

# **STATES OF JERSEY**



## **JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK: REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2007**

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**Presented to the States on 26th June 2008  
by the Minister for Social Security**

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**STATES GREFFE**

## **REPORT**

Council expresses its thanks to the Minister for Social Security for his decision to continue his active support of health and safety through supporting funding of the work of Council.

### **COUNCIL COMMITTEE**

With the renewal of the Council Committee due in February 2008, members were asked at a meeting in April 2007 if they were looking to seek re-election. Two members indicated that they would in fact be looking to step down, one possible and one agreed to renew a further three years.

The Council Chairman felt that it would be advantageous to look at bringing on board new members before February to allow them time to understand the role and ensure a smooth handover. In May 2007 a notice was placed in the Jersey Evening Post which received an overwhelming response, over 20 applications. Council Committee met with five candidates who were all forward thinking, keen and committed, so it was decided to invite them all to sit on the Committee for the next few months.

Since that time one new member found that his work commitments were too great and Paul Lister, who has been with Council for over 17 years and was due to retire at the end of the year, decided to step down in July, leaving 3 vacancies for the 4 new members. All four wish to remain on Council and therefore one will become a co-opted member with no voting rights.

Those Council members stepping down are Mr. Paul Lister, Mr. Tony Allchurch and Mr. Doug Hull. New members proposed are Mr. Clive Russell of the Fire & Rescue Service, Mr. Paul Richardson, MD of Amalgamated FM Ltd., Mr. Mike Osborne, MD of Ronez Ltd., and Sue Ashford, HR Manager for L'Horizon Hotel. We are grateful to all the above mentioned for their role within Council. Renewal members are Mr. Mike Baudains and Mr. Bob Staddon.

A list of members who served on the Council in 2007 is included at Appendix C.

### **THE WAY FORWARD**

Council reviewed the document 'The Way Forward' produced in 2002 and accepted by the States on the future direction of Council. It was agreed that the key elements of the document had in fact been achieved and we now needed a new path to maintain the impact Council has on the workforce of Jersey.

With the new Committee in place a proposal was put forward entitled 'The Next Step' which acknowledged individual roles of Committee to work in conjunction with the Council Secretary. This gave greater involvement to everyone on Council, providing the Secretary with back up help and allowing Council to achieve more.

It is anticipated that we will send an Executive Summary to members of the Community with an opportunity for them to request a full copy of the report or to download it from the new website. We felt this would contain unnecessary printing, with awareness on environmental impact.

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

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

At the start of 2007 the founding Chairman of JOSHA, Mr. Tony Allchurch, decided to step down and allow JOSHA to start working on the initiative and drive of the health and safety personnel it serves. The Council secretary remained on the JOSHA Committee who now pay for her time under a separate working agreement as requested by the Council Chairman. This took away the time spent on JOSHA to allow the Secretary to give her full commitment to Council work. It is envisaged that in 2008 the Secretary will also step down from JOSHA to allow it to be an Association on its own.

Mr. Allchurch was awarded an Honorary Fellowship of IOSH at the May NEC exhibition in Birmingham in

recognition of his work for JOSHA.

## **FINANCE**

Specific projects were identified (such as the Who's Who guide book) and money set aside to fund the publication. This has made Council more effective in its thoughts to improve health and safety in areas of the workforce it felt was missing.

## **COMMUNICATING INFORMATION**

### **Website**

The website, [www.jerseyc-shaw.co.je](http://www.jerseyc-shaw.co.je), remains on the Council Secretary's workdesk and information is added regarding training and other areas of note. The system is a package that is labourious as it requires a new page to be created rather a cut and paste system every time an item is added. Council believe that a clear and striking site could become the focal point of health and safety information in Jersey. The Committee have reviewed the situation and at the end of 2007 agreed to a new website which will be implemented early in 2008. The site will be designed to have maximum impact on the eye and most importantly, easy to maintain. It will incorporate JOSHA in a section of the site, have the Passport to Safety site on its front page along with downloads and training information.

### **Media**

Following the death of the young man crushed under a vehicle lift and the subsequent court case, his family appealed for more to be done to make sure the accident was not repeated. Council responded by issuing a press release backing this request and offering support by supplying a risk assessment course and a phone contact to a Council member, Mike Baudains, for those seeking general help. This was taken up by the JEP and the family thanked Council for its positive view of the tragic situation.

