A healthy working environment for everyone

Annual Report 2014
2014 A Year in Numbers

- **61** Countries with BOHS members
- **11%** Increase in BOHS membership
- **34** Free scientific regional meetings
- **1809** BOHS Members
- **380,389** Downloads of papers published in the Annals of Occupational Hygiene
- **60%** Rejection rate for BOHS exam candidates
- **21** Countries in which occupational hygiene modules have been run
- **13,000** Annual deaths from occupational diseases (HSE statistics)
- **101** Attendees of Middle East Worker Health Protection Conference
- **23** Press releases issued
- **1345** International exam candidates
- **4546** BOHS exam candidates
- **489** Attendees at regional meetings
- **357** Delegates at Occupational Hygiene 2014
- **5%** Growth in Faculty members

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During 2014 we have continued to make progress with the implementation of the objectives set out in the BOHS five year strategic business plan.

Our membership has continued to grow. Our international initiatives, particularly the International Partner scheme, have made an important contribution to this. We have fostered international links in other ways including regular meetings with officers from other Societies, the successful Worker Health Protection Conference in Abu Dhabi and joint conference with the Irish Society, both in October, webinars aimed at International members and our involvement with IOHA.

Education and Competence have remained as priorities. Our highly successful Annual Conference in Nottingham and regular Regional meetings helped to keep our members up to date with the latest developments in the field of occupational hygiene. We have maintained our support for the Occupational Hygiene Training Scheme (OHTA) qualifications and the number of International candidates taking our examinations grew during 2014.

One of our strategic themes has been to increase our influence on Government policy. During 2014 we continued to develop informal contacts with some members of both Houses of Parliament. We have also continued to build a working relationship with HSE and we now hold regular meetings with senior HSE personnel to exchange ideas and information.

A major priority during 2014 has been our strategic objective to increase awareness of occupational hygiene. To this end we intend to launch a campaign targeting respiratory disease in the construction industry on 28th April 2015. Such an initiative requires significant planning and preparation and a lot of work has been put into this during 2014. We have been able to involve a significant number of members to help with preparing materials and publicising what we are doing. I believe the initiative presents us with a real opportunity to make a difference.

The work of the Society can only be achieved with the input, energy and enthusiasm of our members and the dedicated work of the staff employed at our HQ in Derby. I would like to personally thank everyone who has contributed to our success during 2014, whether an employee or volunteer.
However, success in any venture is also dependent on more intangible things that by their very nature are not so easy to measure. During 2014 we have continued to see a rise in what professional bodies call ‘member engagement’. Put simply this means the level of volunteering effort and passion contributed by the membership. Mike refers in his review to the significant volunteer contribution that has gone into planning and preparing our first ever awareness campaign into industry on respiratory disease in the construction sector. This is a great example of ‘member engagement’, but not the only one by far. We have had members contributing through regional meetings and events, working groups, Council, Faculty, conference speaking, exhibition stand manning, article writing... the list goes on.

I would like to add my personal thanks to all those members who have engaged their commitment, time and passion with BOHS at whatever level. You make the Society what it is and we look forward as a staff to continuing to serve, lead, equip and encourage you in all your efforts towards achieving a healthy working environment for everyone.

Steve Perkins MA Ox, Dip IoD, FinStP
BOHS Chief Executive

2014 has been another year of growth and expansion for BOHS, directed and channelled by our strategic themes which continue to provide a clear focus for all our activities.

We have come to see the themes of Awareness, Education, Influence and Competence as strata which build, one upon the other, taking us forward and upward towards our vision of “a healthy working environment for everyone”. They have a longevity which will extend beyond our current five year strategy.

Reflecting on 2014 as the fourth year of that strategy this report outlines the significant progress we continue to make towards our five year goal of “raising the profile of occupational hygiene in the UK and worldwide through a revitalised Society...”. The measurable increases we have seen over the past year in membership, qualifications, publications, conference attendance, media profile and influence are all encouraging and spur us on to expect further improvement and growth. We can always do better and we will, but these tangible increases confirm that BOHS is delivering genuine value for our customers and the financial resources required to fuel the Society’s activities.

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Steve Perkins MA Ox, Dip IoD, FinStP
BOHS Chief Executive
Ongoing Communications Activity

Communications and Marketing activity has continued to focus primarily on raising awareness of the purpose and value of occupational hygiene.

Public relations has continued to be a key aspect of this and 2014 saw coverage of issues about occupational hygiene and related topics increase – in addition to articles, interviews and blog posts in the health and safety press, articles also appeared in other trade magazines. The support of a PR agency was maintained throughout 2014.

Events and Exhibitions presence

BOHS provided speakers for a range of different events and exhibitions. At the Health and Wellbeing at Work event in March, BOHS had a stand as well as a BOHS-branded occupational hygiene stream in the programme which was chaired by the then President-Elect Mike Slater; topics covered by BOHS speakers included Occupational Asthma, Noise and Vibration and Heat Stress.

In June, BOHS participated in the Safety and Health Expo at Excel in London. In addition to a stand, we also had a ‘Worker Health Protection’ Arena, sponsored by Shell. This was a small theatre area where short 30 minute presentations were given over the three days on topics including Fracking, Occupational Cancer, Asbestos Risks, Occupational Asthma and Skin Cancer. Some of the speakers were BOHS members but we also invited colleagues from organisations we work alongside, including HSE, Arco, Casella, BSIF and others.

