

A healthy working environment for everyone

Annual Report 2015



2015 A Year in Numbers

57

Countries with
BOHS members

31

Free scientific
regional meetings

1,867

Members

400+

Construction managers
at Breathe Freely roadshows

3,219

Proficiency module
candidates

100+

Companies signed up to
support the Breathe Freely
campaign

1

New customer relationship
management (CRM) system
launched

64%

Rejection rate
for the Annals of
Occupational Hygiene

28

Countries in which
occupational hygiene
modules have been run

13,000

Annual deaths from
occupational diseases
(HSE statistics)

1,077

International module
candidates

17

New objectives in the
BOHS Strategy 2016-2020

275

Papers submitted
to the Annals

700+

Delegates at IOHA 2015

3.5%

Increase in BOHS membership

£1.6M

Total income

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President's Review



This annual report marks the end of the five year plan which we initiated in 2011. I am pleased to say that it reports a positive picture of healthy growth in our charitable activities, services to members and our income streams.

We have taken the time during 2015 to review our strategy and are launching our next five year plan from 2016. The new plan retains our five strategic themes of increasing awareness of occupational hygiene, increasing the visibility and influence of BOHS, improving access and recognition of competence, expanding occupational hygiene education and ensuring a sustainable future for the Society. However, we have introduced new and more challenging objectives under these themes which will ensure that we expand the reach of the Society.

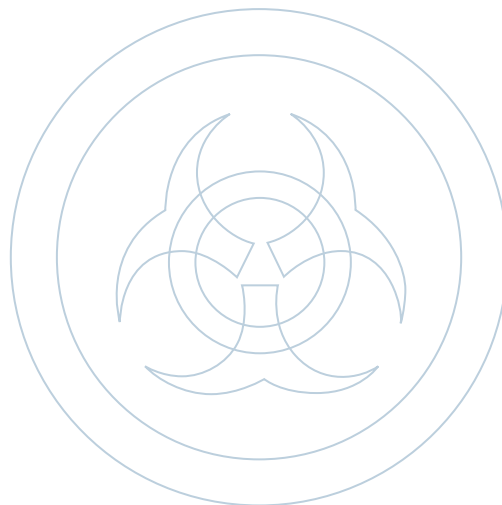
2015 saw the launch of our first official campaign to reach out and influence industry. The Breathe Freely campaign, launched on the 28th April 2015, addresses a number of our strategic aims, in particular increasing awareness of occupational hygiene, increasing the visibility and influence of BOHS as well as improving access and recognition of competence. The campaign has exceeded all of our expectations in terms of its reach and its impact.

The Society is both a membership society and a registered charity. As such we attempt to both serve the needs of our members as well as fulfilling our wider charitable aims. At the same time we need to carry out activities which raise the income necessary to fulfil those needs. Council has always been conscious of balancing these elements and continues to evaluate them.

Whilst the Annual Report accurately describes our financial status it does not quantify one of our most important assets; that of member and volunteer support. As a membership organisation our success is driven by the involvement of our members. Whilst we do not measure the support that people give in hours or in monetary terms it is clear that it continues to increase. I would like to extend a personal thank you to every single member who has done voluntary work for the Society. The summation of all that work has led to the success of our Society and will continue to do so in the future.



Adrian Hirst BSc, PhD, DipOH, CFFOH, CMIOSH
BOHS President 2015-16





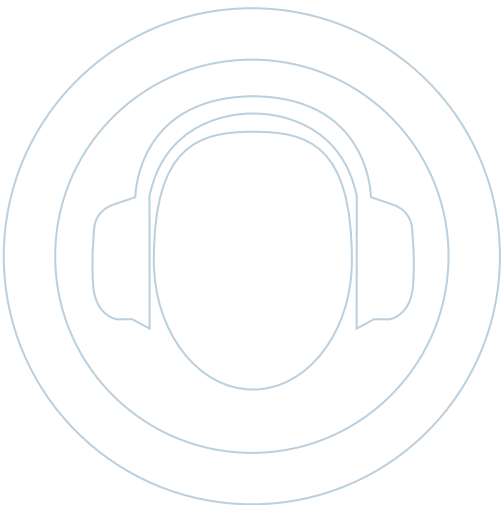
Chief Executive's Review



2015 has been a significant year for BOHS and our external profile and influence. April saw two very significant events; firstly our hosting of the 10th IOHA International Scientific conference; and secondly the launch of our first ever initiative directly into industry under our 'Breathe Freely' banner.

The successful IOHA event cemented our position as one of the leading international associations as we welcomed over 700 delegates to London from all over the world. The Breathe Freely initiative launch attracted senior representatives from the major players in the construction industry and follow-up events throughout the year proved equally successful. This has begun to establish our position nationally at the forefront of worker health protection.

In addition to these high profile events a lot of good work by members and staff went on behind the scenes in a wide range of areas to progress our strategic objectives. For example; development of our qualifications and customer relationship management systems, experts serving on numerous committees and external bodies, consulting on and developing our next phase of five year strategy, exhibiting and speaking at a range of external conferences and shows, embarking on a strategic review of the Annals, our flagship journal, undertaking a staffing reorganisation and restructure, developing further our international qualifications and strategically marketing our existing UK qualifications etc.



All of this activity and more has contributed to significant progress over the last five years in our stated goal of "raising the profile of occupational hygiene in the UK and worldwide through a revitalised Society". But we are not resting on our laurels. As our new 2016-2020 strategy, developed last year, makes clear we have aspirations to continue to grow, influence and lead to ensure we keep making progress towards our long term vision of "a healthy working environment for everyone."

