

STATES OF JERSEY



JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK: REPORT FOR THE PERIOD 1ST JULY 2002 TO 30TH JUNE 2003

**Presented to the States on 11th May 2004
by the Employment and Social Security Committee**

STATES GREFFE

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK

Annual report 2003

Council was once more most grateful for the support of the Employment and Social Security Committee for its decision to continue its financial support of health and safety.

Communicating information

Telephone Helpline

Council launched its new telephone helpline service, under the registered business name of safetynet.jersey, on Monday 15th April 2002. Calls to the helpline were dealt with by a U.K. based consultancy, fully briefed in all aspects of Jersey's health and safety law, regulations and codes of practice. Dedicated telephonists took calls and either an answer was supplied immediately or, if the query was of a more technical nature, given an estimated response time for a specialist consultant to call back. All calls to the helpline were noted for statistical analysis but totally confidential. Enquiries to the helpline could also be sent by e-mail and answered by telephone or e-mail dependent on the enquirer's preference.

Despite giving the helpline a considerable amount of publicity at its launch Council recognised that it would take time for people to become fully aware of this new service. The helpline ran on a trial basis until December 2002 when it was found to have only received 50 calls. The expense of the set up and running costs could not justify its continuation and the helpline was put onto an answer phone from January 2003 with its full closure the end of May 2003.

Website

Council's website was originally produced through an internet company and only updated on a quarterly basis. In October 2002 a new package called Dreamweaver was added to the Council computer and by December 2002 the website was up and running. The site is fully maintained and run by the Secretary and updated as often as time permits. A forum has been set up on this site which allows users to log on and pose questions which can be answered by others thereby providing a base for the transfer of ideas and information across the workforce. As yet this forum remains unused but sample questions and answers will be placed to indicate how this system can be used.

Media

Press releases were sent to all media concerning the training courses, Safetynet, the new Ladder leaflet and JOSHA. The Jersey Evening Post ran an article on the appointment of the new secretary and has continued to provide assistance in raising awareness of our efforts through its business editor. The radio has also given air time to JOSHA and interviewed Ray Pettit on a manual handling course. Channel Television were slow to respond initially but have since become interested in this area and have interviewed the Chairman live twice and supported JOSHA with interviews prior to the events taking place both with the secretary and the visiting guest speakers. The Council is actively looking to seek further support of health and safety through the media.

New Association

One of the aims of Council as highlighted in The Way Forward was to set up a new 'JASO'. After much discussion the Jersey Occupational Safety & Health Association (JOSHA) was launched on February 21st 2003 at the Pomme d'Or Hotel with guest speaker being John Nichol, the RAF Navigator shot down and imprisoned during the previous Gulf War. 110 people attended this evening and the feedback forms showed that 100% enjoyed the evening.

A Steering group was set up to guide the association forward and Tony Allchurch, Council member, volunteered to head this up as its Chairman. The administrative work is dealt with by the Council Secretary and 4 members of

the working community also volunteered to be part of the group. They are Doug Hull who has since joined Council, John Le Signe from Channel Television, Paddy Guyomard from the J.E.C. and Cate Curwood of the Training Care Development Centre.

A second meeting was arranged for April 25th with guest speaker Judith Hann, from Tomorrow's World, who spoke about her work and the stress involved. 40 people attended, this time at The Grand Hotel. The smaller turnout was seen as partly due to the date, during a four day week just after Easter; and partly down to reality in that most associations do not have such high numbers consistently.

Membership was discussed and again feedback forms came back positive in favour of joining up and this procedure is now under way. JOSHA will be formally recognised as a health and safety association with ongoing meetings.

Newsletter and Information Leaflets

Council continues to promote its activities and other items of interest through its Newsletter that is circulated four times a year to all on its mailing list. During the last year arrangements have been made for various health and safety leaflets supplied by Council, along with the Newsletter, to be made available at a number of central locations in St. Helier. This is seen as yet another way in which to bring health and safety issues to the attention of more people.

Publications

The new Ladders publication out in June 2002.

Video Library

Council are looking at this area of its provision as much of the videos are now outdated. Little use was being given to them until the website introduced a section on availability when several people called to ask where they could be found. Council will be deciding whether to update videos or whether to purchase CD Rom format which is quicker to load onto a computer and run.

Training

Council has produced more courses during the first half of 2003 than in the previous year, due to demand. A full list of course and attendees can be found in Appendix 1.

Courses and seminars

The training courses provided by Council during the last year have been well supported and much appreciated. 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.

Other matters

Provision of health and safety training for non-English speaking workers

It is a continuing concern that non-English speaking workers are likely to receive little, if any, health and safety information and training. Council Members do not believe that it would be practicable to deliver training in languages other than English but would wish to find ways in which to assist employers communicate the necessary information to their workforce. Attempts to identify leaflets written in Portuguese, and similar to those produced by the HSE in the U.K., have not met with any success. Council has however produced a poster in Portuguese alerting readers to the dangers of slips, trips and falls which make up a large percentage of accidents at work.