In addition, BOHS speakers presented at a range of events, which included Steve Perkins and Alex Bianchi presenting at the British Safety Council Annual Conference; Adrian Hirst presenting at the RoSPA Annual Conference and the At Work Partnership Annual Conference; Mike Slater delivering a webinar on occupational hygiene to subscribers of SHP on occupational hygiene. Trevor Ogden presented at a training session after the end of the ISSA XX World Congress on Health and Safety at Work in Frankfurt in August, on sampling strategy.

Planning a National Campaign

A Campaign Steering Group had been formed at the end of 2013 to oversee the delivery of a national campaign aimed at raising awareness of occupational lung disease in the construction sector. BOHS is leading on this initiative, though there is a collaborative approach and it is being delivered in partnership with others, including Mace, Constructing Better Health and Land Securities.

Throughout 2014, the groundwork and planning has been taking place. This has included a range of meetings with representatives from the construction sector to assess the need; in addition, a detailed analysis of the materials and guidance currently available has been undertaken, to ensure that any new materials BOHS provides are filling a gap and meeting a real need, not simply reinventing the wheel. The target audience for the initiative are the employers within the construction sector; focusing initially on the bigger companies who are in a position to then cascade down the messages and materials. Launching on 28th April 2015, the campaign will consist of the following deliverables:

- To ensure managers know what “good” looks like and what standards need to be met, we’ll be encouraging sign-up to our ‘Management Standard’. Developed specifically for the construction industry, this sets out good practice for managing health risks, to help raise standards and keep them high.
- To help spread best practice we have developed a series of case studies and data sheets.
- For practical help, there will be a toolkit for managers, which covers common risks, an audit checklist, performance indicators and a toolbox talk.
- For anyone who still needs convincing, we have evidence that good occupational hygiene is good for business and the right thing to do: our Good Business Case sets it all out clearly.
- To bring it all together is our web-based information hub, www.breathefreely.org.uk
Increasing the Visibility and Influence of BOHS

BOHS continued to have high level associations with a range of seniors in other professional bodies, the Health and Safety Executive, Public Health England, industry associations and major corporations.

BOHS Voice
(Committees, consultations)

BOHS continued to publicly comment on eternal issues via news releases. These are all publicly available via the BOHS website but during 2014 BOHS commented on issues including the HSE Triennial Review report, the Davos summit and the release of the HSE statistics on ill-health. In addition BOHS wrote a letter to The Times in response to an article on Industrial Deafness, which was published.

The BOHS President-Elect led on co-ordinating BOHS responses to relevant consultations. These responses are publicly available on the BOHS website. Some examples are:

- Legionella Technical Guidance - HSG274 Part 2 Hot and cold water systems
- Consultation on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) – Dichloromethane paint strippers
- Review of the implementation of the National Local Authority Enforcement Code for Health and Safety at Work
- ACOPs: Provision and Use of Work Equipment (L22), Safe Use of Power Presses (L112), Safe Use of Woodworking Machinery (L114)
- Consultation on proposals on the alignment of health and safety regulations with the EU direct acting Classification, Labelling and Packaging Regulation

BOHS members and head office staff continued to represent the Society on a number of boards and committees as outlined on page 19.

External Relationships

In the UK the BOHS Chief Executive and Presidential trio had contact with a range of seniors in other professional bodies, the Health and Safety Executive, Public Health England, industry associations and major corporations. Some of these contacts, such as with the HSE, involved regular senior and policy level meetings. Others have been one-off meetings as opportunities have arisen. In particular the planning of our awareness campaign has led to a number of high level contacts in the construction industry nationally. It will be interesting to see what develops from these as we move forward into 2015.

Internationally BOHS’ connections and recognition continued to grow with our seniors attending conferences in the USA, Australia and the Middle East. The Chief Executive led a major initiative, in conjunction with his American and Australian counterparts, to assist in the development of the new governance for the next stage of growth of the OHTA training scheme and qualifications framework. This was 90% completed by the end of 2014 and will come into effect in the first half of 2015.
Improving Access to and Recognition of Competence

There is a growing awareness that the profession of occupational hygiene has a major part to play in protecting the health of workers across a wide range of industry sectors.

The Faculty of Occupational Hygiene

There is a growing awareness that the profession of occupational hygiene has a major part to play in protecting the health of workers across a wide range of industry sectors, and further work was carried out in 2014 to facilitate entry into, and progression through, the Faculty of Occupational Hygiene. The routes through Faculty were reviewed to provide clearer pathways towards the Diploma of Professional Competence qualification and ultimately achievement of Chartered Occupational Hygienist status.

The number of Faculty members increased in 2014 to 631 which was a 5% increase. A ‘Get Chartered Day’ was held to encourage associate members to progress in the Faculty and aim for the Diploma of Professional Competence which confers chartered status.

International Training

In 2014, BOHS continued as the awarding body for the global training scheme of the Occupational Hygiene Training Association (OHTA), and thus made a significant contribution to the quality and accessibility of training in the parts of the world that are in most need of occupational hygiene expertise.

System Development

After a period of intensive planning and consultation, a major project to remodel the examinations system was completed in 2014. The project, which included a significant restructuring of the IT system, successfully delivered the aims of improving the quality and consistency of assessments whilst giving better value for money for candidates and employers.

Directory of Occupational Hygiene Services

BOHS published its own Directory of Occupational Hygiene Services in August. It is the only list of UK companies able to provide qualified and experienced occupational hygienists and specialist support services. Only those employing at least one Licentiate, Member or Fellow of the Faculty are eligible for inclusion. It is available free of charge as a hard copy and as a searchable online database. This latest edition contained 62 advertisements.
Occupational Hygiene 2014, Nottingham, UK

Occupational Hygiene 2014 held in the city of Nottingham was another great success for BOHS due to the collective efforts of many people and an ever increasing International contingent. The support for the Conference from the global OH community was tremendous and allowed us to produce a Conference with an excellent technical programme, including great keynotes, truly interactive workshops and classical presentations. Positive feedback was received throughout the conference.