No one can say for certain, but we believe our efforts over the last five years have made an important contribution to increasing the profile of tackling work-related ill health and disease in the UK. It was particularly encouraging to see a renewed focus on health matters emerging from the Triennial Review of the regulator in 2015, to which BOHS made a significant contribution. We look forward to an increasing focus on ill health and disease prevention in the national health and safety going forwards.

Finally I would like to add my personal thanks to all those members who have volunteered their expertise, time and passion with BOHS at whatever level over the past year. You continue to 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.

Steve Perkins MA Oxf, Dip IoD, FInstP
BOHS Chief Executive



Raising Awareness of Occupational Hygiene

Over 100 companies have signed up to support BOHS' first national campaign, Breathe Freely, which aims to reduce the incidence of occupational lung disease in the construction industry.



The launch of BOHS' first national campaign, Breathe Freely

On April 28th, BOHS launched Breathe Freely, in partnership with HSE, Mace, Land Securities and Constructing Better Health.

Led by a Campaign Steering Group chaired by Mike Slater, BOHS President 2014/15, the campaign aims ultimately to reduce the incidence of occupational lung disease in the construction industry. The campaign offers a range of free resources for employers, to help them to better understand workplace hazards and importantly, how to control them.

A key element of these resources is the HI standard, a self assessment tool to help managers to assess their strengths and weaknesses and to develop health risk management plans. There is also a series of good practice case studies, over 20 trade fact sheets showing the main hazards which tradespeople are likely to be exposed to, with recommended control measures, and a 'good business case', showing why good occupational hygiene is not only the right thing to do but is good for business. All of this information has been made available via the website www.breathefreely.org.uk



The messages and materials were disseminated via four Breathe Freely roadshow events which took place in Haydock, Falkirk, London and Norwich. These free breakfast events were attended by over 400 construction managers. In addition, over 40 talks were delivered around the country at various meetings and events, mostly by BOHS member volunteers.

Special recognition is owed to Simon Clark (pictured) who was a speaker at these events and has become a key ambassador for Breathe Freely. Simon worked as an electrician and in his early fifties was diagnosed with mesothelioma, from exposure to asbestos in his early career. Simon shares his personal story and is passionate about raising awareness of asbestos and other hazards to prevent others suffering in a similar way.

Over 100 companies have now signed up to support the campaign via the website and over 80 have signed up to adopt the HI Standard.

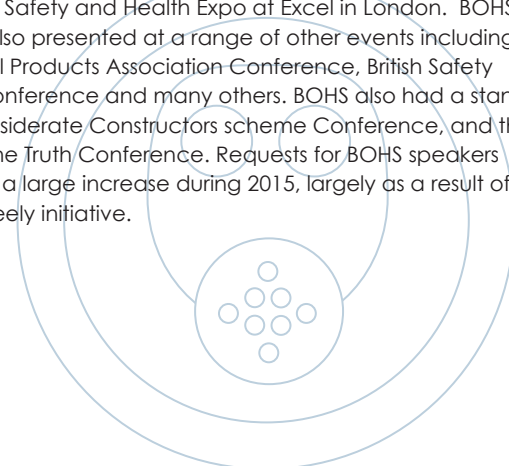
Marketing campaigns

The focus for marketing has been largely around promoting BOHS qualifications, specifically the BOHS suite of qualifications in asbestos. In September, 'Asbestos Still Kills' was launched, a marketing campaign which aims to reiterate the importance of competence in dealing with asbestos, and to reaffirm how/why the quality and rigour of the BOHS P400 series of qualifications provide this competence. BOHS has been setting standards and leading the way in asbestos since the 1960s and over 45,000 asbestos courses have been undertaken.

The campaign information can be found at www.breathefreely.org.uk/asbestos-still-kills.html

Events and Exhibitions presence

BOHS once again provided educational content for a number of events and exhibitions including Health and Wellbeing at Work, the Health and Safety events in Birmingham and Bolton, the Safety and Health Expo at Excel in London. BOHS speakers also presented at a range of other events including the Mineral Products Association Conference, British Safety Council Conference and many others. BOHS also had a stand at the Considerate Constructors scheme Conference, and the Asbestos the Truth Conference. Requests for BOHS speakers have seen a large increase during 2015, largely as a result of the Breathe Freely initiative.





Increasing the Visibility and Influence of BOHS

The BOHS Chief Executive and Presidential trio continue to develop relationships and meet regularly with organisations including other professional bodies, the Health and Safety Executive (HSE), industry associations and major corporations.



BOHS Voice

BOHS continued to express opinion and comment on external issues during 2015, on issues including World Cancer Day, a new global human rights benchmarking scheme, the new 'fit for work' service and the latest HSE statistics.

BOHS members and head office staff continued to represent the Society on a number of boards and committees as outlined on page 19. Some notable new additions to this list for 2015 include representation on a new Health in Construction Leadership Group and on the HSE's CONIAC (Construction Industry Advisory Committee) Health Risks Working Group, and the Crossrail Learning Legacy Committee.



External Relationships

The BOHS Chief Executive and Presidential trio continued to develop relationships and meet regularly with other organisations including other professional bodies, the Health and Safety Executive (HSE), industry associations and major corporations.

In the planning and delivery of the Breathe Freely campaign, BOHS has formed partnerships with the HSE, Mace, Land Securities and Constructing Better Health, whose branding is incorporated in the campaign.

Internationally, our seniors attended conferences in Australia, the USA and the Middle East. BOHS continued its participation in the International Occupational Hygiene Association (IOHA) and the BOHS representative, Karen Niven, took on the Presidency of IOHA during 2015.





Improving Access to and Recognition of Competence

The overall aim is to encourage more occupational hygienists to progress to Chartered Occupational Hygienist status, the highest recognised professional standing.



