to find a new recruit.

Clive Russell, a member of Council for two years, resigned due to pressures of work which left us with two spaces to fill. We are pleased to have received interest from Simon Boarder and Sarah Holland, who started attending Council meetings in August before being officially recognised by the Minister in November. This had allowed them time to see how Council functioned and to decide if they were ready for the challenge.

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

Bob was Chairman for the first half of 2010, overseeing the initial development of the year with particular interest to the financial situation. Bob was actively looking to ensure value for money from the States grant for a number of years through effective budget controls, planning and team meetings and helped steer the Council to in preparing the 5 year financial outlook before his departure.

Mr Paul Richardson – Managing Director of Building Renovations Ltd

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

As an employer of over 60 staff at times during his career, operating in many businesses throughout the Island and the person ultimately responsible for Health & Safety within each business, Paul has gained considerable experience in this subject allowing him to better equip his employees and clients in compliance, accident identification and risk reduction.

For the first half of 2010, Paul had specific responsibility for the website management and ongoing design, poster development and awareness campaigns along with the updating of the DVD media library. Paul also sat as Chairman of the Occupational Health Subcommittee.

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He applied for the position of Chairman to replace Bob Staddon and was officially accepted in July. At the Council meeting of July, Paul put forward his goals for the Council which were received positively by the rest of the group. A copy of which is attached for your reference.

He has been actively pushing forward the occupational health in construction campaign along with his Passport to Safety vision (see section below).

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. He was seconded to the Waterfront Enterprise Board from Jersey Harbours to provide valuable engineering support.

Mike had 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. This continued throughout 2010. Through bringing together the appropriate people at a meeting, the Fishermen were able to obtain the relevant training required complying with Jersey regulation, which then proceeded to take place during the year. The JSC agreed to provide 25% funding towards the training as a one-off grant to help those in what is well known to be one of the most dangerous work environments.

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

As a serving firefighter with over 20 years experience Clive has a broad experience of when health and safety goes wrong. Clive was responsible for media awareness.

In July of 2009, Clive found his work demands became too great to commit himself fully to the Council and with the change of Committee felt it was best to step down.

Mr Mike Osborne – Managing Director of Ronez

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.

Mr Simon Boarder – Managing Director of Brenwal Ltd

Simon has been involved at a number of levels throughout a diversified career within the Civil Engineering Industry. As a company Director in recent years, Simon has been able to apply this experience to tackle health and safety from a strategic company perspective bearing overall responsibility for the effective delivery of Health and Safety policies and objectives. Simon achieved his NEBOSH in Construction qualification this year.

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Simon came to the Council with a suggested project of putting together a health and safety JEP supplement that will be distributed to 23,000 people. The Jersey Safety Council would be able to promote itself and the work it does to a greater audience and provide an opportunity of using the pages to offer constructive advice and support for various relevant topics such as risk assessment. Simon has been actively seeking sponsorship support from the local health and safety industry to enable this publication to be rolled out in 2011.

It is intended to see this supplement out in the spring of 2011 with a view to making it an annual or bi-annual JEP insert.

Mrs Sarah Holland – Kleinwort Benson

Sarah has worked in both the Hospitality and finance industries for over twenty years in the UK, Jersey and Guernsey, where she has been responsible for the health and safety of both staff and the general public. She is both NEBOSH and IOSH qualified.

Sarah is currently working for Kleinwort Benson Jersey Ltd and as such offers the Jersey Safety Council a step in the door to the finance industry where health and safety can often be overlooked or taken for granted.

Sarah took responsibility within Council for reviewing the accounts reporting and was tasked with updating the current spreadsheets and reviewing the budget.

Sarah also took responsibility for liaising with Webreality, our web designers, to produce a detailed quotation for the provision of the internet based 'Passport to Safety' testing station scheme for all sectors.

A full list of Council members is found in Appendix C.

MEDIA

Clive Russell continued to provide contact with the press during the first half of 2010.

Following his departure Simon Boarder agreed to take on this role and is working with the JEP on the supplement (as previously mentioned).

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 in the Island.