This year saw an increase in delegate numbers of 5% over 2013 and the best attended conference for three years. Increased engagement in the conference was also reflected in the parallel session attendance and the closing session with numbers up on previous years. Exhibitor and sponsorship support also continued to grow.

Exposure Control & Containment, Cork City, Ireland

BOHS and the Occupational Hygiene Society of Ireland (OHSI) proudly jointly hosted a two day international conference on Exposure Control & Containment on the 8th and 9th of October 2014 in Cork City, Ireland.

101 delegates and speakers from 12 countries attended from a broad cross section of the chemical, pharmaceutical and engineering sectors bringing with them a wealth of experience in dealing with the challenges associated with exposure control and containment, many lessons learned and options for doing things better.

A central message, echoed by many of the speakers throughout the conference, was the importance of communication and collaboration between Occupational Hygiene professionals, designers, engineers and especially end users at the earliest possible stage in the lifecycle of a project.

Over the two days, several detailed case studies were presented on exposure control and containment challenges. A highlight was a visit to the ProSys facility which designs and builds bespoke engineering containment controls including isolators. Here delegates saw the interaction of engineering and occupational hygiene professions at the concept design and build stages.

Practical innovative applications using both flexible and rigid technologies in design and retrofit were demonstrated as well as workshops on ergonomic considerations in the design of containment solutions and techniques for verifying the performance of containment systems both as part of FAT and in the field.

Expanding Occupational Hygiene Education

Collaborations with both UK and international partners have continued to strengthen our position within the global occupational hygiene community.

Annals of Occupational Hygiene

2014 was the second year under the leadership of Chief Editor, Noah Seixas, from the University of Washington, USA. Dr. Seixas was supported by 14 other editorial board members, seven of whom are based in the UK. The editorial team coordinated the collection of 615 peer reviews from 364 individuals. The effort behind this review process involves untold hours of high level scientific work, and demonstrates the enormous commitment made by our many contributors.

We received a new high of 278 submissions, up from 263 in 2013, including 237 original research articles. Among the 254 papers for which final publication decisions were made in 2014, 101 were accepted, giving us a rejection rate of 60%. We published 82 research papers, three review articles, and an additional two commentaries and six editorials.

The Annals strives to be global in its reach, though it remains a challenge to identify papers derived from authors in the developing economies that are suitable for publication. The leading national sources of submissions were USA (68 papers), Canada (17 papers), France (16 papers), Italy (15 papers), China (14 papers), UK and Korea (10 papers each), and Germany (9 papers). The average number of downloads of full texts of papers rose by 20.4% to 31,699 per month.

An analysis of our published papers showed we remain strong in exposure assessment (MSA), measurement (sampling and analysis methods) (19%), exposure controls (6%), plus personal protective equipment (15%), and the basic sciences underlying occupational hygiene (19%). Aerosols make up 42% of the agents addressed, with 16% addressing chemicals, 11% physical agents and 9% bioaerosols. This analysis, along with the significant number of downloads of nano-particle related papers, will enable us to consider possible areas for growth.

Screening submissions for authorship and potential conflicts of interest remains a priority and, following two identified ethical violations in 2013, we identified one more plagiarised paper during 2014.

The Annals of Occupational Hygiene remains a vital portal for the development and discussion of the advancing science related to “the causation and control of work related ill-health.”
Annual Review 2014 | Annual Review |

Throughout the conference industry leaders in control and containment solutions exhibited their products and gave demonstrations.

The conference ended with an open discussion about the issues and challenges experienced in the day to day management of exposure control and containment in industry.

**BOHS Worker Health Protection Conference Abu Dhabi, UAE**

BOHS was pleased to hold the first BOHS Worker Health Protection Conference (WHPC 2014) in the Middle East. The successful conference took place in Abu Dhabi, United Arab Emirates, from 22nd to 23rd October 2014. In launching this exciting new event, BOHS, as the Chartered Society for Worker Health Protection, aimed to raise awareness of the health risks and hygiene solutions available to the industry in this key economic region.

WHPC 2014 was a two day conference followed by two days of professional development courses. Drawing in around 100 experts and delegates from both the region and across the world, the conference facilitated exchange of stimulating ideas and forged high-value connections. BOHS was delighted to gain the support of other prestigious organisations, including the Health Authority of Abu Dhabi which along with other government departments in the region have expressed their support for future events. Our sister organisation in health and safety also pledged their support, including BSI and CIEH which have a presence in the region.

There was significant interest in BOHS and we hope to attract more members from the region and establish a regional LinkedIn Group. The President led a webinar in December to build on the connections made.

In addition there was considerable interest in training modules and BOHS qualifications. BOHS will work closely with OHSA and training providers to see how best we can promote the qualifications framework and awareness courses.

We received significant media coverage and this conference has certainly helped us to achieve our goal of raising the profile of occupational hygiene and of BOHS in this important region.

We are working with the conference producer, Messe Frankfurt, to plan an annual event in the region to maintain the momentum.

**Asbestos Roadshows 2014**

Glasgow, Manchester, London, UK

To round off 2014 we delivered three roadshows in partnership with the HSE to raise awareness of the new asbestos analysts’ guide and give an update on asbestos in soils and enclosure ventilation.

