

STATES OF JERSEY



JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK: REPORT FOR THE PERIOD 1ST JULY 2003 TO 30TH JUNE 2004

**Presented to the States on 18th January 2005
by the Employment and Social Security Committee**

STATES GREFFE

REPORT

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

Finance

The Council is conscious of the need to be prudent when spending the money provided by the States and at the beginning of this financial year the Chairman and Secretary drew up a predicted expenditure based on previous years. Whilst this was not a reflection of actual income and expenditure it provided a base for the secretary to work to when looking into training and other expenses.

This year we have increased the charges of training courses to allow for a small profit on the more standard type. Having looked at other U.K. and Island-based companies; this increase still provided good value for money and still came in under the price of others. We believe this will provide us with funds to counter potential losses made in providing training in areas that are not mainstream but are still necessary to specific working areas such as CAT and Genny.

Council has also set aside specific amounts for areas such as education, sponsorship and provision of equipment.

The audited report and accounts are included in Appendix B with the predicted budget for 2004/5 shown in Appendix C. Council is actively trying to reduce the amount of money it seeks from the Employment and Social Security Committee to run the Council as set out in the 'Way Forward' document.

Jersey Occupational Safety and Health Association

The 'Way Forward' document laid out plans to set up a new 'JASO'. The Jersey Occupational Safety and Health Association (JOSHA) was launched on 21st February 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 then set up to guide the association forward. Tony Allchurch, a Council member, volunteered his services as Chairman. The Council Secretary, working with Tony Allchurch, put together a Steering Group consisting of Doug Hull, John Le Signe, Paddy Guyomard, again, all volunteers from the working community.

JOSHA had much success in 2003 and indeed by the end of the year had over 100 paid members. An AGM was held in February 2004 to formalise the Association. Our guest speaker for the evening was Ken Woodward, a man blinded in a drink factory incident who now travels the world helping companies to improve their policies and talking to people about health and safety. Part of the evening was devoted to an agenda including the election of a full Committee of 7 people.

The Steering Group were re-elected and joined by an additional 2 members; Dave Ward and Martin Holmes. Membership was also approved and increased to address the issue of continued financial expenditure.

Council can report that we now have 32 individual members and 17 corporate members. A corporate membership allows for 5, therefore giving us 117 members. Annual renewal is due on 1st July 2004 and meetings will continue around 4-5 times a year.

Council would like to thank Tony Allchurch for his input as Chairman to JOSHA and is grateful that he has agreed to continue with this role. He has provided a professional but relaxed air to the meetings, providing talks where a gap needed filling, and has been at the fore of all meetings. His popularity showed through when he topped the poll at the election ballot. Council would also like to thank all the other members of JOSHA who have been a dedicated team and continue to put much effort into ensuring its success.

Communicating information

Website

The Council secretary maintains a website from her computer which is accessible on www.jerseyc-shaw.co.je. It provides information on JOSHAs along with details on all training courses. It also provides a section where people can view other training providers and the type of courses they run, to ensure the workforce has a point of reference.

It is now being used by more and more and is proving to be a useful addition to the Council's role in promoting health and safety information. The ability of being able to update the site on a daily basis if required is much more acceptable than having to wait for an outside company to work on it.

As a result of the poor response to our Safetynet helpline, Council has added a forum to the website whereby people can pose questions that can be answered by others. It is hoped that this section will provide feedback and ideas that can actively help the working community and provide more integration between the industries.

Media

Council has been using the media more this year to promote health and safety. BBC Radio Jersey is by far the most active of the four and consistently picks up on press releases. In September 2003 they interviewed Ray Pettit, the manual handling expert, when he was at Victoria College demonstrating to over 80 pupils. They have interviewed Tony Allchurch on several JOSHAs meetings, along with some of the speakers.

Channel TV have increased their coverage of health and safety and also provided a good package on Ray Pettit when he was over, filming him at the zoo during a manual handling instructor course. They have interviewed the Council secretary regarding JOSHAs along with Tony Allchurch and, whilst they missed Ken Woodward, they have requested an opportunity to interview him when he returns. The relationship with the News Editor continues to improve and we expect Channel TV to continue to help us draw attention to this area.

Christine Herbert from the Business section of the JEP is very much on-side and all press releases are sent for her attention to ensure they are seen. Christine covered the lunchtime lectures JOSHAs organised for the European Health and Safety Week along with the Stress Seminar in November.

Channel 103 still remains quiet but they are limited to sound-bites in the news section.

The Jersey Council for Safety and Health at Work is actively working with the media to provide enthusiasm for an area not yet accepted as newsworthy.

Newsletter and information leaflets

Council continues to promote its activities and other items of interest through its Newsletter that is circulated 4 times a year to all on its mailing list of over 700 companies. This mailing list was updated in January following a questionnaire sent out in the winter issue asking for any changes to be forwarded. This questionnaire was very successful and enabled the Secretary to ensure the information was sent to the health and safety representative of the correct company.

