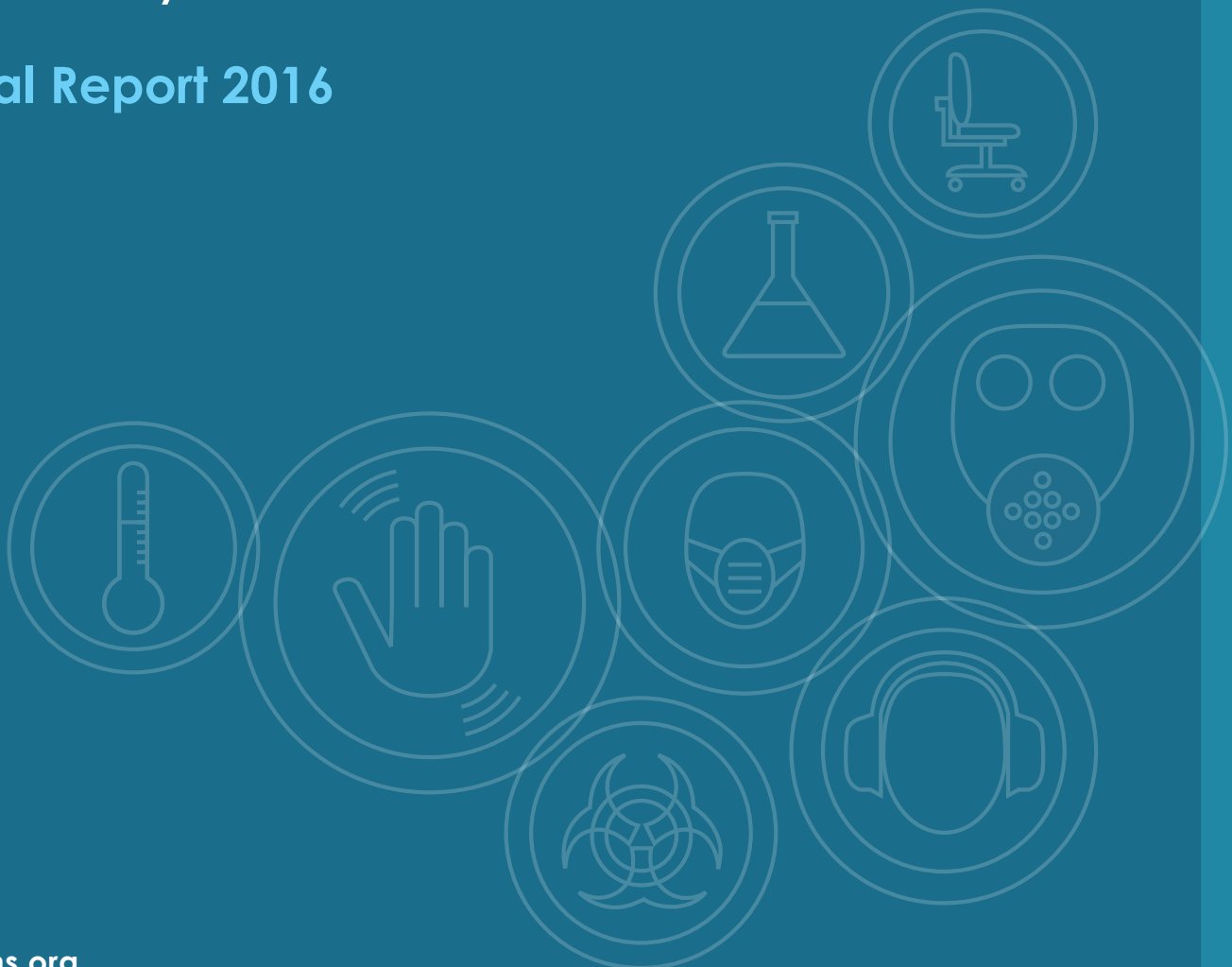




The Chartered Society for
Worker Health Protection

A healthy working environment for everyone



Annual Report 2016



2016 A Year in Numbers

11	259	125	3075
Bursaries awarded through the Bursary for Modules scheme	Papers submitted to the <i>Annals</i>	Delegates attended the third BOHS WHPC in Abu Dhabi	BOHS proficiency module candidates
2	350+	7	20
New assistant editors for the <i>Annals</i>	Delegates attended OH2016 in Glasgow	Partners formed a steering group with BOHS for a <i>Breathe Freely in Manufacturing</i> campaign	permanent staff at BOHS Head Office
66.7%	29	40+	60
Rejection rate for the <i>Annals</i>	BOHS regional meetings held	Breathe Freely talks delivered	Consultancies listed in the Directory of Occupational Hygiene Services
642	901	1	£1.3M
Members of the Faculty of Occupational Hygiene	International module candidates	Name change for BOHS' scientific journal	Total income

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President's Review



In 2016, BOHS launched its new five-year strategy which develops on the themes from the previous strategy. Our first ever campaign, *Breathe Freely*, targeted at improving respiratory health in the construction industry, started well in 2015 and has continued to grow in 2016.