These events were very well received with over 200 delegates attending in total. The programme included presentations on the ventilation of asbestos removal enclosures, the HSE Analysts’ Guide in relation to asbestos in soils, proposed qualifications from BOHS on asbestos in soils and identification of contaminated land.

**Regional Meetings**

A total of 34 regional scientific meetings were attended by 489 members and non-members. BOHS is extremely grateful for the time and effort put in by the excellent team of regional organisers.

Mike Slater in his then role of President-Elect completed a tour of the regions – his talk – ‘Improving Communications and Increasing Our Influence’.

Adrian Hart began his President-Elect tour with the presentation ‘Health & Safety on the Agenda – so what’s next?’ delivered jointly with Steve Perkins, Chief Executive.

Following are some of the highlights delivered through the regional programme in 2014.

**East Anglia regional team (EA)**

**Led by Jason Hodgkins**

The East Anglia team held social gatherings with members three or four times throughout the year. A day-long event on Understanding Chemical Regulations, chaired by Dr Trevor Ogden, was well received by over 30 delegates. We were brought up to date with current thinking on REACH, from the inspector’s perspective, through exposure scenarios and on to the potential conflict with CoSHH assessments. The afternoon covered the Global Harmonised System, CHIP and CLP. Pat John Cherie gave an impassioned presentation on eliminating the Causes of Occupational Cancers, which could be achieved within 20 years if we focus efforts in the right areas.

**London, South and South East regional team (LSSE)**

**Led by Bob Daunton**

2014 was Bob Daunton’s sixth year as Regional Organiser, and an interesting year for the London, South & South East Region of BOHS. There were problems sourcing suitable venues at reasonable cost and as a consequence only four evening meetings were held instead of the usual six. A highlight was a well attended meeting on HSE’s Legionella intervention programme. Topics for the other meetings were: Fume Cupboards, with speakers from GSK and HSL; CoSHH and health metrics, with speakers from HSE and CIEH; and Asbestos, HSE’s updated guidance, with speakers from IDEGML.

The team is now back at the Society Of Chemical Industry in Knightsbridge for the foreseeable future after the venue was refurbished.

**Northern Ireland regional team (NI)**

**Led by Adele McClelland**

2014 was the second year for the Northern Ireland Region. In March Adele McClelland organised an industrial visit to her workplace, Almac, a pharmaceutical company based in Craigavon. Mike Slater, President, spoke at the Northern Ireland Safety Group as a joint venture in May.

Adele was delighted to be invited to the Joint Occupational Hygiene Society of Ireland and BOHS conference on Containment in Cork in October and a fellow NI member Irwin Adair was able to attend too.

**Scotland regional team (S)**

**Led by Dougie Cullin, Helen Pearson and David Wright**

The Scottish Region started its year in March with a report writing course run by the very able Lynne Morgan. This was followed in June by a talk by Ian Kelle, Chief Examiner, on the new international modules, PLPs and moving onwards and upwards in BOHS, and some of the volunteering opportunities with BOHS. November saw a very successful “Safety Cafe” as a joint event with Edinburgh IGOSH covering topics such as noise, vibration, RPE/face fit testing and LEV which included John Dobble and Emma Thomson of BF with their smoke machine. Dougie Cullin also hosted a topic lead event entitled Noise and Risk Assessment Seminar. This included a talk from Bob Beamam of Kodua on Noise Surveys, and one from Bruce Appleton of the HSE on the requirements of Noise Risk Assessment. The event was sponsored by Honeywell Systems who created an interesting discussion on the future of hearing protection and dosimetry.

All our events have been well attended and we thank our members for their support. We look forward to putting together another programme. If there are any topics you would like covered or if you would like to volunteer to speak on a relevant topic, David, Helen & Dougie would be only too happy to hear from you.

**Bursaries and Introductory Lectures**

Eight bursaries were awarded during 2014 under the ‘Bursaries for modules’ scheme which aims to encourage those working in related professions to gain a qualification in an occupational hygiene discipline, one of the core occupational hygiene modules. We actively encourage those passing a module to get involved with the Society by progressing to Associate membership and attending regional meetings and other events.

The introductory lecture scheme is aimed at raising awareness of occupational hygiene as a career as well as a discipline – predominantly to undergraduates or postgraduates on courses relating to occupational health and hygiene, as well as to those on NEBOSH diploma courses. During 2014 14 lectures were delivered, one of which was delivered online for distance learning students.
Income Streams

The financial outturn for 2014 was positive. Total income remained steady around the £1.2M mark. The revenue surplus was £74,275 representing a 6% operating margin. Whilst conferences and events’ contribution to the overall surplus was down in 2014 this was compensated by an improved performance for the Annals of Occupational Hygiene.

Growing our Membership

Membership continued to grow in 2014. At the end of the year the total number of members was 1809, with members in 61 countries, an 11% increase on 2013. This was primarily due to an increase in International Partners who are eligible for membership via their own national association. Specific events were held during the year to help support professional development including a ‘Get Chartered Day’ to encourage associate members to progress through the Faculty of Occupational Hygiene.

People and Systems

2014 saw an increase in the staffing and a newly created Senior Management Team. Alison Moss joined BOHS as Head of Services and Operations, Zara Mahmood took up the post of Membership Officer, Roz Phillips took up a secondment as CMTA Development Manager and Sarah Pyle was recruited to backfill Roz’s substantive post of Editorial Administrator. Clare Whiting, Finance and Operations Manager, left in March 2014 and the accountancy role is now undertaken by a self-employed contractor.