The Faculty of Occupational Hygiene

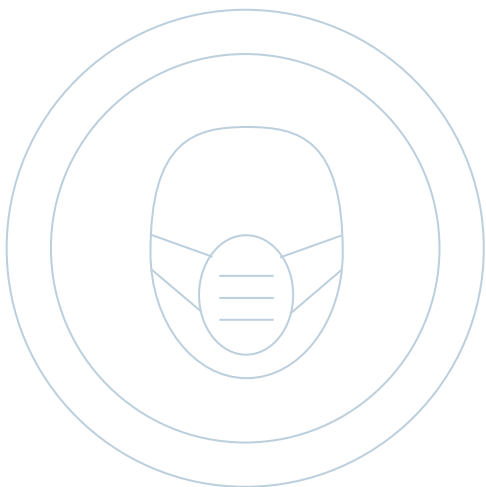
Further work was carried out in 2015 to facilitate progression through the Faculty of Occupational Hygiene, the professional arm of BOHS. Most significantly, a new competency framework was developed to underpin the Diploma of Professional Competence qualification and the core examination was reviewed and replaced by a personal experience portfolio which is a more modern way of assessing candidates. The overall aim is to encourage more occupational hygienists to progress to Chartered Occupational Hygienist status, the highest recognised professional standing.

The number of Faculty members increased in 2015 to 635, which was a 1% increase. Two 'Get Chartered Days' were held to encourage associate members to progress in the Faculty and aim for the Diploma of Professional Competence which confers chartered status.

Faculty of
Occupational
Hygiene



**WE'RE SETTING
THE STANDARDS**



International Training

In 2015, BOHS continued as the single awarding body operating in the international training and qualifications framework, which is managed by the Occupational Hygiene Training Association (OHTA), thus making 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.

The number of candidates taking the training courses decreased from 2014 with a final total of 1077 candidates by the end of 2015. However, the number of new approved training providers from across the world increased significantly suggesting a very positive outlook for coming years.

W201: Basic Principles of Occupational Hygiene, a foundation level course, was once again the most popular course but around 60 candidates have achieved the six intermediate modules which are required for progression to a professional qualification.

To support international candidates, BOHS offers the option of taking professional oral examinations at distance, using video technology, which provides a substantial cost saving.

Directory of Occupational Hygiene Services

BOHS published its own Directory of Occupational Hygiene Services in November. 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.



Expanding Occupational Hygiene Education

The IOHA 10th International Scientific Conference - the largest conference hosted by BOHS and the culmination of four years discussion and preparation - was delivered in London in April and received overwhelmingly positive feedback.



Annals of Occupational Hygiene

The Annals of Occupational Hygiene had a very positive year in 2015 while publishing the full nine issues of Volume 59 of the journal. Chief Editor Seixas was supported by 15 other editorial board members, six of whom are based in the UK. Drs. Vaughn and Bartley retired from the board and Dr. Renee Anthony, from the University of Iowa, joined the group with strong qualifications in aerosol sciences. The editorial team coordinated the collection of 506 peer reviews from 295 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 275 submissions, about the same as the 278 in 2014, including 226 original research articles. Among the 251 papers for which final publication decisions were made in 2015, 90 were accepted, giving us a rejection rate of 64.1%. We published 85 research papers, seven short communications, two review articles, and an additional two commentaries, four editorials and two letters to the Editor.

The leading national sources of submissions were USA (66 papers), China (26 papers – up from 14 papers in 2014), UK (23 papers – up from 10 papers in 2014), Australia (16 papers), Canada (15 papers), France (13 papers), Italy (12 papers), Netherlands (11 papers), and Iran and Taiwan (8 papers each).

An analysis of our published papers showed that we remain strong in exposure assessment (42%, up from 36% in 2014), measurement (sampling and analysis methods) (22%, up from 19% in 2014), exposure controls (7%), plus personal protective equipment (15%), epidemiology (5%) and the basic sciences underlying occupational hygiene (5%). Aerosols make up 41% (42% in 2014) of the agents addressed, with 19% (16% in 2014) addressing chemicals, 13% (11% in 2014) physical agents, 6% bioaerosols, and 18% addressing multiple hazards.

Screening submissions for authorship and potential conflicts of interest remains a priority and we are pleased to report no identified ethical violations in 2015.

Other notable developments in 2015 were:

- A new Virtual Issue was created addressing chronic hazards in the construction industry for use during BOHS' Breathe Freely campaign,
- To help encourage the submission of commentaries and review articles, these papers were made 'free to view online',

- A strategic review of the Annals' scope and name was initiated by the Chief Editor to help assure the continued relevance and leadership of the journal.

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."

Conferences and Events

IOHA 10th International Scientific Conference

The culmination of four years discussion and preparation was finally delivered in London at the Hilton Metropole Hotel from Saturday 25 April to Thursday 30 April 2015. Beginning with two days of Professional Development Courses followed by four very full days of keynotes, technical presentations, workshops and posters plus numerous social events and technical tours.

IOHA London 2015 was the 10th International Scientific conference of the International Occupational Hygiene Association (IOHA) and the first time BOHS has hosted this prestigious event. Over 700 people went through the doors of the conference from over 47 different countries (18 of which were developing countries), making it the largest conference that BOHS has ever hosted and organised.

Over 300 abstracts were accepted to deliver a four day programme comprising of 32 technical and themed sessions, seven workshops and 84 scientific posters with nine excellent and thought-provoking keynote speakers. Feedback from IOHA, delegates, exhibitors and other national associations was overwhelmingly positive.

2nd Worker Health Protection Conference 2015

The 2nd Annual BOHS Worker Health Protection Conference (WHPC 2015) was held at Le Royal Méridien Hotel, Abu Dhabi, UAE on 25 to 29 October 2015. Held with the official support of the UAE Ministry of Health, the event was attended by more than 125 international delegates representing over 70 organisations including government authorities, regulators, key industry players, analysts and media.