Accident report forms

In line with the new U.K. Data Protection Law, the Jersey Council produced new accident report forms that provide one page per entry. These are available from either the Social Security Department or the Bookshop at Morier House. Single books can be sent by the Secretary if necessary.

Video Library

Part of the questionnaire asked about the use of the video library and many responses showed that people did not realise it existed and that the videos were to be found at the Jersey Library. Research also showed that many of

the videos were just not being watched. Doug Hull, a member of Council, is currently viewing all the videos and researching ways to improve this area either by updating or by changing to DVD/CD Rom. We are also looking at the use of interactive guides. Council has set aside a budget for improving communication in this area but little was spent in 2003/4 due to the ongoing review.

Training

Council has continued to provide training courses as demand increases. A full list of course and attendees can be found in Appendix A. Council has expanded its use of consultants to provide the highest quality training available and, where possible, the provision of accredited certificates from IOSH themselves.

Seminars

Council provided, in conjunction with the Health and Safety Inspectorate, a seminar concerning stress in November 2003. The HSI provided the basis of the content and contacted 2 of the speakers. Council provided the third and the organisation. The seminar therefore was split into 3 sections, with Tony Erlam from the HSE talking about stress from a Government perspective, Sarah Churchill from Pricewaterhouse Coopers talking about stress from a Company perspective, and finally Vicky Ball from Human Applications (a training company) talking about stress from a personal perspective, giving tips and ideas on how an individual could tackle the problem. The seminar was held at the St. James centre and attended by over 60 people, mainly from the Human Resource section of the workforce. It was well received and covered by the JEP.

The Council for Safety and Health at Work is grateful to the HSI for its part in the seminar, in particular Colin Myers and Anne Matthews. It is also grateful to Margaret Ellis, who, in her role as Head of the Chartered Institute of Personnel Development, advertised the seminar to her group, many of who have since used Council for training purposes.

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

Education

Council sponsored the 'Be Safe' booklets given to every student taking part in the Project Trident 3-week work process (1,500 a year). This booklet provides easy-to-read help and advice on health and safety in the workplace.

In September 2003 the Council asked our Manual Handling expert, Ray Pettit, if he would talk to schools about the subject. Having worked with schoolchildren on a different subject previously, Ray was delighted to accept the challenge and the Council wrote to all the secondary schools. As a result, Ray spoke to over 250 children–

- Year 10 students at Victoria College, the week before they were due to take part in Project Trident.
- Year 10 students at de la Salle College.
- Students from Mont à L'Abbé School
- Students from d'Hautrée School house
- Students from Highlands College

Ray spoke for approximately half an hour and demonstrated technique on a couple of items he had brought with him. Council received good feedback as a result and Ray too was stopped during the week by students who had attended and wanted to thank him.

Two other schools responded to the idea but were unable to take him due to other commitments. Council is

hopeful they will be able to have an opportunity at another date when Ray is in Jersey.

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.

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.

Since then the Construction Industry have developed a new initiative they will be launching in 2004 which will provide induction training resulting in passport identification for all those working within the industry.

Welcome!

Members

After the departure of Mark Baylem, Council had a vacancy which they offered out at a JOSHA meeting. On receipt of several excellent replies it was decided to offer the place to Mike Baudains from the Jersey Harbour Office, who accepted the role and has been sitting on Council since August 2003. We are delighted that all our Council members continue to attend meetings and provide excellent input.

Council is also pleased that Bob Staddon accepted the role of Chairman for a further 3 years. He has been committed to health and safety for many years and continues to be an enormous support for the Secretary.

Thanks

Council once more thanks the tutors and instructors from all over the U.K. who continue to return to Jersey yearly. Ray Pettit, whilst unable to be over in the first half of 2004 due to a contract with the HSE, is back in September. Many people have agreed to wait for him rather than seek other trainers. Thanks also to the Key Consultancy, Council has had 5 of their trainers over for several key health and safety courses, including NEBOSH and IOSH. 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 to our new training providers, Human Applications. A company based in Loughborough, Vicky Ball and Terry Cloke have been over 3 times to provide a Display Screen Equipment course that provides IOSH certification. Vicky is highly trained in stress management and was over for the seminar in November.

Thanks also go to the Durrell Wildlife Conservation Trust Training Centre, which has been providing the Les Noyers Training Centre as a venue. Also to the Royal Jersey Agricultural and Horticultural Society for the use of their Council room for training. Both venues provide delegates a peaceful surrounding to relax during breaks and plenty of parking. Much positive feedback has resulted from this. Thanks once again to the Fire and Rescue Service for the use of their Western Fire Station for the Fire Training.

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 and continue to provide the Council Secretary with advice and 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”.*

It is through this continued practice that we hope to bring down the number of accidents and illnesses throughout the Jersey workforce.