The poster was also produced in English but has had little success at distribution as yet. With the increase in

Polish workers in the farm industry this has raised further questions as to the possibility of providing information in different languages.

The Jersey Hospitality Association provided the hotel industry with a series of courses aimed at the foreign members of the workforce, part of the course involved a day of health and safety induction. The Association approached the Council in the first instance but the remit was not something we could help with. However we did provide a few names who might help on the understanding that we were not recommending an individual and with this in mind the Association employed a local trainer who covered the subject to their satisfaction.

Education

Council felt that by introducing health and safety to secondary students it would allow for ground work to be covered before the student started work. To this end the Council Chairman and Secretary met with the Project Trident Director who arranged for Council to meet with the Careers Teachers from all Secondary schools. This has given both sides the opportunity of seeing what can be provided. Council sponsored the 'Be Safe' booklets given to every student taking part in the Project Trident 3-week work process (1500 a year). This booklet provides easy to read help and advice on health and safety in the workplace.

Council continues to look at ways it can provide help to students and will offer professional speakers to schools for group talks.

Construction site safety

Council's Chairman, along with Mr. Myers continued to be involved with representatives of the Constructor Industry during the last year.

The Council provided a grant to pay for a professional facilitator to attend the Jersey Builders and Allied Traders meetings and prepare a report which focused on induction training. Despite providing a detailed report with associated prices the JBATEF have been unable to make a further decision on action. The facilitator has been prepared to waive his fee in return for commitment to the induction training which he would help provide but even this has been met with no takers.

Council is disappointed at the negative response from the construction industry and continues to try to find ways to tackle this major problem.

Farewell and Welcome!

Members

At the end of 2002 Jason Drelaud took on a new job and found that he was unable to commit his time further to Council and thereby offered his resignation. Following this Council was sad to lose Mark Baylem in March 2003 after many years of service.

Council looked to the new JOSHA steering group set up to move the association forward. Doug Hull had previously been shortlisted for Council and was therefore asked if he would still be interested. He was and took over the position made vacant by Jason Drelaud in April 2003. Interviews are taking place for a replacement for Mark.

Secretary

Mrs. Jill Corbin, who has worked as Council's secretary for 11 years, resigned in March but agreed to continue to work until just beyond Council's year end (mid-July) in order to give Council time to appoint a successor and to allow for a handover period. This has resulted in a smooth changeover and Council welcomed Mrs. Annie Le Voguer as secretary.

Thanks

Council's most successful tutor is without doubt Ray Pettit who continues to provide a series of first class manual handling courses. Ray's enthusiasm and energy spills over to those attending and his reputation proceeds him.

Council also thanks the tutors and instructors from Key Consultancy who deliver most of the health and safety management courses on Council's behalf.

Council continues to work in partnership with the States of Jersey Fire Service in the provision of Fire Safety Awareness courses. We are grateful to all those staff who deliver the training or help in other ways.

Thanks also go to the T.A. for the use of their facilities for several of our courses along with The Water's Edge Hotel and the Durrell Wildlife Conservation Trust training centre who has recently been providing the Les Noyers Training Centre as an excellent venue.

Thanks are also due to many others, but in particular to Jersey Gas for much practical help during the last year and to the staff at the Health and Safety Inspectorate who have been so helpful towards the new secretary and continue to provide her with assistance when needed.

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”.*

In doing that it will surely encourage everyone in the workplace to achieve ever higher standards and so reduce the incidence of accidents and ill-health.

Courses/Seminars organised by Council between 1st July 2002 and 30th June 2003

Date	Course	Duration	Delegates
2002			
22nd July	Fire Safety Awareness	2 x ½-day	33
26th July	Fire Safety Awareness	2 x ½-day	30
6th September	Fire Safety Awareness	2 x ½-day	21
23rd September	Managing Safety Part I	1 day	11
24th-27th September	IOSH	4 days	13
7th October	Managing Safety Part I	1 day	17
25th October	Fire Safety Awareness	2 x ½-day	31
7th-8th November	Manual Handling	2 x 1-day	26
11th November	Manual Handling Assessor/Instructor	3 days	9
25th November	Fire Safety Awareness	2 x ½-day	26
2nd December	Fire Safety Awareness	2 x ½-day	24
6th December	Fire Safety Awareness	1 x ½-day	9
2003			
20th January	Fire Safety Awareness	2 x ½-day	20
17th February	Managing Safety Part I	1 day	17
18th February	Managing Safety Part II	1 day	11
4th March	DSE Assessor	2 days	15
6th March	DSE Assessor	2 days	17
17th March	Fire Safety Awareness	2 x ½-day	26
1st-2nd April	Cat/Genny	4 x ½-day	28
1st April	DSE Assessor	2 days	13
3rd April	DSE Assessor	2 days	11
28th April	NEBOSH	10 days	7
12th May	IOSH	4 days	6
9th June	Fire Safety Awareness	2 x ½-day	33
12th, 13th, 16th June	Manual Handling	3 x 1-day	42
16th-18th June	Manual Handling Assessor/Instructor	3 days	7
	Total delegates trained		503