Council also promoted its work with an 800 word article in the Business Brief magazine in September when health and safety was its main theme.

The JEP Business Section also agreed to include significant health and safety qualifications in it's section and a member of JOSHA who recently became a Chartered Member of IOSH was pictured.

### **Newsletter and Information Leaflets**

Council continues to promote its activities and other items of interest through its Newsletter that it circulates three or four times a year to all on its mailing list of over 700 companies.

### **Accident Report Forms**

The forms were re printed and remain widely used and available through the Social Security Department and Morier House.

### **Video Library**

The library kept the videos and DVD's in a downstairs section for much of the year. However, due to the problem they have with finding space for the increase of books that continue to arrive, along with the fact that few people took advantage of this service, the library moved them all out into a backroom towards the end of 2007. A full list is kept on the reception desk should people enquire, and the relevant title will be found for them. Mike Osborne and the Council Secretary will be reviewing the situation early in 2008.

## **TRAINING**

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

Fire training remained static as one day a month and places were filled continuously. This course is three hours, designed for those taking on the role of fire marshal within the company. Many companies make it compulsory for all their staff to attend though with increased costs many others keep attendance to just one or two key personnel. Towards the end of 2007 a new position was made within the Fire Service to compliment the work of

the new Fire Chief which involves further training. The Council Secretary has been in talks to look at the possibility of courses in basic fire extinguishers and fire risk assessment.

Council reviewed the decision to drop some courses and as a result ran a NEBOSH in July in conjunction with a local training provider which was a success. By using a local trainer that was qualified involved less travel expense and the ability of the delegate to have closer contact with the trainer.

Council is now using more local trainers in areas where they can guarantee they are qualified to run certified courses to both IOSH (Institute of Safety & Health) and BSC (British Safety Council) standards. This has allowed Council to maintain the quality and standard of the courses at a reduction of the price due to no travel expenses incurred.

However, Council retains the use of Mark Embrey from the UK in its manual handling training as he is of the same standard as Ray Pettit, producing a unique and exceptional course that has not yet been met anywhere else.

## **OTHER MATTERS**

The Council Secretary required major surgery in May and was signed off work for two months following. This was as a result of a routine check up and due to the early detection, despite the need for the operation; she was given the all clear.

## **THANKS**

The Jersey Fire & Rescue team, The Key Consultancy, and Mark Embrey for fire awareness, general health and safety training and manual handling. Thanks also to the local trainers Dave Ward, Richard Tremellen Frost and Jonathan Coyde.

Thanks for the use of training facilities go to the Royal Jersey Agricultural & Horticultural Society, the TA Centre, and St Paul's Centre. All these providers remain helpful and friendly in offering Council their facilities and refreshments at reasonable costs.

The Council secretary would personally like to thank staff at Jersey Gas for their help, in particular to Tanji Marshall who provided invaluable back up whilst the Secretary was recovering from surgery. The Health and Safety Inspectorate team for their continued guidance when required and general support. Once again, particular thanks to Lyn Hamel for taking on the phone for an extended length of time and working with Tanji Marshall to ensure Council continued to run smoothly whilst the Secretary was unavailable. She would also like to thank the Chairman, Bob Staddon, for the work that he too took on, over and above his expected role within Council. All ensured that Council work continued in full.

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

APPENDIX A

Courses organised by Council between 1st January & 31st December 2007

Date	Course	Duration	Delegates **
<b>2005</b>			
18 January	Fire Safety Awareness	2 x ½ day	29
15 March	Fire Safety Awareness	2 x ½ day	33
19 April	Fire Safety Awareness	2 x ½ day	37
17 May	Fire Safety Awareness	2 x ½ day	30
21 June	Fire Safety Awareness	2 x ½ day	33
12 July	Fire Safety Awareness	2 x ½ day	24
16 August	Fire Safety Awareness	2 x ½ day	32
27 September	Fire Safety Awareness	2 x ½ day	32
18 October	Fire Safety Awareness	2 x ½ day	25
15 November	Fire Safety Awareness	2 x ½ day	33
13 December	Fire Safety Awareness	2 x ½ day	24
23 April	Risk Assessment	1 day	9
25 April	Office Safety	1 day	7
26-27 April	Safety Representatives	2 day	10
30May-1June	Manual Handling Instructor	3 day	9
7-8 June	Display Screen Equipment	2 day	9
June/July	NEBOSH	2week	6
24-25 October	CAT & Genny	4x½ day	45
13-145 November	Display Screen Equipment	2 day	5
20 November	Risk Assessment	1 day	6
22-23 November	Manual handling techniques	3 x ½ day	29
	Total delegates trained		467