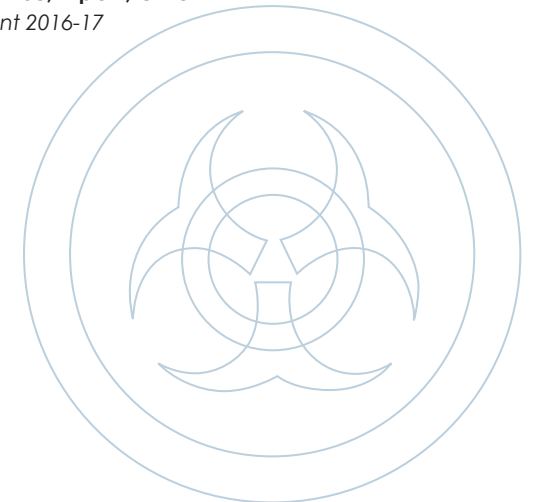
It is always difficult to measure success when trying to reduce the occurrence of long-latency diseases such as silicosis and asbestos-related diseases. However, if the first steps are to raise awareness of the issues with senior managers, plus, encourage and train managers and supervisors to recognise and control exposure to hazardous dusts, then by these measures, BOHS, in conjunction with its partners, has been successful. This coming year will see the launch of a new phase of *Breathe Freely*, which will run alongside the continuing *Breathe Freely in Construction* campaign. This new phase is *Breathe Freely in Manufacturing* which will focus initially on welding. BOHS will, again, be working with partners, including the HSE in the UK, the Engineering Employers Federation (EEF) and The Welding Institute (TWI).

BOHS has also been working hard to develop a new Asbestos Faculty which will help to provide recognition for those competent to practice in the fields of asbestos management and assessment. We have been providing the premier professional qualifications in asbestos for at least 30 years, therefore, we are very pleased to be able to provide a Faculty with professional grades of membership and a Continuing Professional Development (CPD) scheme, to allow individuals to demonstrate their ongoing competence.

As a Society, we have learned that in order to achieve our objectives, we need to become more commercially aware. We cannot achieve "a healthy working environment for everyone" without raising income and working in partnership with others. There is a fine balance to be struck between being a learned Society for the benefit of our members, supporting our members in the knowledge and practice of occupational hygiene, and achieving our charitable objectives by raising awareness of the benefits of good occupational health to politicians, regulators, employers and employees. We hope that our members consider that Council is leading the Society to be successful on both counts.

I would like to take this opportunity to thank all our members of staff and our growing number of volunteers, who provide their time and energy unstintingly, allowing BOHS to raise the profile of occupational hygiene and to explain its importance in enabling "a healthy working environment for everyone".

Tracey Boyle MSc, DipOH, CFFOH
BOHS President 2016-17





Chief Executive's Review



2016 was both an exciting and challenging year for BOHS. Exciting, because for reasons I outline below, it seemed to be the year in which worker health protection finally began to appear in the national spotlight within the health and safety sector. Challenging, as from a business perspective, in a year of investment in staffing, our performance in some areas did not match budget expectations.

After much work under our previous five-year strategy to raise awareness and increase understanding of occupational hygiene as key to dealing with the UK's huge burden of occupational disease, it was very pleasing to see the regulator put health so clearly in the spotlight. We have worked closely with the HSE at both technical and policy level over a number of years now and health has definitely risen in priority.

In February last year, HSE launched its new UK system strategy '#HelpGBWorkWell', which identified tackling the costs of work-related ill-health as one of its top six priorities. Both the Minister and Chief Executive highlighted this priority at the launch. Towards the end of the year, HSE then followed up with the launch of its own new health strategy which will focus on three key topics: lungs, musculoskeletal disorders (MSDs) and stress.

The focus on lung health covering a wide range of exposures and diseases has great alignment with our own *Breathe Freely* initiative. During 2016, our efforts within the construction sector expanded with the release of new materials, resources and events. We had some encouraging outcomes as we began to see industry leaders advocating for occupational hygiene and greater involvement of the profession. We also saw some large construction companies recruiting their first ever occupational hygienists.

The challenges we encountered on the business front in 2016 showed us that we still have some way to go in our commercial journey as we adjust and adapt to increasing competitive pressures. We are widely recognised for our high standard of technical content in products such as our qualifications suite. However, we have to ensure that these products remain relevant and competitive in the marketplace, and that requires continuously taking a critical look at what we offer and how we deliver it.