A packed two days of the main conference took place along with three days of certified professional development courses and an exhibition that showcased latest innovations. Feedback was very positive about the topics and presentations and the opportunity to network.

Regional Meetings

A total of 31 regional scientific meetings were attended by members and non-members. BOHS is extremely grateful for the time and effort put in by the excellent team of regional organisers.

Adrian Hirst in his then role of President-Elect completed a tour of the regions to deliver his talk 'Health is on the Agenda – so what's next?', delivered jointly with Steve Perkins, Chief Executive.

Tracey Boyle began her President-Elect tour with a presentation on 'Skin and Dermal Exposure Assessment'.

Following are some of the highlights delivered through the regional programme in 2015.



East Anglia regional team (EA)

Led by Jason Hodgkiss

In addition to our two or three evening gatherings attended by the usual members, and one new member for this year, we hosted a Breathe Freely event. The half day event was held on the 21st October, sponsored by ARCO and Chaired by Trevor Ogden. Andy Gillies introduced the morning and the national Breathe Freely campaign. Speakers included Simon Clark who gave us a first-hand account of the exposure that led to his being diagnosed with mesothelioma, the repercussions it has had on his life, in terms of aggressive surgery and the emotional toll it has taken on him and his family. His presentation was hard-hitting and had a positive effect on the audience, which was Simon's intention. The delegates included many from the construction industry and a reasonable number just starting their careers. There were presentations on controlling dust at source with enlightening videos showing disc-grinding concrete with and without L.E.V. ARCO also discussed the last line of defence, including quantitative face fit testing. Finally, we were given the benefit of Ian Bartlett's experience in a presentation entitled 'Breathe Freely from an Occupational Hygiene perspective'.

East Midlands and Yorkshire regional team (EMY)

Led by Kate Jones

In 2015, the East Midlands and Yorkshire region organised two regional meetings. One was held at HSL Buxton and was a joint meeting with North West and North Wales region. The topic was 'Confined Spaces Safety' and included presentations on confined spaces legislation, lighting and PPE, breathing apparatus and gas detection as well as the highlight of the day - a tour of Arco's confined entry training truck which included a practical demonstration of confined spaces entry and rescue as well as the opportunity to 'have a go' for the brave and non-claustrophobic amongst us.

Our second meeting was an industrial technical tour of an Electric Arc Furnace at Outokumpu Stainless Ltd. where a select group of members got an interesting tour.

North East regional team (NE)

Led by Duncan Smith

North East Region had three meetings in 2015 on different key topics. In March we joined the local branch of the Society of Occupational Medicine for a joint meeting on welding at the University Hospital of North Durham. Dr Martin Cosgrove presented his recently published paper entitled 'Welding and Respiratory Health' and Bruno Porter (HSE Sector Lead for Welding) provided an update on HSE guidance, research and stakeholder engagement work on welding. In July we had a well-attended site visit to Dräger Safety UK Ltd in Blyth.

There were practical demonstrations of BA, RPE, gas detection and drug detection equipment, as well as a lively open discussion session on HAVS risk assessments, led by local HSE Inspector Victoria Wise. In November we had the visit of the President-Elect and Tracey Boyle didn't disappoint, with an excellent presentation on the assessment and control of dermal exposure.

Northern Ireland Regional team (NI)

Led by Adele McClelland

We had a range of speakers on different practical matters. My personal highlights were the talks given by Dr Sam Murphy (Ulster University) and Dr Paul McKeagney (Belfast City Hospital). Sam used lots of practical examples of ergonomics in the workplace and introduced software packages which are used to quantify the risks involved. He even showed the ergonomic issues associated with his beloved motorbike. Paul is a fascinating guy with a passion for his job, he works as a respiratory physician and presented on occupational lung diseases in Northern Ireland and the difficulty involved in linking disease to the workplace. Tracey Boyle (President Elect) informed the group on the findings from the Skin Working Group. Ian Kellie's (Chief Examiner) session on PLP was really useful and encouraging for those wishing to pursue the Certificate and Diploma. Duncan Smith presented on the practical aspects of legionella.

Scotland regional team (S)

Led by Helen Pearson and David Wright

Our year kicked off with a well-attended meeting in February 2015, with Adrian Hirst (President-Elect) and Steve Perkins (Chief Executive) giving us an update on what BOHS had achieved in the last 5 years. Our own David Wright gave a very well explained talk on environmental noise and explained the differences between BS 4142:2014 and BS 5228:2009.

We were kindly hosted by the HSE in Glasgow in September 2015, where Duncan Smith had lined up a great afternoon for us on 'Legionella and Bioaerosol'. We had Ross Cameron from Health Protection Scotland talking about Legionella longbeachae in potting compost and a comparison to Legionella pneumophila; Dr. Brian Crook, head of microbiology at HSL, spoke about the bioaerosol work he carried out for HSE a few years ago, and about his current project on waste and recycling; and Duncan himself spoke to us on legionella exposure risk.

In November, David organised a joint meeting with the West of Scotland's IOSH Branch. Dr. John Cherrie spoke to us about IOSH's 'No Time To Lose' campaign on occupational cancers, and Colin Stirling talked to us about 'Diesel Exhaust Emissions (DEEEs) – Putting the Risk into Perspective'.

Bursaries and Introductory Lectures

Eight bursaries were awarded in 2015 under the bursaries scheme, which funds the full cost of completing one of the BOHS core occupational hygiene modules. We continue to encourage those passing a module to progress to Associate Membership of BOHS and to increase their engagement with the Society and with the profession.

The introductory lecture scheme aims to raise awareness of occupational hygiene amongst undergraduates studying for related degree courses, and students on the NEBOSH Diploma course. 13 lectures were delivered across the UK by BOHS members during 2015.