**JERSEY OCCUPATIONAL SAFETY AND HEALTH ASSOCIATION**

**REPORT FOR 2007 BY THE CHAIRMAN OF THE MANAGEMENT COMMITTEE**

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

The fourth annual general meeting was held on Monday 26th February at the Hampshire Hotel. In addition to the business of the A.G.M. we also welcomed Doug Allan, a freelance wildlife cameraman specialising in arctic work. Doug thrilled us with tales of polar bear encounters and explained the safety aspects of diving in sub zero waters that have to be taken before he is allowed to enter the water. All this was dramatised further with film footage and photographs. The Jersey Evening Post attended the meeting and an article on Doug was run with focus on JOSHA as the reason he was over. BBC Radio Jersey also spoke with Doug the day before the meeting with mention of the Association.

A new Committee was formed as a result of the AGM elections with Dave Ward becoming Chairman, Paddy Guyomard accepting a Vice-Chairman role, and Martin Holmes retaining the position of Treasurer. Andy Holmes, Bill Dark and Jane Fox set up as an events co-ordination group tasked with finding interesting speakers and venues for the remainder of the year. Annie Le Voguer remained as secretary. Due to the increased work involved, JOSHA agreed to pay ALV in an honorarium capacity to provide support as additional work to the Council.

Our next meeting took place on May 3rd in the form of an informal buffet evening at the Royal Jersey Agricultural headquarters. Bruce Liron from the Police Department spoke about the business terrorism threat and how the island was placed with current attacks and about security in general.

We welcomed Dominic Crowther on June 28th at the Grand Hotel to explain pandemic flu to members and to provide sensible precautions and solutions in the event of a Jersey epidemic.

On October 25th we held a further meeting at the Hampshire Hotel with local Chiropractor Grant Henderson from the Better Back Centre to talk to us about back pain in the workplace. This talk was during the European Health and Safety week campaign which focused on back problems and was well supported. The Jersey Evening Post ran an article to compliment the theme.

Finally our year of events was completed with a lunchtime talk at the Post Horn on November 27th with a free buffet to thank JOSHA members for their support. Not normally a time of day for large turnouts, we were pleased to welcome over 30 to listen to Emma Martins explain Data Protection in Jersey. There were many questions during the talk which allowed those with specific queries to gain answers. Colin Myers, Director of the Health and Safety Inspectorate, was on hand to kindly assist on any issue that needed health and safety clarification.

Throughout the year Paddy Guyomard produced highly visual newsletters that informed members of JOSHA events and speakers, local health and safety information and any useful links. He provided a touch of humour with a caption or photo of health and safety gone wrong which gave a light-hearted look at the sector.

We continued our close link with RoSPA with e-bulletins sent to the JOSHA Committee through the secretary. We were the first Safety Group within the UK to feature in the RoSPA Occupational Safety & Health Journal in October 2007 with a photo and small article on who we were and what we did. This journal is sent to all members of RoSPA and associated health and safety associations.

I would like to thank Martin Holmes, who has continued to maintain our funds as treasurer. I also thank Paddy Guyomard who has provided JOSHA members with well researched and put together newsletters which have informed and entertained. Thanks to the Events Committee, Andy Holmes, Bill Dark and Jane Fox who continue to find excellent speakers on a variety of important local issues, Jane Fox also for taking on the role of secretarial support during the period Annie Le Voguer was recovering from surgery, ensuring JOSHA maintained its

communication and events The entire JOSHA team have worked enthusiastically throughout the year and of course we must not forget the great contribution made by Annie Le Voguer to the smooth running of the Association.