For example, during 2016, we took steps to begin developing a new course for controlling health risks in construction under the *Breathe Freely* umbrella. This is a new departure for BOHS in terms of it being a one-day course, specifically targeted at a sector where we develop both the training content and assessment with the support of some major construction companies. The course entered its pilot stage at the end of 2016 and we look forward to taking it to market in 2017.

Alongside all our usual activities, work was undertaken on developing a number of other new initiatives such as a new Asbestos Faculty, a strategic review and renaming of the *Annals*, a new LEV (local exhaust ventilation) conference and a second *Breathe Freely* initiative into manufacturing. 2016 was certainly a stretching year for us and I would like to express my sincere thanks to our staff team for their sterling efforts and commitment to developing and growing BOHS.

Finally, I would also like to personally thank 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 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

Breathe Freely in Construction continued to gather momentum during 2016 with some well-attended events and notable new supports signing up, including Weetabix and Asda.



BREATHE FREELY

Construction

Breathe Freely in Construction continued to gather momentum during 2016. A well-attended one-day conference in Glasgow provided the opportunity to engage with stakeholders and review progress whilst also looking ahead at what other issues and challenges need to be tackled around health in construction. Noise, skin and MSDs were among the top issues raised and this will form the campaign direction for 2017.

Four roadshow events were delivered around the UK this year, and over 40 talks were delivered on *Breathe Freely* at meetings and events around the UK and one in the Middle East. Campaign support continued to grow with some notable new supports signing up, including Weetabix and Asda.

The HI Standard self-assessment tool was launched in April, helping managers to better manage workplace health risks. The construction managers' toolkit was also released during 2016, offering a range of tools to help managers communicate with workers about the risks on construction sites.

During 2016, the working group began to look at the design aspect of health, with a view to developing guidance to help designers eliminate health risks at the design stage. This work will continue into 2017.

Manufacturing

Plans for a new campaign, *Breathe Freely in Manufacturing*, were started in 2016. BOHS is partnering with EEF, HSE, JCB, Toyota, BAE Systems, TWI, and TUC (Trades Union Congress) to tackle lung disease in the manufacturing industry. The focus initially will be on the issues around welding but longer term, this will also develop to look at other respiratory issues in the sector. The campaign will launch in May 2017.

Growing Awareness of Occupational Hygiene

The Introductory Lecture scheme continued throughout 2016 with a number of BOHS members delivering talks on occupational hygiene to students on occupational health-related courses. The students are offered free student membership of BOHS for one year as a way of engaging them with the Society and with occupational hygiene. Thirteen talks were delivered in 2016.

Eleven bursaries were awarded to students applying via BOHS' 'Bursary for Modules' scheme. This scheme is aimed at encouraging non-hygienists into the profession by funding the cost of taking one of the proficiency modules.

Communications and Marketing

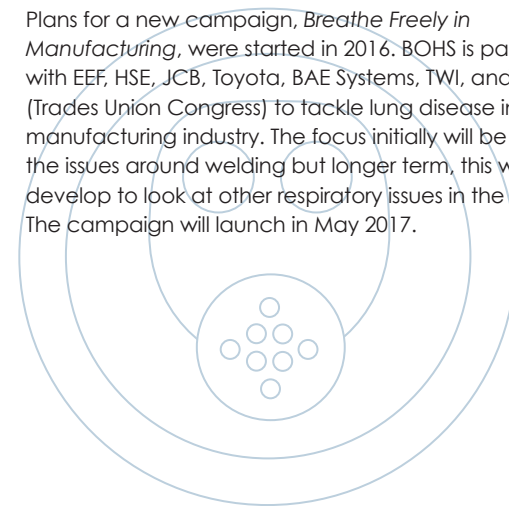
Spring 2016 saw the launch of a fresh new BOHS website, which intends to be a more user-friendly way for our external audiences to engage with and find information more efficiently.

BOHS exhibited at a number of events including Health and Wellbeing at Work and 'Listen Up' in March, Safety and Health Expo in June, the Considerate Constructors Scheme Annual Conference, plus, Asbestos the Truth in September. Alongside the stands, we also delivered a programme of talks on a variety of topics related to occupational hygiene.

In November, we launched a new guide to occupational hygiene for Union Safety Representatives, joint branded with the BOHS and TUC logos.

We had a range of articles published and issued a number of press releases, commenting on topics such as the five-year strategy announced by the HSE under the campaign hashtag, '#HelpGBWorkWell'.

BOHS worked closely with IOSH (Institution of Occupational Safety and Health) and HSE during 2016 on raising awareness of the dangers of silica. A tripartite talk on the subject was developed and delivered at IOSH and BOHS meetings around the UK.





Increasing Understanding of Occupational Hygiene

The drive by the construction industry to eradicate ill-health and disease caused by exposure to health hazards gathered momentum in 2016 on the back of the shocking statistic that a construction worker is now 100 times more likely to die from a work-related disease than an accident.