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK

Council

Mr. R. Staddon (Chairman)
Mr. N. Laugard (co-opted from March 2002)
Mr. C.P. Lister
Mr. A. Allchurch
Mr. D. Hull
Mr. M. Baudins (from August 2003)
Mr. C. Myers (ex officio)

Secretary/Treasurer

Mrs. A. Le Voguer

Auditors

Baker Homyard
Ingouville House
Ingouville Lane
St. Helier
JE2 4SG

Address

Maison du Haut
Rue de Rondin
St. Mary
Jersey
JE3 3AE

APPENDIX A

Courses/Seminars organised by Council between 1st July 2003 and 30th June 2004

Date	Course	Duration	Delegates**
2003			
21st July	Fire Safety Awareness	2 x ½ day	29
16th September	Display Screen Equipment	2 day	16
23rd September	Fire Safety Awareness	2 x ½ day	32
29th September	Safety Representatives	2 day	15
2nd October	Manual Handling	2 x 1 day	25
5th October	Manual Handling instructor	3 day	7
4th November	Display Screen Equipment	2 day	9
25th November	Fire Safety Awareness	2 x ½ day	33
26th November	Fire Safety Awareness	2 x ½ day	29
2004			
23rd January	Fire Safety Awareness	2 x ½ day	32
13th February	Fire Safety Awareness	2 x ½ day	29
16th February	IOSH 4 Day managing safely	4 day	11
19th February	Fire Safety Awareness	2 x ½ day	33
3rd March	DSE Risk assessment	2 day	11
25th March	Fire Safety Awareness	2 x ½ day	25
26th March	Fire Safety Awareness	2 x ½ day	29
22nd April	Fire Safety Awareness	2 x ½ day	31
17th May	NEBOSH	2 week	9
20th May	Fire Safety Awareness	2 x ½ day	30
3th June	Safety Representatives	2 day	14
22nd June	Managing Safety Part I	1 day	14
24th June	Fire Safety Awareness	2 x ½ day	
	Total delegates trained		463
ADDITIONAL WORK			
1st October 2003	Manual handling instruction to schools	1 day	250
19th November 2003	Stress seminar	½ day	65
JERSEY OCCUPATIONAL HEALTH AND SAFETY ASSOCIATION			
15th July 2004	JOSHA	Evening	42
13th October	JOSHA lunchtime talks	x 5	86
26th November 2004	JOSHA	Evening	44
19th February 2004	JOSHA AGM	Evening	52
5th May 2004	JOSHA	Evening	62

**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 30th June 2004 and of its net profit for the year then ended.

BAKER HOMYARD

Jersey, Channel Islands

Date: 23rd November 2004

INCOME AND EXPENDITURE ACCOUNT
at 30th June 2004

	<i>Note</i>	<i>2004</i> £	<i>2005</i> £
INCOME			
Grant – Employment and Social Security Committee	1	42,750	25,000
Training courses and conference fees	2	51,433	48,799
Bank interest		331	687
Telephone helpline		5	23
OSHA	3	4,324	1,455
Miscellaneous			24
		<u>98,843</u>	<u>75,988</u>
EXPENDITURE			
Training courses, conferences and seminars		39,354	54,373
Administration		22,157	24,997
Equipment		27	448
Educational materials		2,282	3,967
Advertising and promotions		2,733	3,867
Grants/subscriptions		887	2,938
Insurances			72
Audit		500	875
Telephone helpline			13,369
OSHA	3	10,413	10,841
		<u>78,353</u>	<u>115,747</u>
NET (LOSS)/SURPLUS FOR THE YEAR			
TRANSFERRED TO ACCUMULATED FUND			
		<u>20,490</u>	<u>(39,759)</u>

BALANCE SHEET
at 30th June 2004

	<i>Note</i>	<i>30th June</i>		<i>30th June</i>	
		<i>2004</i>		<i>2003</i>	
		£	£	£	£
ASSETS EMPLOYED					
CURRENT ASSETS					
Cash at bank					
Lloyds Bank Plc. High interest account		55,354		39,126	
Cash in hand		<u>33</u>			
			55,387		39,126
Debtors			<u>4,730</u>		<u>536</u>
			<u>60,117</u>		<u>39,662</u>
CURRENT LIABILITIES					
Creditor		4,096		6,881	
Grant in advance		20,250		22,500	
JOSHA grant accrued	3	<u>5,000</u>			
			<u>29,346</u>		<u>29,381</u>
			<u>30,711</u>		<u>10,281</u>
FUNDS EMPLOYED					
ACCUMULATED FUND					
Balance at 1st July 2003			10,281		50,040
Net surplus/(loss) for the year			20,490		(39,759)
Balance at 30th June 2004			<u>30,711</u>		<u>10,281</u>

Members

R. Staddon
A. Le Voguer

Date: 18th November 2004

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

1. ACCOUNTING POLICIES

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. The Council has carried one half of this sum (£20,500), forward at the accounts year end date of 30th June 2004. At 30th June 2003, £22,500 was carried forward representing 90% of the grant received in that year.

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 AND HEALTH ASSOCIATION

The Jersey Occupational Safety and 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 have been repaid to Council.

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