The continued development of JOSHA through 2007 owes much to the kind support and encouragement that we receive from the Jersey Council for Safety and Health at Work and I am grateful to its chairman, Bob Staddon, for his advice and interest in our activities. Colin Myers and the Health and Safety Inspectorate have also made very valuable and important contributions to our meetings and we do sincerely appreciate their support.

Dave Ward  
Chairman, JOSHA  
January 2008.

<b>MEETING OF THE JERSEY OCCUPATIONAL HEALTH &amp; SAFETY ASSOCIATION</b>			
26 February	Doug Allan, Wildlife Cameraman	Evening	55
3 May	Bruce Liron, Business Terrorism Threat	Evening	18
28 June	Dominic Crowther, Pandemic flu	Evening	28
25 October	Grant Henderson, back pain in the workplace	Evening	48
27 November	Emma Martins, Data Protection	Lunchtime	33

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

**Council**

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

**Secretary/Treasurer**

Mrs. A. Le Voguer  
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**  
**Report and financial statements**  
**for the year ended 31 December 2007**

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

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

**Secretary / Treasurer**        Mrs A Le Voguer

**Address**                        Cheval de Mer  
   Rue de Rondin  
   St Mary  
   JE3 3AE

**Auditors**                        Baker Homyard

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

**Contents**

	<b>Page</b>
Auditors' report	1 - 2
Income and Expenditure Account	3
Balance sheet	4
Notes to the financial statements	5 - 6

## **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 2007 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 judgments 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  
continued**

**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 2007 and of its results for the year then ended.

**Baker Homyard**

**Ingouville House  
Ingouville Lane  
St Helier  
Jersey  
JE2 4SG**

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

**Income and expenditure account  
for the year ended 31 December 2007**

	2007		2006	
	£	£	£	£
<b>Income</b>				
Grant - Social Security Committee		30,000		30,000
Training, courses and conferences fees		41,824		34,432
Bank interest		1,633		919
JOSHA		612		630
		74,069		65,981
<b>Administrative expenses</b>				
Training courses, conferences and seminars	22,577		34,116	
Administration	24,529		25,272	
Equipment	1,735		715	
Educational materials	269		3,454	
Advertising and promotion	5,639		1,518	
Grants / subscriptions	335		316	
Audit and accountancy	970		795	
JOSHA	416		3,175	
Miscellaneous	912		1,494	
		57,382		70,855
<b>Net surplus / (deficit) for the year transferred to accumulated fund</b>		16,687		(4,874)

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

**Balance sheet  
as at 31 December 2007**

		2007		2006	
	Notes	£	£	£	£
<b>Current assets</b>					
Debtors	3	1,370		1,299	
Cash at bank and in hand		69,669		63,114	
		<u>71,039</u>		<u>64,413</u>	
<b>Creditors: amounts falling due within one year</b>	4	<u>(4,542)</u>		<u>(14,603)</u>	
<b>Net current assets</b>			66,497		49,810
<b>Net assets</b>			<u>66,497</u>		<u>49,810</u>
<b>Funds employed</b>					
Accumulated funds	5		66,497		49,810
			<u>66,497</u>		<u>49,810</u>

The financial statements were approved by the Committee on 23<sup>rd</sup> April 2008 and signed on its behalf by

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 2007**

**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 £30,000 for the calendar year 2007.

**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**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Debtors and prepayments	1,370	1,299

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

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Amount due to JOSHA	-	60
Creditors	4,542	14,543
	<u>4,542</u>	<u>14,603</u>

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

**Notes to the financial statements  
for the year ended 31 December 2007**

..... continued

5. Reserves	Accumulated	
	fund	Total
	£	£
At 1 January 2007	49,810	49,810
Retained surplus for the year	16,687	16,687
At 31 December 2007	<u>66,497</u>	<u>66,497</u>

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

The Jersey Occupational Safety & Health Association (JOSHA) was launched by Council in February 2003 to provide a group where people can meet to exchange ideas and advice. Council's aim is to hand the Association over to a Committee with a representative from Council to sit on that Committee. Costs incurred in connection with establishing the Association have been covered to date by the Jersey Council for Safety and Health at Work, and income arising from the Association's meetings has been repaid to Council.

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