Ensuring a Sustainable Future for BOHS

The BOHS strategy 2016 - 2020 will build on the successes of the last five years and sets out an increased number and range of objectives.



Developing the new BOHS Strategy 2016-2020

During 2015 we put significant effort into consulting on and reviewing our strategy under the auspices of a Council working group chaired by Adrian Hirst. We had a good response from members both in the UK and overseas, who provided some excellent feedback into the Council discussion process. This has resulted in a new 2016-2020 strategy which builds on the successes of the last five years under broadly similar themes, but sets out an increased number and range of objectives. We hope this will move BOHS from a position of a revitalised society to one which actively leads and influences both in the UK and further afield.

Growing our Membership and our Finances

Total income increased significantly on 2014 to around £1.6M mainly due to the IOHA 2015 conference. However, costs also sharply increased resulting in a net revenue position for 2015 just below breakeven.

Membership continued to grow in 2015. At the end of the year the total number of members was 1867, with members in 57 countries, which is a 3.5% increase on 2014. Faculty membership grew by 1%. Specific events were held during the year to help support professional development including 'Get Chartered Days' to encourage members in their professional progress through the Faculty of Occupational Hygiene.

Improving our Capability

Head Office continually seeks to improve our capability in terms of people, systems and facilities to enable us to deliver on the aspirations of the Society for greater influence and effectiveness in worker health protection.

After much planning and preparation our new Customer Relationship Management system (CRM) went live towards the end of 2015 as part of our membership renewals process. Despite the inevitable teething troubles we began to see operational benefit almost immediately and we expect much more in the coming year.

2015 was also a year of significant change on our staff team. We undertook a long overdue reorganisation of our qualifications function and along with other unrelated staff changes this resulted in an overall expansion of our staffing and a realignment of all our teams to position us to meet the demands of the new strategy. Our thanks and best wishes go to all staff members who moved on to other things in 2015 and we extend a warm welcome to those who joined us last year and who will join in 2016.

To accommodate the overall expansion in our staff numbers we undertook a remodelling of Head Office which now provides us with a large downstairs office in addition to our two upstairs offices. If you're ever visiting us in Derby please do take the opportunity to have a quick look around.



Management Structure

Council

Adrian Hirst *President*
Tracey Boyle *President-Elect*
Mike Slater *Immediate Past President*
Alex Wilson *Honorary Secretary*
Neil Grace *Honorary Treasurer*
Martin Stear *Registrar of the Faculty*
Karen Buffon
John Cocker *(from 29 April 2015)*
John Dobbie
Kate Jones
David O'Malley *(until 29 April 2015)*
Helen Pearson *(from 29 April 2015)*
Robin Smith

The Council members are the directors and trustees of BOHS.

Board of the Faculty of Occupational Hygiene

Martin Stear *Registrar*
Len Morris *Assistant Registrar*
Ian Kellie
Neil Pickering
Andrew Singleton
Sarah Leeson
Terry McDonald
Carol Bladon

Officials

Ian Kellie *Chief Examiner*
John Lyons *Qualifications Technical Adviser*
Noah Seixas *Chief Editor, Annals of Occupational Hygiene*
Colette Willoughby *Asbestos Qualifications Technical Adviser*
Terry McDonald *Qualifications Business Development Adviser*

Senior Management Team

Steve Perkins *Chief Executive*
Paul Johnson *Head of Qualifications*
Alison Moss *Head of Services and Operations*
Sharon Brunt *Communications and Marketing Manager*

Committee Chairs

Tracey Boyle *Education Committee*
Kate Jones *Major Conferences Committee*
Adrian Parris *Annual Conference Committee*
Neil Grace *Remuneration Committee*
John Dobbie *Awards Committee*
Robin Smith *Risk Committee*

BOHS Representatives on External Committees

Roger Alesbury *Council for Work & Health*
David O'Malley *Asthma Partnership Board*
Paul Johnson *NEBOSH Council*
Ian Kellie *IOHA NAR Committee*
Ian Kellie *OSHCR Board*
Karen Niven *IOHA*
Sharon Brunt *POOSH*
Sharon Brunt *Health in Construction Leadership Group*
Andy Gillies *Health in Construction Data Sub-group*
Kelvin Williams *Health in Construction Design Sub-group*
Alex Wilson *RoSPA NOSH Committee*
Chris Beach *Asbestos Sub-Committee of the All Party Parliamentary Group on Occupational Safety and Health*
Chris Beach *Crossrail Learning Legacy Committee*
Colette Willoughby *HSE's ALG, ALG TSC, CFM, and the Duty to Manage Working Group, UKAS TAC*
Trevor Ogden *BOHS/NVVA Sampling Strategy Joint Working Group (co-chair for BOHS)*
Trevor Ogden *European Standards (CEN) working group revising EN689 (on sampling strategy for testing compliance with exposure limits)*
Mike Slater *CONIAC Health Risks Working Group*

Regional Organisers

Bob Daunt *London, South and South East*
Julie Helps/Kelvin Williams *South Wales and South West*
Kate Jones/Tina Conroy *East Midlands and Yorkshire*
Mary Cameron *Midlands*
Jason Hodgkiss *East Anglia*
Helen Pearson/David Wright *Scotland*
Duncan Smith *North East*
Phil Roberts *North West and North Wales*
Adele McClelland *Northern Ireland*