Increasing Understanding of Workplace Health Risk Management

The drive by the construction industry to eradicate ill-health and disease caused by exposure to health hazards gathered momentum in 2016 on the back of the shocking statistic that a construction worker is now 100 times more likely to die from a work-related disease than an accident. BOHS played its part by developing a course about controlling health risks on construction sites. The development process involved representatives from the construction industry and it was agreed that the biggest impact would be made by designing a short course for site supervisors, to help them identify health hazards, understand health effects and control the risks. The course includes comprehensive teaching and learning materials to support delivery to their own staff by major construction companies. A pilot run took place towards the end of the year with health and safety professionals and a number of ideas for improvement were identified, ready to be implemented before the full launch in 2017.

The course will help to establish the place of occupational hygiene alongside other disciplines designed to improve the health of construction workers, including occupational health which is about managing the health of workers and wellbeing which promotes healthy lifestyle choices.

BOHS Conferences and Events

LEV

The first dedicated BOHS LEV event took place on 4 February at Brandon Hall in Warwickshire. Over 100 delegates attended with eight companies exhibiting. Titled 'LEV – Extracting the Best Practices', the event delivered insight and debate into the topics affiliated with local exhaust ventilation control and its role in the reduction of industrial disease.

Bringing together experts from engineering, occupational hygiene and the regulator, delegates were kept up to date with industry developments, legal requirements and good practice, encouraging stronger relationships between engineers and occupational hygienists. The positive feedback received confirmed there is a need for a regular LEV event in the calendar.

OH2016

The 2016 annual conference took place from 25-28 April at the Hilton Hotel in Glasgow. Over 350 delegates attended over the three days with 31 companies exhibiting and sponsoring the conference.

Three professional development courses ran prior to the conference including a one-day taster of the Diploma of Professional Competence in Occupational Hygiene and Asbestos and Other Fibrous Materials: Exposure and Risk Assessment. The Warner Lecture was delivered by Professor Sir Anthony Newman Taylor outlining the continual challenge of occupational lung disease. Other keynote speakers included Jason Williams, Karen Niven and Danny Martland addressing topics on contact dermatitis, the future for occupational hygiene and the challenges of managing occupational hygiene in a multinational organisation.

Mike Slater delivered a plenary session on the *Breath Freely* Campaign and Noah Seixas updated delegates on the new direction for the *Annals of Occupational Hygiene* (now known as the *Annals of Work Exposures and Health*). Positive feedback was received regarding the organisation and the mix of topics featured. The social and networking aspects of the conference also received great feedback.



OEESC

The Occupational and Environmental Exposure of Skin Conference took place at the Manchester Conference Centre from 19-21 September and was attended by 110 people from sixteen countries. In all, there were 58 presentations, including two workshops, a discussion panel and six eminent keynote speakers.

Sessions covered measurement of skin exposure, the use of models to assess dermal exposures, risk assessment for dermal hazards, cleaning and work wear, training issues (including what occupational hygienists know about dermal exposure) and several occupational hygiene research studies. The keynote talks covered issues from new developments in our understanding of exposure-related skin disease through to UV exposure and practical aspects of control.

Feedback was positive with over 80% of delegate expectations on content, presentation quality, networking and organisation being met or exceeded.

WHPC

The third BOHS Worker Health Protection Conference (WHPC) took place in Abu Dhabi on 25-28 September 2016 and was the largest and most comprehensive edition yet, with more than 125 attendees. This was due to expanding interest in the Middle East as they are continually enhancing workplace safety and health. The itinerary for the conference featured over 25 high-profile international and regional speakers, along with an additional two days of BOHS certified professional development courses. WHPC saw critical discussions and debates, providing practical solutions to tackle the key challenges in occupational ill-health and disease, as well as looking for ways to improve worker health in the region, with a focus on crucial workplace health and safety issues that affect the wellbeing of workers across the Middle East.

ECCII

BOHS held a joint conference with the Occupational Hygiene Society of Ireland (OHSI) on 12-13 October in Liverpool. Exposure Control and Containment 2 (ECCII) was a result of the same previous successful event held in Cork two years ago.

The focus of the conference was the specification, design, installation, testing, maintenance and operation of engineering control measures to minimise health risks in the workplace. The conference presented an opportunity for individuals from different disciplines to come together and build mutual understanding on the various facets of this complex and interesting topic.

Over 70 delegates attended with sixteen companies sponsoring, exhibiting and providing content for the delegate packs.



Extending the influence of BOHS

The BOHS Chief Executive continues to develop relationships and meet regularly with other organisations including the HSE, other professional bodies and major corporations.