To undertake this Council has met with industry leaders from all sectors to table the proposal for this scheme. This meeting was undertaken in September and was accepted as beneficial in principle by all those present.

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Follow up presentations with members of the finance sector and youth workers were held in November.

It is hoped that other sectors will offer their support in 2011 as the scheme develops.

With the IT planning now progressing at a pace it is hoped that the scheme will be in test during the latter part of 2011.

ADVERTISING AND PROMOTION

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, in three languages, allowing council to target specific subjects and focus awareness its awareness campaigns to best effect.

In 2010 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 year years and will be available to download from the Council website.

The new Council DVD library saw an increase in demand during 2010. Having purchased an initial selection of new titles at the end of 2010, the Council added to it with the second part to the Fire Safety in Care Homes DVD.

WEBSITE

The website has been updated to on a regular basis with new sections on occupational health in construction and a risk assessment page being added.

Several articles from various health and safety magazines have been added that have local relevance.

An audit of the island's trainers was also undertaken to ensure that all qualifications listed on the site were accurate and accountable. Only one did not take part and subsequently the information for this trainer was removed from our site. The JSC have copies of qualifications on file to refer to for verification.

Data taken from google analytical shows that during 2010, 22,797 pages were viewed compared to 15,723 in 2009. Average visits per day went up from 10.75 to 17.81. The Jersey Safety Council can breakdown visits to each section of the site which has allowed us to see where our focus should be and enable us to increase the information in section of interest.

The law, policy and the Passport to Safety sections received doubled the number of hits from 2009 to 2010, being our most viewed sections.

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OVERSEAS PROJECT

Tony Allchurch has been keen to continue with providing talks with overseas aid on health & safety awareness and has conducted half a dozen throughout 2010.

FINANCE

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

OTHER MATTERS

OCCUPATIONAL HEALTH IN CONSTRUCTION SUBCOMITTEE

Following discussions it was decided to launch a campaign for musculoskeletal disorders within the industry. In view of budgetary restrictions, the JSC did not use the media to advertise, instead printed a poster in 3 different languages, English, Portuguese and Polish. This was then distributed using the Health and Safety Inspectorate's database and sent to nearly 700 companies. These posters have become evident on notice boards and site offices across the Island.

A section on the website was also created with all posters available to download. During the weeks that followed statistics show that the number of 'hits' direct to the page accounted for over 10% of all pages viewed.

To back up our poster campaign we sought the assistance of our manual handling trainer, Mark Embrey. Mark was in the Island for a 'train the trainer' 3 day course and agreed to offer a toolbox talk to the construction industry. 2 major contractors took this up and Mark subsequently visited 6 sites in one day, talking about long term damage through incorrect lifting and demonstrating correct technique to employees.

Some feedback we received from recipients is shown below;

"He told us the facts, and didn't dither to drag it out, and with the help of his models put the point across very well. He also threw in some humour as well, which made listening worth while!"

"Think the guys on site take more of an interest to outside people, I get the feeling if we discuss these items the guys just think we are harping on to them again."

The main issue identified during the tool box talks were problems with the larger, locally manufactured and supplied, concrete blocks, being 30kg in weight. Legislation in the UK limits the weight of these types of building product to 20kg maximum weight by legislation. Council has learned that the heavier concrete block size is a result of the cost of importing materials and whilst companies do have a choice, some prefer to use the cheaper, heavier version.

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ECO-ACTIVE

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

AWARENESS RAISING

This area has been covered this year by the campaign in the construction industry on occupational health. We also continue to raise awareness through our website with the use of articles, information and links.

GRANTS

JOSHA grant

JOSHA's 2010 AGM financial report showed that they were in a comfortable position to continue the year without the necessity of any help from the Jersey Safety Council. Therefore no grant was provided in 2010. JSC will continue to monitor the situation as it is accepted that the association provides a valuable resource for health and safety professionals in the island with a network to meet and share information.

Below is a list of speakers and quantity of attendees to JOSHA meetings throughout 2010.