Past Presidents

1953 T Bedford CBE	1985 P J Hewitt
1954 E J King	1986 G L Lee
1955 J M Rogan	1987 J T Carter
1956 C G Warner	1988 F S Gill
1957 P Pringle	1989 C A Veys OBE
1958 W G Marley OBE	1990 J H Vincent
1959 W H Walton OBE	1991 T L Ogden
1960 J C Gilson OBE	1992 P J Oldershaw
1961 L G Norman OBE	1993 G M Davies
1962 P C G Isaac	1994 H G E Wilson
1963 R E Lane	1995 R M Agius
1964 G Nagelschmidt	1996 H L Dalrymple
1965 R S Schilling CBE	1997 R M Howie
1966 R J Sherwood	1998 N M Cherry
1967 D E Hickish	1999 A Wright Reid
1968 R Murray	2000 K Gardiner
1969 S A Roach	2001 B Holyoak
1970 J R Glover	2002 J Elphick
1971 S G Luxon	2003 P J Oldershaw
1972 J S McLintock	2004 L Morgan
1973 D Turner	2005 C P Beach
1974 J G Jones	2006 A T Gillies
1975 J Steel	2007 J W Cherrie
1976 B H Harvey CBE	2008 S R Bailey
1977 A Munn	2009 R J Alesbury
1978 G Hedgecock	2010 R Turner
1979 M K B Molyneux	2011 A Bianchi
1980 S J Silk	2012 B Rajan OBE
1981 J Dodgson	2013 D O'Malley
1982 J T Sanderson	2014 M Slater
1983 R I McCallum	
1984 D Doran	

Report of the Trustees
and Audited Financial
Statements for the year
ended **31 December 2015**
for British Occupational
Hygiene Society

Company Number: RC000858
Charity Number: 1150455



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Reference and Administrative Details of the Company, its Trustees and Advisers

For the period ended
31 December 2015

Trustees

Dr A Hirst, *President*
Mrs T Boyle, *President Elect*
Mr M Slater,
Immediate Past-President
Mr D A O'Malley
(resigned 29 April 2015)
Mr A Wilson, *Hon. Secretary*
Mr N Grace, *Hon. Treasurer*
Mr M Stear, *Registrar*
Mr J Dobbie
Ms K Jones
Mrs K Buffon
Mr R Smith
Mrs H Pearson
(appointed 29 April 2015)
Dr J Cocker
(appointed 29 April 2015)

Company registered number
RC000858

Charity registered number
1150455

Registered office
5/6 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*

Independent auditors
Bates Weston Audit Limited
Statutory Auditors
Chartered Accountants
The Mills
Canal Street
Derby
DE1 2RJ

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

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

Trustees' Report

For the period ended
31 December 2015

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 on 18 October 2012. The Society was established under the Royal Charter which sets out the objects and powers 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).

All 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.

A strategy day was held for Council in 2015 to enable Council to consider the various strategic options for the new 2016-2020 strategy.

The Council members (the directors and trustees) manage the Society through regular Council meetings which focus on strategic decision making and policy setting. 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 Risk Committee of Council maintains a risk register and mitigation plans which are reviewed to consider all the major risks to which the charity is exposed. External risks to funding are minimised by the implementation of procedures for the authorisation of all transactions. A separate risk register was maintained and reviewed for the IOHA 2015 conference.

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 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

2015 was the final year of the Society's current 5 year strategy which was launched in 2011 after a significant stakeholder consultation. There are five strategic themes and twelve specific objectives. A thirteenth objective was added by Council during 2013.

Strategic Theme	Objectives
1. Raise Awareness of occupational hygiene	<ul style="list-style-type: none">• Develop and deploy clear and simple communication messages about the purpose and value of occupational hygiene• Engage with employer associations, large companies and regulators to promote the value of hygiene and qualified hygienists

Strategic Theme	Objectives
2. Increase visibility and influence of BOHS	<ul style="list-style-type: none">• Ensure BOHS fully supports a representative on major, relevant UK and EU committees• Obtain Chartered status for BOHS• Develop a strategy and clear objectives for influencing national policy to achieve improvement in worker health protection in the UK
3. Improve access to and recognition of competence	<ul style="list-style-type: none">• Obtain Chartered status for individual qualified members• Increase BOHS Faculty membership by at least 5% per annum• Develop the UK and international market for training and competency assessment
4. Expand occupational hygiene education	<ul style="list-style-type: none">• Promote the development of new BOHS training courses• Identify and recognise existing courses which contribute to occupational hygiene education
5. Ensure a sustainable future for BOHS	<ul style="list-style-type: none">• Grow the income streams from examinations, publications and other sources• Increase BOHS society membership by at least 5% per annum• Maintain an appropriate level of financial reserves

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 student and retired members.

The Society has examined the information contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The trustees regularly consider how planned activities will contribute to the aims and objectives they have set. The intent of the strategy is to focus the Society's resources to deliver an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

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 2015 was a successful year for the Society.

1. Raise Awareness of Occupational Hygiene

Our external communications activities made excellent progress with significantly more BOHS speaking opportunities at other organisations conferences and events and more articles appearing in the Health and Safety press. A major success was the launch of our 'Breathe Freely' partnership initiative on occupational lung disease in April which attracted significant support across the construction industry. The follow up free events were well attended and occupational hygiene is certainly now better known amongst the leaders of the construction industry.

2. Increase Visibility and Influence of BOHS

During 2015 our Chief Executive and Presidential trio had meetings with a range of senior leaders in industry, academia, parliament, the civil service and the regulator. With the boost provided by our Breathe Freely campaign we were able to play a significant role in the new 'Health in Construction Leadership Group' which is driving forward an agenda to tackle occupational disease and ill health in the industry.

Internationally BOHS' visibility and influence continued to grow with particularly through our strong links with other national societies, the successful delivery of the IOHA

2015 international conference in London and the second edition of our Middle East Worker Health Protection conference in Abu Dhabi. We also played a major role in bringing about a new structure and more representative governance for the Occupational Hygiene Training Association (OHTA).

3. Improve Access to and Recognition of Competence

Faculty membership grew slightly with a 1% increase over 2014 taking the total to 635 at the year-end.