External Relationships

As a founding member, BOHS has continued to play a key role on the Health in Construction Leadership Group (HCLG) in 2016, alongside a number of others including Land Securities, Tideway, Balfour Beatty and Skanska. BOHS had representation on all of the HCLG working groups on design and data as well as on the communications group.

The BOHS Chief Executive continues to develop relationships and meet regularly with other organisations including the HSE, other professional bodies and major corporations.

In the planning and delivery of the *Breathe Freely* campaigns, BOHS has formed partnerships with a number of organisations including EEF, TUC, TWI and many others.

Internationally, BOHS continued its involvement in the International Occupational Hygiene Association (IOHA) and BOHS seniors attended conferences in the US and Australia.

BOHS has worked in partnership with IOSH and HSE in raising awareness of the dangers of silica, and with ILEVE (Institute Of Local Exhaust Ventilation Engineers) to deliver a conference on best practice in LEV.

Faculty of Asbestos Assessment and Management (FAAM)

In accordance with the BOHS Strategic Plan 2016-2020 objective to "develop further support structures to improve specialist practice and widen participation in the Society", efforts commenced during 2016 to introduce a further faculty to the existing Faculty of Occupation Hygiene, namely the Faculty of Asbestos Assessment and Management.

A project manager was employed on a fixed-term contract and planning activities commenced, through both staff members and member working groups, to create a proposal and implementation plan for the new Faculty. This includes a working group specifically focused on The Society's governance.

The launch of the new Faculty is dependent on securing both membership support at the AGM in April 2017 and also approval from the Privy Council. Should these be provided, implementation is expected to take place during 2017.

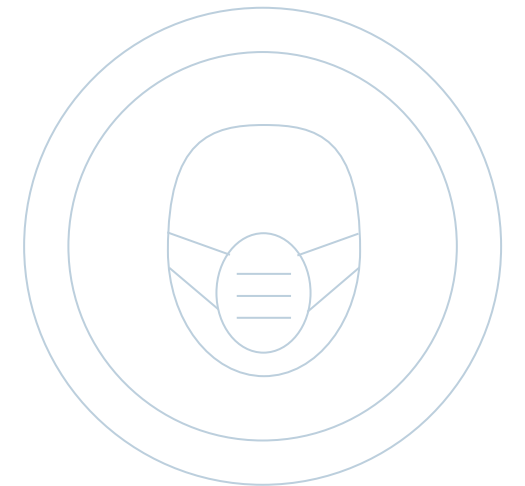
BOHS Voice and HSE's Strategy

January 2016 saw the launch of a new five-year strategy by the HSE. BOHS was pleased to note that the tackling of ill-health formed one of the six key themes of this strategy and pledged to collaborate fully with the HSE and others to achieve success in this vital area.

Later in 2016, the HSE unveiled a new Health and Work Strategy, with the aim of tackling lung disease, stress and MSDs in Britain's workplaces. Linking closely with BOHS' focus on lung disease through the *Breathe Freely* campaigns, BOHS again made a public pledge to support this strategy.

In the aftermath of Britain's referendum vote to leave the European Union, BOHS pledged to continue to lead on worker health protection, warning against any slackening of pace in efforts to reduce the unacceptable burden of work-related ill-health in the UK and internationally.

BOHS contributed to the HSE's review of the Control of Substances Hazardous to Health Regulations (COSHH), the Control of Lead at Work Regulations (CLAW) and the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). BOHS also submitted a response to the HSE's informal consultation on HSG282 - Control of Legionella and other infectious agents in spa pool systems.





Improving Competence Standards, Recognition and Access

We continue to build links with authorities and professional societies to offer support with improving standards of competence for workers throughout industry.

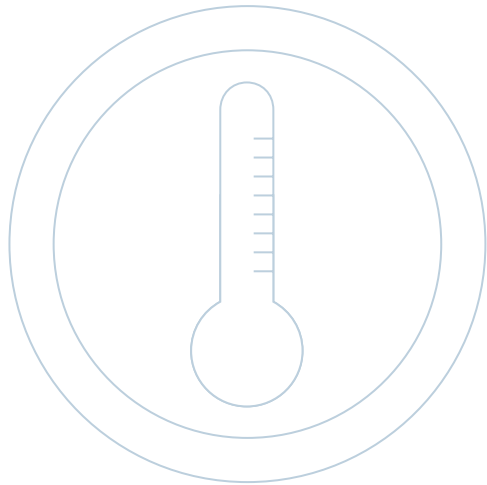


BOHS Qualifications

It is anticipated that 2016 will become recognised as a watershed year for BOHS qualifications, as the long-term project to improve the internal operations reached a conclusion, enabling the refocusing of resources onto strategies for spreading competence and recognition in the UK and overseas. Most notably, it was hugely satisfying to see the increasing uptake of the BOHS international asbestos proficiency qualifications in New Zealand following the commencement of the new Health and Safety at Work Act and the Health and Safety at Work (Asbestos) Regulations in 2016. We will continue to build links with the authorities and the professional societies in New Zealand to offer support with improving standards of competence for workers in the asbestos industry.