JERSEY OCCUPATIONAL HEALTH & SAFETY ASSOCIATION			
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 (Limited pass)	Afternoon	6

Fishermen grant

The Jersey Safety Council also agreed to provide a small grant to assist the Fishermen Association to provide specific training required to meet local legislation now in force.

This enabled on-island trainers to set up specific dates and much of the necessary training took place in 2010.

Safety in action grant

The Council Secretary attended a Safety in Action day at Highlands College in July. She watched Year 5 primary children go through a series of safety demonstrations including beach, kitchen, road and construction site safety along with first aid and fire safety awareness. The Jersey Safety Council agreed to sponsor a booklet that was required in print form by primary school teachers to distribute in advance to their class, in conjunction with JOSHA, each putting £250.00 towards cost of production. Both logos will be added to the booklet available in 2011.

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TRAINING

With the aim of looking towards providing information and advice through other means, the Jersey Safety Council now looked to only provide training courses that local providers did not supply.

The bespoke course, Safety Training Needs Analysis, saw only one training course during 2010 and plans are underway to raise awareness to this course throughout 2011.

A three day manual handling train the trainer took place again, though it was noted that numbers were considerably down from previous years.

We believe that this may be due to the recession and budget restrictions this has placed on businesses.

Despite initial difficulty in finding enough people for the NEBOSH General certificate two week training course, resulting in a cancellation of the initial June date, Council did provide training in October/November.

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

LEAVING

We said a formal goodbye to Bob Staddon at the end of June. Due to the outstanding contribution he has made during his 21 years with the JSC, an early evening buffet was arranged for those that had worked with him over the years, along with the past and present Ministers of Social Security. Bob received of presentations and enjoyed the company of over 25 attendees.

Bob's achievements over this tenure as Chairman are too numerous to mention but his contribution to the work of Council will be missed.

We said a formal goodbye to Tony Allchurch in May 2010 with a small lunch for those that had worked with him on Council.

Tony's biggest achievements during his time was the setting up of JOSHA, which he continued to champion as Chairman for several years and the health and safety talks for Jersey workers in third world countries. During his time on JOSHA he was part of a working party that produced an IOSH scheme for students entering into the workforce, for which he received an Honorary Fellowship to IOSH, recognising his contribution in the UK.

Despite his retirement from Council duties we are happy to note that he continues to provide talks to teams taking part in various charitable works in third world countries.

We also said goodbye to Clive Russell who resigned in August of 2010.

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Our thanks to all three who have provided invaluable help and support to health and safety improvements during their time 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 go to the following individual and supporting companies:

Jonathan Coyde and Ross Coppolo of Coppolo and Coyde Ltd for their development and delivery of the NEBOSH and Safety Training Needs Analysis training courses.

Mark Embrey for the Manual Handling train the trainer course. Mark continues to return to Jersey on an annual basis to train up others to take back to their workplace the ability to train, monitor and review their employees in manual handling matters.

The RJA and HS and the TA Centre for the use of their venues for the 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.

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

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APPENDIX A

Courses organised by Council between 1 January & 31 December 2010

Date	Course	Duration	Delegates
2009			
29-31 March	Manual Handling Instructor	3 day	7
1 April	Toolbox talks – Manual Handling	1 day	100+
21 September	Safety Training Needs Analysis	½ day	2
11-15 October	NEBOSH Part I	5 days	8
1-5 Nov (9&11 Nov)	NEBOSH Part II (and exam)	7 days	
	Total delegates trained		117+