The UK market for competency assessment held steady in comparison with 2014, but the international market saw a decline as the international occupational hygiene module numbers decreased relative to 2014. Efficiency of our qualifications operations continued to improve with further development of our online Qualifications Management System (QMS) and a reorganisation of the qualifications team at Head Office.

4. Expand Occupational Hygiene Education

The Society continued to provide educational opportunities through the Bursaries for Modules scheme, the Approved Courses programme and our Introductory Lecture programme in universities. The Annals of Occupational Hygiene, our flagship journal continued to attract high quality papers with 275 submissions in 2015.

Our regional groups delivered over 30 free technical meetings and we hosted the successful IOHA 2015 International Conference in London with over 700 delegates from 47 countries.

5. Ensure a Sustainable Future for BOHS

Revenue income grew by over 30% compared with 2014 primarily due to the IOHA 2015 conference. However, the associated high costs of the event meant that overall the Society made a small deficit. See the Financial review section for further details. Overall Society membership grew by 2.4% on 2014 taking the total number of members to 1847 from 47 different countries.

At Head Office significant effort was committed to delivering the new Customer Relationship Management (CRM) system which went live in November alongside work to produce a new website which will go live in early 2016.

Financial Review

The statement of financial activities shows a net deficit for the year of £16,645 compared to a surplus of £74,275 in 2014 and our reserves, which are unrestricted, amounted to £1,042,141 compared to £1,058,786 in 2014.

Following on from the implementation of a revised Investment strategy in 2012 to facilitate security of capital as well as an element of growth, around 50% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Society's funds which were held in 2 Charities Deposit Funds during 2015, yielded an average of 5.85% return on investment. Interest rates remained at very low levels in 2015 but the average rate over the year exceeded the rate of inflation. The value of the Charities Investment Fund has increased in 2015 by a further 5.2% (as at 31.12.2015) and a total return since inception in January 2012 of 46.3%. The Society's reserves policy follows the guidelines in the Charity Commissions Reserves Policy Guidelines. Within this strategy, prudent financial management advice indicates that the Society should maintain a financial reserve of at least one year's running costs. The reserve for each year is set in accordance with the Financial Guidelines and Operating Principles agreed by Council.

Plans for the Future

2015 was the final year of the existing five year strategy which has seen the Society make major advances in delivering its objectives and the overall goal of the strategy to raise the profile of occupational hygiene in the UK and worldwide through a revitalised Society.

During 2015 an extensive consultation process was undertaken by Council with members and other stakeholders to help in formulating a new 2016-2020 five year strategy. This process has led to an evolutionary development building on the progress of the last five years. The five main strategic themes remain broadly unchanged, but the new objectives are now more numerous and more challenging reflecting the growth of the Society and its capabilities.

Statement of Trustees Responsibilities

The trustees (who are also the directors of British Occupational Hygiene Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 audit information and to establish that the charitable company's auditors are aware of that information.

On behalf of The Council

Dr A Hirst *President*

Date: 8 March 2016

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 2015 set out on pages 9 to 17. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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 charity and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charity 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 that 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 charity'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 charity's affairs as at 31 December 2015 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 other matter prescribed by the Companies Act 2006

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 and to take advantage of the small companies' exemption from the requirement to prepare a Strategic report or in preparing the Trustees' report.

Wayne Thomas ACA (Senior Statutory Auditor) for and on behalf of
Bates Weston Audit Limited
 Statutory Auditors, Chartered Accountants
 The Mills, Canal Street
 Derby, DE1 2RJ

Date: 24 March 2016

Statement of Financial Activities

(Incorporating income and expenditure account) for the year ended 31 December 2015

	Note	Unrestricted Funds 2015 £	Total Funds 2014 £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Investment income	2	2,943	4,545
Incoming resources from charitable activities	3	1,628,969	1,221,873
TOTAL INCOMING RESOURCES		1,631,912	1,226,418
RESOURCES EXPENDED			
Charitable activities	4	1,544,684	1,048,497
Governance costs	5	103,873	103,646
TOTAL RESOURCES EXPENDED		1,648,557	1,152,143
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET (EXPENDITURE)/INCOME FOR THE YEAR			
		(16,645)	74,275
Total funds at 1 January 2015		1,058,786	984,511
TOTAL FUNDS AT 31 DECEMBER 2015		1,042,141	1,058,786

Balance Sheet

as at 31 December 2015

	Note	2015 £	2014 £
FIXED ASSETS			
Tangible assets	8	137,989	75,070
Investments	9	400,000	400,000
		537,989	475,070
CURRENT ASSETS			
Stocks		10,584	12,448
Debtors	10	299,748	468,462
Cash at bank and in hand		499,382	571,436
		809,714	1,052,346
CREDITORS			
Amounts falling due within one year	11	(271,562)	(426,130)
NET CURRENT ASSETS		538,152	626,216
TOTAL ASSETS LESS CURRENT LIABILITIES		1,076,141	1,101,286
CREDITORS			
Amounts falling due after more than one year	12	(34,000)	(42,500)
NET ASSETS		1,042,141	1,058,786
CHARITY FUNDS			
Unrestricted funds	14	1,042,141	1,058,786
TOTAL FUNDS		1,042,141	1,058,786

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

The financial statements have been prepared in accordance with the special 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 January 2015).

The financial statements were approved by the Trustees on 8 March 2016 and signed on their behalf, by:

Dr A Hirst President

Notes to the Financial Statements for the Year Ended 31 December 2015

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective January 2015. The financial statements have been prepared in accordance with the FRSSE Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' effective January 2015, applicable accounting standards and the Companies Act 2006.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

1.3 Incoming resources

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

1.4 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.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	- 33% on cost
Office furniture	- 20% on cost
Computer software	- 20% on cost

1.6 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.