Closer to home, good progress was made with developing foundation courses for the many thousands of technicians who work in specialist fields of asbestos, legionella and LEV. The long-established proficiency qualifications continue to be regarded as the industry standard but they can prove to be very challenging for inexperienced individuals. The foundation courses will provide a positive learning experience and recognise the achievement of those people who are starting out on their careers.

The other notable achievement in the year was the launch of a suite of asbestos refresher courses for surveyors, analysts and building managers. The asbestos industry is large, complex and heavily regulated so we were pleased to offer a means of helping its employees to keep abreast of developments.



Faculty of Occupational Hygiene

The Faculty provides a home for members of the occupational hygiene profession and, under the leadership of a new Registrar, Faculty Board continues to discuss and make decisions about key issues. A major piece of work over the year was the development of a joint agreement between BOHS and the Institute of Acoustics (IOA), the UK's professional body for those working in acoustics, noise and vibration. The agreement recognises the professional qualifications of our respective organisations and after in-depth scrutiny, it was ratified by the Councils of BOHS and IOA.

Later in the year, following the launch of the new BOHS five-year strategy, the Faculty Board met over two days to discuss its contribution to achieving the strategic objectives. The meeting proved to be extremely constructive and will bear fruit over the coming years.

Also, looking ahead, the Faculty Board was involved in the recruitment of the new BOHS Chief Examiner. The Chief Examiner is the guardian of educational standards and plays a key role in safeguarding the integrity of BOHS qualifications.

Directory of Occupational Hygiene Services

BOHS published its own *Directory of Occupational Hygiene Services* in December.

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 and contains 60 entries.

During the year, the online version was given a makeover as part of the new website. It now has a clean design with a map which allows people to view where the company is based in the UK or overseas.



Ensuring a Sustainable Future and Trusted Reputation for BOHS in the UK and Internationally

2016 saw the launch of our new five-year strategy with an ambitious overall goal to become the partner of choice for worker health protection by 2020.



Launching the New BOHS Strategy for 2016-2020

2016 saw the launch of our new five-year strategy with an ambitious overall goal to become the partner of choice for worker health protection by 2020. The strategy was developed through wide consultation with members and external stakeholders during 2015. It builds on the previous 2011-2015 strategy in an evolutionary way, keeping the same vision, mission and values and five broadly similar themes. Commensurate with the Society's growth during the first strategy, we have set ourselves more and stretching objectives as we seek to grow our activity, influence, income and reputation.

There is still a strong demand-side emphasis in the strategy, building on our efforts through *Breathe Freely* to increase demand for occupational hygiene to address the huge burden of occupational disease in the UK. In addition, we have added objectives aimed at stimulating the supply-side of occupational hygiene professionals. Our previous efforts have begun to result in organisations seeking to take on hygienists who had never done so before. That success, of course, then leads to the challenge of ensuring the profession grows to meet that new demand.

BOHS is now recognised as a leading voice nationally on worker health protection and the new strategy seeks to cement that position and build upon it.

Membership Update

The introduction of the Customer Relationship Management (CRM) system at the back end of 2015, whilst being a sensible decision for BOHS in the long-term to create a stable platform on which to manage membership subscription and event attendance, led to some short-term disruption of usual business. This disruption was compounded by the loss of staff members from critical roles during the same period. As a result of these factors, the usual efforts to communicate with members, maintain engagement and encourage renewals was not executed to the same degree in previous years, and therefore, a higher than expected loss was experienced during the renewals period. In total, 334 members left during 2016.

To counteract this, the membership team ploughed effort into the acquisition of new members by introducing special rate offers and utilising industry events such as the Health and Safety Expo as a platform to acquire new members. Over the course of the year, 205 new members joined the Society.

Overall, this represents a net loss of 125 members which is a 7% decline in membership compared to the previous year. Of this 7%, loss in affiliate membership and international membership made up the largest part.

Annals of Work Exposures and Health

Volume 60 of the flagship journal of BOHS was published in nine issues in 2016. Chief Editor, Noah Seixas, was supported by seventeen editorial board members. These included two new assistant editors, Mr Peter Stacey, from the HSE in the UK, who specialises in chemical technologies, and Dr Peter Smith, from the Institute for Work and Health in Toronto, who brings expertise on work stress, work organisation and vulnerable populations. The editorial team coordinated the collection of 457 peer reviews from 281 individuals, a testament to the huge contribution made by all.