21st February 2003	JOSHA	Evening	110
25th April 2003	JOSHA	Evening	39

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK

Council	Mr. R. Staddon (Chairman) Mr. N. Laugeard (co-opted from March 2002) Mr. C.P. Lister Mr. A. Allchurch Mr. M. Baylem (until March 2003) Mr. J. Drelaud (to December 2002) Mr. C. Myers (<i>ex officio</i>) Mr. D. Hull (from April 2003)
Secretary/Treasurer	Mrs. A. Le Voguer (appointed from 1st June 2002)
Address	Maison du Haut Rue de Rondin ST. MARY JERSEY JE3 3AE
Auditors	BAKER HOMYARD 1st Floor Huguenot House 28 La Motte Street ST. HELIER JERSEY JE2 4SY

REPORT OF THE AUDITORS

to the President and members of the Social Security Committee of the States of Jersey

We have audited the accounts of the Jersey Council for Safety and Health at Work on pages 3 to 5, which have been prepared under the historical cost convention and on the basis of the accounting policies set out on page 5.

Respective responsibilities of the council and auditors

The council members are responsible for keeping accurate accounts and records of the council. It is our responsibility to form an independent opinion, based on our audit, on those accounts which have been prepared in accordance with United Kingdom accounting standards and to report our opinion to you. Our responsibilities, as independent auditors are established in Jersey, by Law, the United Kingdom Auditing Practices Board and by our profession's ethical guidance.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the United Kingdom Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the council members in the preparation of the accounts, 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 accounts 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of affairs of the council as at 30 June 2003 and of its net surplus for the year then ended.

BAKER HOMYARD

Jersey, Channel Islands

Date: 6 January 2004

**INCOME AND EXPENDITURE ACCOUNT
AT 30TH JUNE 2003**

	<i>Note</i>	2003 £	2002 £
INCOME			
Grant – Social Security Committee	1	25,000	35,000
Training courses and conference fees	2	48,799	38,465
Bank interest		687	1,073
Telephone helpline		23	
JOSHA	3	1,455	
Miscellaneous			41
		<u>75,988</u>	<u>74,953</u>
EXPENDITURE			
Training courses, conferences and seminars		54,373	27,209
Administration		24,997	26,891
Equipment		448	2,167
Educational materials		3,967	2,254
Advertising and promotions		3,867	1,223
Grants/subscriptions		2,938	396
Insurances		72	451
Audit		875	500
Telephone helpline		13,369	9,554
JOSHA	3	10,841	
		<u>115,747</u>	<u>70,645</u>
NET (LOSS)/SURPLUS FOR THE YEAR TRANSFERRED TO ACCUMULATED FUND		<u>(39,759)</u>	<u>4,308</u>

BALANCE SHEET
at 30th JUNE 2003

	<i>30th June 2003</i>		<i>30th June 2002</i>	
	£	£	£	£
ASSETS EMPLOYED				
CURRENT ASSETS				
Cash at bank				
Lloyds Bank Plc.				
High interest account	39,126		71,522	
Cash in hand				
		39,126		71,614
Debtors		53		4,648
		<u>39,662</u>		<u>76,262</u>
CURRENT LIABILITIES				
Creditor	6,881		3,722	
Grant in advance	22,500		22,500	
		<u>29,381</u>		<u>26,222</u>
		<u>10,281</u>		<u>50,040</u>
FUNDS EMPLOYED				
ACCUMULATED FUND				
Balance at 1st July 2002		50,040		45,732
Net (loss)/surplus for the year		<u>(39,759)</u>		<u>4,308</u>
Balance at 30th June 2003		<u>10,281</u>		<u>50,040</u>

Members

R. Staddon

Date: 23rd December 2003

**NOTES TO THE ACCOUNTS
at 30th June 2003**

1. Accounting policies

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Accounting convention

The accounts are prepared under the historical cost convention.

Grant

The grant received from the Social Security Committee is for a calendar year. One half of this sum is carried forward by the Council at the accounts year end date of 30th June.

Equipment

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

Stocks

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

Training courses and conference fees

Training courses and conference fees receivable are accounted for on an accruals basis.

Training courses, conferences and seminars

Expenditure on training courses, conferences and seminars is taken into account on an accruals basis.

Bank interest

Bank interest is brought into account when receivable.

2. Liabilities

There are no contingent liabilities or capital expenditure commitments.

3. 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 & Health at Work, and income arising from the Association's meetings have been repaid to Council.

Membership payment has now been established and Council will be providing the Association with a grant for £5,000 for the year ending 30 June 2004.