BOHS has procured a Customer Relationship Management system (CRM) which will save considerable administrative time and enable BOHS to collect more information that can be used to differentiate services and improve services to members. Contracts were signed at the end of 2014 and the implementation scheduled for the first half of 2015.

Development of the Examinations Management System has also led to significant benefits in automating processes and data analysis. Further IT development is planned.

Ensuring a Sustainable Future for BOHS

Membership continued to grow in 2014. At the end of the year the total number of members was 1809, with members in 61 countries, an 11% increase on 2013.
Management Structure

Council
Mike Slater President
Adrian Hirst President-Elect
David O’Malley Immediate Past President
Tracey Boyle Honorary Secretary
Neil Grace Honorary Treasurer
Martin Shear Registrar of the Faculty
Karen Buton
John Dibble
Kate Jones
Robyn Smith
Alex Wilson
Rajadurai Sithamparandarajah (until 29 April 2014)

Alison Moss
Paul Johnson
Steve Perkins
Barry Bradbeer
Adele McClelland

Management Structure

Committee Chairs
Tracey Boyle Education Committee
Kate Jones Major Conferences Committee
Matt Caldwell Annual Conference Committee
Neil Grace Remuneration Committee
John Dibble Awards Committee
Robin Smith Risk Committee

Regional Organisers
Bob Daunt
London, South and South East
Julie Helps/Kevin Williams
South Wales and South West
Kate Jones/Tina Conroy
East Midlands and Yorkshire
Leila Kirk Midlands
Jason Hodgkiess
East Anglia
Douglass Collins/Helen Pearson/David Wright
Scotland
Duncan Smith
North East
Bill Williams
North West and North Wales
Adelle McClelland
Northern Ireland

BOHS Representatives on External Committees
Roger Alesbury Council for Work & Health
David Askew-Browne Asthma Partnership Board
Paul Johnson NEBOSH Council
Ian Kellie IOHANAR Committee, C wrestling Board
Karen Niven IOHAN
Sharon Brunt POOSH
Tracey Boyle RoSPA NOSH Committee
Chris Beach Asbestos Sub-Committee of the All Party Parliamentary Group on Occupational Safety and Health
Colette Willoughby HSE’s ALO, AUS, TEC, CFM, and the Duty to Manage Working Group, UKAS TAC
Trevor Ogden European Standards (CEN) working group revising EN689 (on sampling strategy for testing compliance with exposure limits)
Trevor Ogden BHOSS/NVQ Sampling Strategy Joint Working Group (co-chair for BOHS)

Past Presidents

1953 T Bedford CBE
1949 E J King
1955 J M Rogan
1956 C G Warner
1957 P Pingle
1958 W G Marley OBE
1959 W H Walton OBE
1960 J C Gibson OBE
1961 L G Norman OBE
1962 P C G Isaac
1963 E R Lane
1964 G Hogaleschmidt
1965 R S Schilling OBE
1966 R J Sherwood
1967 D E Hickish
1968 R Murray
1969 S A Roach
1970 J R Glover
1971 S G Luxon
1972 J S McClintock
1973 D Turner
1974 J G Jones
1975 J Steel
1976 B Harvey CBE
1977 A Munn
1978 G Hedgecock
1979 M B Molyneux
1980 S J Silke
1981 J Dodgson
1982 J T Sanderson
1983 R I McCallum
1984 D Doran
1985 P J Hewitt
1986 G L Lee
1987 J T Carter
1988 F S Gill
1989 C A Veys CBE
1990 J H Vincent
1991 T L Ogden
1992 P J Oldershaw
1993 M D Davie
1994 H G E Wilson
1995 R M Agius
1996 H L Dabyng
1997 R M Howie
1998 N M Cherry
1999 A Wright Reid
2000 K Gardiner

Report of the Trustees and Audited Financial Statements for the year ended 31 December 2014 for British Occupational Hygiene Society

Company Number: RC008858
Charity Number: 1150455

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Trustees
Mr M Slater, President
Mr A Hint, President-Elect
Mr D A O’Malley, Immediate Past-President
Dr R Sithamparandarajah (resigned 29 April 2014)
Mrs T Boyle, Hon. Secretary
Mr M Stear, Registrar
Mr J Dobbie
Mr A Wilson
Mr N Grace, Hon. Treasurer
Ms A Moss
Mrs K Button
Mr R Smith

Company registered number RC008358
Charity registered number 1150455
Registered office
S/A Melbourne Business Court
Millennium Way
Pride Park
Derby
DE24 8LZ

Company Secretary
Mrs T Boyle
Senior Management Team
Mr S Perkins Chief Executive
Mr P. Johnson Head of Qualifications
Ms A Moss Head of Services and Operations
Auditors
Bates Weston Audit Limited
Statutory Auditors
Chartered Accountants
The Mills
Coal Street
Derby
DE1 2RJ

Bankers
HSBC Bank plc
1 St Peters Street
Derby
DE1 2AE

Solicitors
Nelson Solicitors LLP
Pennine House
6 Stanford Street
Nottingham
NG1 7BQ

Trustees’ Report
For the period ended
31 December 2014

Third Party Indemnity
The British Occupational Hygiene Society (The Society) maintains qualifying liability insurance for its trustees.

Structure, Governance and Management
The Society is a charitable company, incorporated by Royal Charter on 20 December 2012 and registered as a new charity on 11 January 2013.

The approval of the grant of the Royal Charter was given by Her Majesty the Queen in October 2012. The Society was established under the Royal Charter which sets out the objects and power of the charitable Royal Charter Company and is governed under the associated Byelaws.