We received 259 submissions, a slight decrease on 2015, including 213 original research articles, eight reviews and eighteen short communications. Europe and North America were the strongest geographic areas for submissions of original articles, reviews, commentaries and short communications at 35% and 26% respectively. Among the 231 papers for which final publication decisions were made, 77 were accepted, giving us a rejection rate of 66.7%.

An analysis of our published papers showed that we remain very strong on exposure assessment (43%, up from 42% in 2015) and measurement (20%, down from 22% in 2015), while there was an increase in papers relating to management and training (14%, up from 2% in 2015). Personal protective equipment and the basic sciences underlying occupational hygiene each accounted for 6% of papers, with exposure controls and epidemiology each on 5%. Aerosols made up 40% of the agents addressed, with 27% tackling chemicals, 9% on bioaerosols and 8% regarding physical agents.

Following the strategic review and consultation, a new name - *Annals of Work Exposures and Health* - and expanded scope were approved by BOHS Council for launch in January 2017, a move designed to reflect the changing nature of work hazards, and the importance of broadening our appeal to a wider audience. 2016 was, therefore, the last year that the journal was known under its well-known name. As the year progressed, the editorial team and publishers prepared for the transition.



Ensuring a Sustainable Future and Trusted Reputation for BOHS in the UK and Internationally

During 2016 BOHS held an interesting and varied programme of regional events within each part of the country. Members also had the opportunity to receive visits from the President and the President-Elect in regions such as Scotland, South West and South Wales.



Regional Meetings

During 2016 the Chief Executive visited a number of regions to outline and discuss the new strategy with members, alongside the President-Elect's regional tour. The regions delivered a varied programme of technical speakers with over 350 attendees across the year, made up of both members and non-members.

Topics included:

- Dermal and Breathe Freely (North West and North Wales)
- Practical LEV Training and Hand-Arm Vibration Awareness (Northern Ireland)
- Invisible Exposure EMF and Noise (Midlands)
- Diesel Engine Exhaust Emissions (London, South and South East)
- Spotlight on Silica – tripartite event with IOSH and HSE (East Anglia)
- Action on Silica and Meet the President Elect (East Midlands and Yorkshire)
- President Elect 'Your BOHS; Your Chance to Make a Difference' and RPE
- (North East) Joint meeting with IOSH - Edinburgh Branch. The Future of Health and Safety (Scotland)
- Statistics (South West and South Wales)

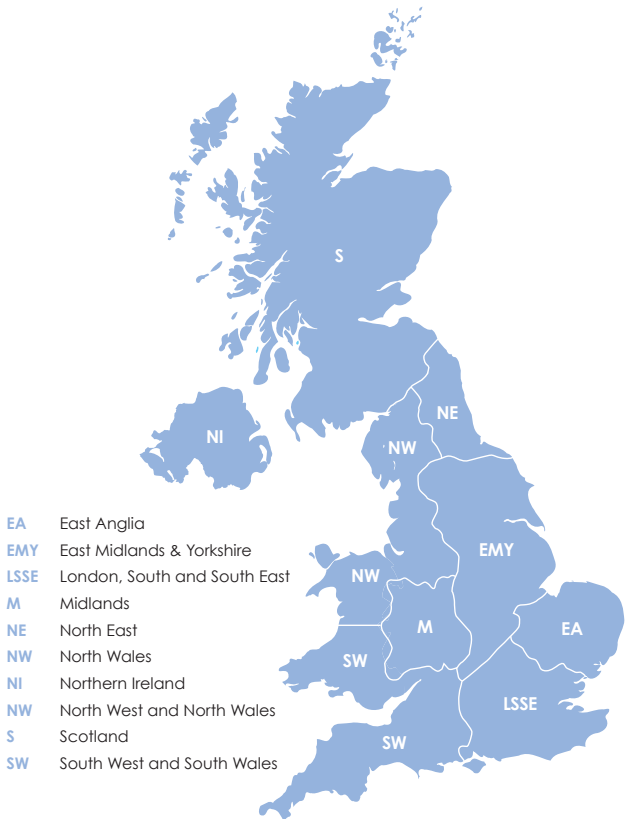
Asbestos was also on the agenda at a number of meetings this year, and collaboration with IOSH continued with joint meetings IOSH in Scotland and North West and North Wales.



Growing Head Office Team

Following some staff changes and a reorganisation at the end of 2015, 2016 saw a number of new starters join the Head Office team. Council decided to invest in a number of our teams including conferences, qualifications, membership, communications & marketing and international services. This took our overall head count to 20 permanent and 1 temporary; half of whom are part-time. We were also pleased to welcome Len Morris onto staff as our new Chief Examiner, replacing Ian Kellie who retired from the post at the end of 2016, having done a sterling job for the Society.