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APPENDIX B

	Budget 2011	Budget 2012	Budget 2013
Social Security Grant	28,922.00	28,922.00	28,922.00
Course / Seminar income	22,000.00	20,000.00	20,000.00
Bank Interest	50.00	50.00	-
TOTAL INCOME	50,972.00	50,972.00	48,922.00
Course / Seminar expenses	18,000.00	16,000.00	16,000.00
Wages (admin)	24,916.45	25,414.77	25,923.07
Transport (admin)	1,152.00	1,152.00	1,152.00
Equip	300.00	300.00	300.00
Educational materials & posters	3,600.00	3,700.00	3,800.00
Promotional & awareness	5,000.00	5,000.00	5,000.00
Stationery	900.00	900.00	1,000.00
Grants	2,500.00	2,500.00	2,500.00
Misc	1,300.00	1,300.00	2,900.00
Tel/Post	2,805.00	2,861.00	2,918.00
JOSHA	-	-	-
Insurance	995.00	1,000.00	1,015.00
TOTAL EXPENDITURE	61,468.45	60,127.77	62,508.07
Total Income	50,972.00	50,972.00	48,922.00
Total Expenditure	61,468.45	60,127.77	62,508.07
Balance per year	10,496.45	9,155.77	13,586.07
Reserves carried forward	43,181.00	32,664.55	23,508.78
Reserve used in period	10,496.45	9,155.77	13,586.07
Position at year end	32,664.55	23,508.78	9,922.71

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APPENDIX C

THE JERSEY SAFETY COUNCIL

Council members

Mr R Staddon (Chairman to 30 June)
Mr P Richardson (Chairman from 1 July)
Mr M Baudains
Mr C Russell (up to July 2010)
Mr M Osborne
Mr S Boarder (from 1 Nov 2010)
Mrs S Holland (from 1 Nov 2010)
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 2010

Jersey Council for Safety and Health at Work

Council

Mr R Staddon (Chairman to June 2010)
Mr P Richardson (Chairman from July 2010)

Mr M Baudains
Mr M Osbourne
Mr C Russell (to July 2010)
Mr A Allchurch (to Feb 2010)
Mrs S Holland (from Nov 2010)
Mr S Boarder (from Nov 2010)

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

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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 2010 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 2010 and of its results for the year then ended.

Baker Homyard

3 May 2011

**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 2010**

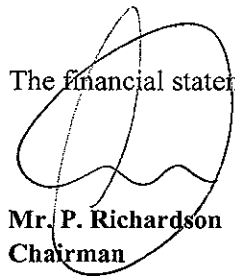
	2010		2009	
	£	£	£	£
Income				
Grant - Social Security Department		32,240		31,200
Training, courses and conferences fees		14,237		26,123
Bank interest		29		45
JOSHA		1,366		1,701
		<u>47,872</u>		<u>59,069</u>
 Administrative expenses				
Training courses, conferences and seminars	12,248		20,325	
Administration	28,671		30,383	
Equipment	302		201	
Educational materials	3,617		1,162	
Advertising and promotion	2,881		1,450	
Grants / subscriptions	1,550		13,743	
Audit and accountancy	953		962	
JOSHA	1,267		2,688	
Insurance	975		975	
Miscellaneous	1,809		636	
		<u>54,273</u>		<u>72,525</u>
Net deficit for the year transferred to accumulated fund		<u>(6,401)</u>		<u>(13,456)</u>

Jersey Council for Safety and Health at Work

**Balance sheet
as at 31 December 2010**

	Notes	2010		2009	
		£	£	£	£
Current assets					
Debtors	3	1,300		672	
Cash at bank and in hand		43,947		52,231	
		<u>45,247</u>		<u>52,903</u>	
Creditors: amounts falling due within one year	4	<u>(2,066)</u>		<u>(3,321)</u>	
Net current assets			43,181		49,582
Net assets			<u>43,181</u>		<u>49,582</u>
Funds employed					
Accumulated funds	5		43,181		49,582
			<u>43,181</u>		<u>49,582</u>

The financial statements were approved by the Committee on 16 February 2011 and signed on its behalf by



Mr. P. 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 2010

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 £32,240 for the calendar year 2010.

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

	2010	2009
	£	£
Debtors and prepayments	1,300	672

4. Creditors: amounts falling due within one year

	2010	2009
	£	£
Creditors	2,066	3,321

Jersey Council for Safety and Health at Work

Notes to the financial statements for the year ended 31 December 2010

..... continued

5. Reserves	Accumulated fund £	Total £
At 1 January 2010	49,582	49,582
Retained deficit for the year	(6,401)	(6,401)
At 31 December 2010	<u>43,181</u>	<u>43,181</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 it's 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.