Under the Byelaws, ordinary members of Council are elected at the AGM to serve for a period of three years. The Honorary Officers of Secretary, Treasurer and Registrar are elected annually and a new President is elected annually to serve on a three year cycle (year one as President-Elect, year two as President and year three as Immediate Past President).

At new Council members are provided with an induction pack and operational briefing from the Management Team. They have access to all previous Council paperwork and documents outlining the practices and procedures used by Council for its operation. During the President-Elect’s one year term, mentoring and support are provided by the President and Chief Executive.

Two development days for trustees/directors were held in 2014. The first was to enable Council to consider the strategic issues affecting the Society in the next few years and the second to consider how Council could effectively provide leadership for the Society and in worker health protection.

The Council members (the directors and trustees) manage the Society through regular Council meetings which focus on strategic decision making and policy setting. Council established an Executive which comprises of the President, President-Elect and Immediate Past President which would determine urgent matters of policy and strategic matters in between Council meetings. The implementation of strategy and policy and the day to day running of the Society’s operations are delegated to the members of the Management Team who, through the Chief Executive, are accountable to Council.

None of the trustees has any beneficial interest in the Society. All of the trustees are members of the Society.

The Council’s Risk Committee met in December 2013 and reviewed the major risks to which the charity is exposed and updated its Risk Register and mitigation plans. External risks to funding are minimised by the implementation of procedures for the authorisation of all transaction etc. The Financial Principles and Operating Guidelines governing these procedures were reviewed by the Honorary Treasurer and Management Team in 2014 and the revised version was adopted by Council. A separate risk register was created for the conference IOMA 2015 to assist with planning and risk mitigation.

Charitable Objects and Public Benefit
The Society is a charity and its objects are to promote the science of occupational hygiene and health, good practices and standards, and research and advance education in the subject of occupational and environmental hygiene. The Royal Charter recognises the Society as the unique and pre-eminent body in the UK for occupational hygiene.

The main purpose of the Society is to reduce the incidence of ill-health caused or made worse by work. This falls within the recognised charitable purpose of the advancement of health or the saving of lives under the Charities Act 2006. The public benefit of this aim applies both directly to the working population and to those affected by the wider health impact of workplaces.

Objectives, Strategy and Activities
The Society’s new strategy was launched in 2011 after a significant stakeholder consultation. There are five strategic themes and twelve specific objectives, with a thirteenth objective being added by Council during 2013.

Strategic Theme
1. Raise Awareness of occupational hygiene

Objectives
• Develop and deploy clear and simple communication messages about the purpose and value of occupational hygiene

Strategic Theme
2. Increase visibility and influence of BOHS

Objectives
• Engage with employer associations, large companies and regulators to promote the value of hygiene and qualified hygienists

Strategic Theme
3. Improve access to and recognition of competence

Objectives
• Establish BOHS as the gold standard in the UK

Strategic Theme
4. Expand occupational hygiene education

Objectives
• Promote the development of new BOHS training courses

Strategic Theme
5. Ensure a sustainable future for BOHS

Objectives
• Grow the income streams from examinations, publications and other sources

The main activities undertaken by the Society under these strategic themes encompass the provision of qualifications and competency schemes; running of scientific conferences and events; publishing of an academic journal and other scientific information; provision of services and support to members; scientific representation to government, regulators and other bodies; wider educational initiatives and the support of research. Further details are provided in the Society’s Annual Report.
All our charitable activities are undertaken to further our charitable purpose for the public benefit. Many of these activities would not be possible without the significant voluntary contributions of our members. The trustees wish to express their continued gratitude to members in this regard. Membership of the Society is open to anyone with an interest in occupational hygiene and reduced membership rates are available to students and retired members.

The Society has examined the information contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The trustees regularly consider how planning and priorities. A new strategic approach was agreed with the American and Australian societies to expand our existing International Partner membership scheme to facilitate improved global connections and greater sharing of knowledge.

Achievements and Performance

A full review of the Society’s achievements and performance is provided in the annual report which accompanies the Trustees report. A brief summary is given here under the five strategic themes. Overall 2014 was a successful year for the Society.

1. Raise Awareness of Occupational Hygiene

BOHS has developed a communication strategy and supporting plan. The target groups have been prioritised with trade associated unions within high risk sectors. Activity has commenced in targeting the construction industry, with a planned initiative on occupational lung disease to launch in April 2015.

BOHS engaged the services of a PR agency to raise the media profile of the Society within the target trade sectors as well as the health and safety sector.

BOHS has increased its presence at conferences and in the media relating to health and safety. The Chief Executive spoke at the British Safety Council Conference and articles on occupational hygiene appeared in Health and Safety Matters. The Society undertook a joint initiative with ARCO, a company supplying safety equipment, to publish a guide on construction dust.

2. Increase Visibility and Influence of BOHS

During 2014 the Chief Executive and Presidential Trip had meetings with a range of senior leaders in industry, other national health and safety organisations and the Health and Safety Executive. This activity builds on-going relationships and provides the ground work to support both our planned national awareness initiative on occupational disease and the development of our new strategy for influence national policy.

Internationally BOHS’ visibility and influence continued to grow with the Society hosting its first conference in the Middle East. BOHS teamed up with an events company, Messe Frankfurt, to deliver a conference on worker health protection in Abu Dhabi. The event drew speakers and delegates from government departments and a range of industries operating in the Gulf region.

BOHS continues to build good relationships with its sister national organisations and was represented at conferences in the USA and Australia. A new reciprocal agreement was reached with the American and Australian societies to expand our existing International Partner membership scheme to facilitate improved global connections and greater sharing of knowledge.