1.7 Leasing

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

1.8 Taxation

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

1.9 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.

2. INVESTMENT INCOME	Unrestricted	Total
	Funds	Funds
	2015	2014
	£	£
Interest receivable	2,943	4,545

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2015	2014
	£	£
Examinations	722,736	657,864
Membership services	124,602	110,789
Conferences and events	525,768	219,741
Publications	194,141	200,054
Schemes and services	61,722	33,425
	1,628,969	1,221,873

4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

	2015	2014
	£	£
Examinations	467,359	356,897
Membership services	108,184	92,319
Conferences and events	438,601	171,941
Publications	78,153	62,157
Schemes and services	24,402	12,715
Head Office	205,163	173,925
Marketing and communications	128,701	90,248
External beneficiaries	11,409	17,540
Governance	82,712	70,755
	1,544,684	1,048,497

5. GOVERNANCE COSTS	Unrestricted Funds	Total Funds
	2015	2014
	£	£
Auditors' remuneration	2,975	2,900
Council meeting expenses	12,220	10,134
Legal and professional	4,518	3,334
Staff costs	84,160	87,278
	<u>103,873</u>	<u>103,646</u>

6. NET INCOMING/(EXPENDITURE)

This is stated after charging:

	2015	2014
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	42,878	40,405
Auditors' remuneration	2,975	2,900
Pension costs	24,951	24,715
	<u>70,804</u>	<u>68,020</u>

During the year, no Trustees received any remuneration or other benefits (2014 - £NIL).

5 Trustees received reimbursement of expenses amounting to £4,188 in the current year, (2014 - 5 Trustees - £5,149).

7. STAFF COSTS

Staff costs were as follows:

	2015	2014
	£	£
Wages and salaries	447,846	398,308
Social security costs	33,287	30,787
Other pension costs	24,951	24,715
	<u>506,084</u>	<u>453,810</u>

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

	2015	2014
	No.	No.
Administrative	18	16
	<u>18</u>	<u>16</u>

The number of higher paid employees was:

	2015	2014
	No.	No.
In the band £70,001 - £80,000	1	1
	<u>1</u>	<u>1</u>

8. TANGIBLE FIXED ASSETS

	Office furniture & equipment	Computer software	Total
	£	£	£
COST			
At 1 January 2015	25,392	125,235	150,627
Additions	14,540	91,257	105,797
At 31 December 2015	<u>39,932</u>	<u>216,492</u>	<u>256,424</u>

DEPRECIATION

At 1 January 2015			
Charge for the year	15,632	59,925	75,557
	<u>6,623</u>	<u>36,255</u>	<u>42,878</u>
At 31 December 2015	<u>22,255</u>	<u>96,180</u>	<u>118,435</u>

NET BOOK VALUE

At 31 December 2015	<u>17,677</u>	<u>120,312</u>	<u>137,989</u>
At 31 December 2014	9,760	65,310	75,070

10. FIXED ASSET INVESTMENTS

	Listed Securities
	£
Market value	
At 1 January 2015 and 31 December 2015	<u>400,000</u>

Market value of listed investments at 31 December 2015 is £585,321 (2014: £556,524).

11. DEBTORS

	2015	2014
	£	£
Trade debtors	195,300	243,366
Prepayments and accrued income	104,448	225,096
	<u>299,748</u>	<u>468,462</u>

11. CREDITORS:**AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Trade creditors	142,239	76,133
Other taxation and social security	23,309	59,237
Accruals and deferred income	106,014	290,760
	<u>271,562</u>	<u>426,130</u>

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

	2015	2014
	£	£
Accruals and deferred income	<u>34,000</u>	<u>42,500</u>

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

	2015	2014
	£	£
Deferred income over five years	<u>-</u>	<u>8,500</u>

14. OPERATING LEASE COMMITMENTS

At 31 December 2015 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2015	2014
	£	£
Expiry date:		
Within 1 year	-	24,375
Between 2 and 5 years	<u>32,500</u>	<u>-</u>

15. STATEMENT OF FUNDS

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
Unrestricted funds				
Reserves	<u>1,058,786</u>	<u>1,631,912</u>	<u>(1,648,557)</u>	<u>1,042,141</u>

SUMMARY OF FUNDS

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
General funds	<u>1,058,786</u>	<u>1,631,912</u>	<u>(1,648,557)</u>	<u>1,042,141</u>

16. RELATED PARTY TRANSACTIONS

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 £27,202 (2014: £30,699) in registration and examination fees and for exhibition space. Diamond was also charged £450 (2014: £156) for the BOHS directory listing. At the year end Diamond owed £330 (2014: £1,710).

BBOHS paid course provision for Bursary and Modules fees of £Nil (2014: £7,000) from Diamond.

One of the trustees is a director and shareholder of Hirst Consulting Limited, who were charged £168 (2014: £156) 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 £168 (2014: £156) 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 £330 (2014: £5,519) in course provider and examination fees. They were charged £168 (2014: £156) for the BOHS directory listing. At the year end Genesis owed £Nil (2014: £330).

One trustee's spouse received expenses in connection to services carried out for BOHS. These totalled £705 (2014: £Nil). There were no outstanding balances at the year end.

Two trustees and the Chief Executive are directors of the Occupational Hygiene Training Association. During the year, BOHS charged £39,079 (2014: £9,608) to OHTA, primarily in respect of secretarial services. At the year end OHTA owed £Nil (2014: £20).

Also during the year, BOHS paid course levy fees of £36,985 (2014: £46,020) to OHTA. At the year end, £11,360 (2014: £8,190) was owed to OHTA.

All transactions are at arms length on normal commercial terms.



The Chartered Society for
Worker Health Protection

British Occupational Hygiene Society

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BOHS Incorporated by Royal Charter No. RC000858. Registered Charity No. 1150455