BOHS members are supporting the work on a variety of bodies and committees seeking to work in partnership and influence the outcome for worker health protection. In particular BOHS has actively supported the development of the Occupational Hygiene Training Association (OHTA) to support the sustainable growth of the international training scheme and qualifications framework. This year BOHS entered into a service level agreement to provide professional administrative and development support to OHTA.

3. Improve Access to and Recognition of Competence

Faculty membership saw a growth of approximately 5% in 2014 taking the total to 630 at the year-end. This growth was underpinned by the Associate grade of Faculty membership which has been very successful in drawing in new members to their journey of professional progression.

BOHS offers occupational hygiene qualifications in the UK and internationally. The UK market has plateaued in terms of demand and there is increased competition from other providers. There was a slight decrease in the number of candidates in the UK (4%). The International market continues to grow with a 11% increase in the number of candidates sitting BOHS examinations. Efficiency of our operations continued to improve with further development of our online Qualifications Management System (QMS). Internationally we will continue to expand our publications, membership and qualifications activity.

4. Expand Occupational Hygiene Education

BOHS continued to provide educational opportunities through the Bursaries for Modules scheme, the Approved Courses programme and our Introductory Lecture programme in universities.

Our regional groups delivered 34 technical meetings, with total attendance up 1.4% on 2013 to 491. In addition BOHS partnered with the Occupational Hygiene Society of Ireland to host a successful conference on exposure control and containment.

5. Ensure a Sustainable Future for BOHS

The Society income decreased by a modest 0.3% from 2013. Council had set a deficit budget for 2014 allocating money from its reserves to fund specific projects. However, some of the planned activity was delayed and the deficit was converted to a surplus of £74,275 by the year end. See the Financial review section for further details.

Overall Society membership grew by 11% on 2013 (December 1630 total taking the total number of members to 1809 from 61 different countries. Attendance at the Annual Conference also increased and an improved financial performance was delivered.

Financial Review

The statement of financial activities shows a net surplus for the year of £7,475, compared to a surplus of £42,463 in 2013 and our reserves, which are unrestricted, amounted to £1,058,786 compared to £984,511 in 2013.

The majority of funds are held in a Charities Investment Fund with the remaining amounts held in charity deposit accounts. Council reviewed and revised its reserve and investment policy in November 2014. The Society’s reserves policy follows the guidelines in the Charity Commission’s Reserves Policy Guidelines.

Plans for the Future

The Society is four years into its current five year strategy and making good progress on its strategic objectives.

We will be commencing our national awareness initiative on occupational disease and begin developing the strategy to meet our new thirteenth objective on influencing.

Investment will be made in implementing a new CRM system to improve our membership services offering and further improvements will be made to our Qualifications Management System (QMS). Internationally we will continue to expand our publications, membership and qualifications activity.

Work is underway to develop a strategy for the next five years and to build on current success.

Statement as to Disclosure of Information to Auditors

So far as the trustees are aware, there is no relevant information (as defined by section 418 of the Companies Act 2006) of which the charitable company’s auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any such information and to establish that the charitable company’s auditors are aware of that information.

On behalf of the Council

Mr M Slater President

Date: 16 March 2015
Independent Auditors’ Report to the Members of British Occupational Hygiene Society

We have audited the financial statements of The British Occupational Hygiene Society for the year ended 31 December 2014 set out on pages 8 to 16. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

Respective responsibilities of trustees and auditors

As explained more fully in the trustees’ responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements, in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board’s Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance about whether the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company’s circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees’ report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company’s affairs as at 31 December 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on financial statements (incorporating income and expenditure account) for the year ended 31 December 2014

In our opinion the information given in the Trustees’ report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees’ remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime.

Wayne Thomas ACA (Senior Statutory Auditor) for and on behalf of Bates Weston Audit Limited Chartered Accountants
Date: 12 March 2015

Statement of Financial Activities

In our opinion the financial activities:

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

We have audited the financial statements of The British Occupational Hygiene Society for the year ended 31 December 2014 set out on pages 8 to 16. The financial statements have been prepared in accordance with the small companies regime.

Balance Sheet

as at 31 December 2014

Note 2014 2013

CURRENT ASSETS

Note

Stocks 12,448 8,613
Debtors 12,486,462 268,179
Cash at bank 571,436 481,906

TOTAL CURRENT ASSETS 1,052,346 758,696

NET CURRENT ASSETS 626,216 557,032

TOTAL ASSETS LESS CURRENT LIABILITIES 1,058,786 984,511

NET ASSETS 1,058,786 984,511

CHARITY FUNDS

Unrestricted funds 15,086,786 984,511

TOTAL FUNDS 1,058,786 984,511

The notes on pages 27 to 29 form part of these financial statements.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 10 March 2015 and signed on their behalf, by:

Mr M Slater
President
Notes to the Financial Statements for the Year Ended 31 December 2014

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) - Accounting and Reporting by Charities published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

1.3 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

1.4 Tangible fixed assets

Tangible fixed assets at cost less depreciation.

1.5 Investments

Investments are stated at cost, except where the market value is less than cost, when a provision for the reduction is made where it is considered permanent. The market value of listed investments is disclosed in the notes to the financial statements.

1.6 Taxation

The charity is exempt from corporation tax on its charitable activities.

1.7 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives of the discretion of the trustees.

1.8 Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company’s pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

1.9 Leasing

Rentals paid under operating leases are charged to the statement of financial activities as incurred.

2. INVESTMENT INCOME

2.1 Depreciation of tangible fixed assets:

- owned by the charity
  - 40,405
- Auditor’s remuneration
  - 2,900
- Pension costs
  - 24,715

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

3.1 Net resources are stated after charging/crediting:

2014 2013
Interest receivable £4,545 £4,885
Depreciation of tangible fixed assets:
- owned by the charity £40,405 £35,152
- Auditor’s remuneration £2,900 £2,900
- Pension costs £24,715 £23,364

4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

4.1 Staff costs

5. GOVERNANCE COSTS

5.1 Auditors’ remuneration

5.2 Council meeting expenses

5.3 Legal and professional costs

5.4 Staff costs

5.5 Other post-retirement benefits

6. NET INCOMING/(OUTGOING) RESOURCES

6.1 Depreciation of tangible fixed assets:

6.2 Pension costs

7. TRUSTEES’ REMUNERATION AND BENEFITS

7.1 There were no trustees’ remuneration or other benefits for the year ended 31 December 2014.

8. STAFF COSTS

8.1 Staff costs were as follows:

8.2 Wages and salaries

8.3 Social security costs

8.4 Other pension costs

8.5 The average monthly number of employees during the year was as follows:

8.6 The number of higher paid employees was:

9. TANGIBLE FIXED ASSETS

9.1 The higher paid employee was in a pension scheme contributed to by the charity.

10. FIXED ASSET INVESTMENTS

10.1 Listed Securities

10.2 Historical cost

11. DEBTORS

11.1 Trade debtors

11.2 Prepayments and accrued income

The higher paid employee was in a pension scheme contributed to by the charity.

The higher paid employee was in a pension scheme contributed to by the charity.
12. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade creditors</td>
<td>£76,133</td>
<td>£61,079</td>
</tr>
<tr>
<td>Other taxation and social security</td>
<td>£59,237</td>
<td>£24,409</td>
</tr>
<tr>
<td>Accruals and deferred income</td>
<td>£290,760</td>
<td>£116,178</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>£426,130</td>
<td>£201,666</td>
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</tbody>
</table>

13. CREDITORS:
AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred income</td>
<td>£42,500</td>
<td>£51,000</td>
</tr>
</tbody>
</table>

Credits include amounts not wholly repayable within 5 years as follows:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred income over five years</td>
<td>£8,500</td>
<td>£17,000</td>
</tr>
</tbody>
</table>

14. OPERATING LEASE COMMITMENTS

At 31 December 2014 the company had annual commitments under non-cancellable operating leases as follows:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land and buildings</td>
<td>£24,375</td>
<td>£32,500</td>
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</tbody>
</table>

Expiring:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Within 1 year</td>
<td>£24,375</td>
<td>£32,500</td>
</tr>
<tr>
<td>Between one and five years</td>
<td>-</td>
<td>£32,500</td>
</tr>
</tbody>
</table>

15. STATEMENT OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Brought Forward</th>
<th>Incoming Resources</th>
<th>Resources Expended</th>
<th>Carried Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>£94,511</td>
<td>£1,226,418</td>
<td>(1,152,143)</td>
<td>£1,058,786</td>
</tr>
<tr>
<td>Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUMMARY OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Brought Forward</th>
<th>Incoming Resources</th>
<th>Resources Expended</th>
<th>Carried Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>General funds</td>
<td>£94,511</td>
<td>£1,226,418</td>
<td>(1,152,143)</td>
<td>£1,058,786</td>
</tr>
</tbody>
</table>

16. RELATED PARTY DISCLOSURES

During the year Diamond Environmental Limited, a company in which one of the BOHS trustees is a director and shareholder, provided courses on behalf of BOHS and was charged £20,679 (2013: £21,568) in registration and examination fees and for exhibition space. Diamond was also charged £156 (2013: £144) for the BOHS directory listing. At the year end Diamond owed £1,710 (2013: £2,480).

BOHS paid course provision for Bursary and Modules fees of £7,000 (2013: £10,364) from Diamond.

One of the trustees is a director and shareholder of Hirst Consulting Limited, who were charged £156 (2013: £144) for the BOHS directory listing. There were no outstanding balances at the year end.

Two of the trustees are directors and shareholders in Workplace Environment Solutions Limited, who were charged £156 (2013: £144) for the BOHS directory listing. There were no outstanding balances at the year end.

Another trustee is a director and shareholder of Genesis Environmental Limited. The company provided courses on behalf of BOHS and was charged £3,519 (2013: £3,014) in course provider and examination fees. They were charged £156 (2013: £144) for the BOHS directory listing. At the year end Genesis owed £330 (2013: £324).

Two trustees and the Chief Executive are directors of the Occupational Hygiene Training Association. During the year, BOHS charged £9,608 to OHTA, primarily in respect of secretarial services. At the year end OHTA owed £20.

Also during the year, BOHS paid course levy fees of £46,020 to OHTA. At the year end, £8,190 was owed to OHTA.

All transactions are at arms length on normal commercial terms.

17. TRANSFER ON INCORPORATION

On 1 January 2013 the entire operations, assets and undertaking were transferred from The British Occupational Hygiene Society a Limited by Guarantee company.

Assets and liabilities were transferred in at their book values using merger accounting principles as set out in Financial Reporting Standard No 6 as a below the line transaction on the Statement of Financial Activity. The trustees believe this treatment gives a true and fair view of the transaction, as opposed to the requirements under the Statement of Recommended Practice (SORP), “Accounting and Reporting by Charities” published in March 2005, where it would have been recognised as an incoming resource.