This investment in staff resource at the start of another five-year strategy cycle was designed to increase our capability to enable us to deliver some of the major projects in the new strategy such as a new course in construction, a new faculty and a new Breathe Freely initiative in manufacturing.



Management Structure

Council

Mrs T Boyle *President*
Mrs K Buffon *President-Elect*
Mr D A Hirst *Immediate Past President*
Mr M Slater *(resigned 27 April 2016)*
Mr A Wilson *Honorary Secretary*
Mr N Grace *Honorary Treasurer*
Mr N Pickering *Registrar*
Mr M Stear *(resigned 27 April 2016)*
Mr J Dobbie *(resigned 27 April 2016)*
Mr R Smith *(resigned 27 April 2016)*
Dr J Cocker
Ms K Jones
Mrs H Pearson
Mr D Collin *(appointed 27 April 2016)*
Mrs M Molloy *(appointed 27 April 2016)*
Mrs A Parker *(appointed 27 April 2016)*

The Council members are the directors and trustees of BOHS.

Board of the Faculty of Occupational Hygiene

Neil Pickering *Registrar*
Sarah Leeson *Assistant Registrar*
Carol Bladon
Neil Davey
Andrew Singleton
Morag McWilliam
Ian Kellie
Len Morris

Officials

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

Senior Management Team

Steve Perkins *Chief Executive*
Paul Johnson *Head of Qualifications*
Shani Jackson *Head of Member Services*
Sharon Brunt *Communications and Marketing Manager*

Committee Chairs

Damien Eaves *Learning & Training Committee*
Kate Jones *Major Conferences Committee*
Rupert Balfry *Annual Conference Committee*
Neil Grace *Remuneration Committee*
Helen Pearson *Risk Committee*
Douglas Collin *Awards Committee*

BOHS Representatives on External Committees

Roger Alesbury *Council for Work & Health*
David O'Malley *Healthy Lung Partnership*
Paul Johnson *NEBOSH Council*
Ian Kellie *IOHA NAR Committee*
Ian Kellie *OSHC Board*
Karen Niven *IOHA*
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*
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)*
Jennie Armstrong *CONIAC Health Risks Working Group*
Chris Beach *London Health and Wellbeing Week*
Chris Beach *Professional Organisations in Occupational Safety & Health*
Adele McLelland *Health Steering Group Northern Ireland*

Regional Organisers

Bob Daunton *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

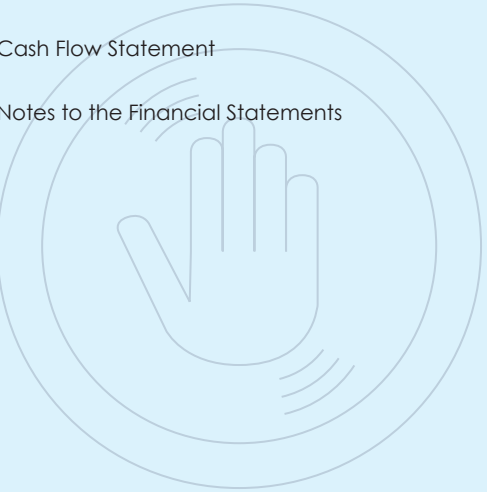
1953	T Bedford CBE		
1954	E J King	1985	P J Hewitt
1955	J M Rogan	1986	G L Lee
1956	C G Warner	1987	J T Carter
1957	P Pringle	1988	F S Gill
1958	W G Marley OBE	1989	C A Veys OBE
1959	W H Walton OBE	1990	J H Vincent
1960	J C Gilson OBE	1991	T L Ogden
1961	L G Norman OBE	1992	P J Oldershaw
1962	P C G Isaac	1993	G M Davies
1963	R E Lane	1994	H G E Wilson
1964	G Nagelschmidt	1995	R M Agius
1965	R S Schilling CBE	1996	H L Dalrymple
1966	R J Sherwood	1997	R M Howie
1967	D E Hickish	1998	N M Cherry
1968	R Murray	1999	A Wright Reid
1969	S A Roach	2000	K Gardiner
1970	J R Glover	2001	B Holyoak
1971	S G Luxon	2002	J Elphick
1972	J S McLintock	2003	P J Oldershaw
1973	D Turner	2004	L Morgan
1974	J G Jones	2005	C P Beach
1975	J Steel	2006	A T Gillies
1976	B H Harvey CBE	2007	J W Cherrie
1977	A Munn	2008	S R Bailey
1978	G Hedgecock	2009	R J Alesbury
1979	M K B Molyneux	2010	R Turner
1980	S J Silk	2011	A Bianchi
1981	J Dodgson	2012	B Rajan OBE
1982	J T Sanderson	2013	D O'Malley
1983	R I McCallum	2014	M Slater
1984	D Doran	2015	A Hirst

Report of the Trustees and Audited Financial Statements for the year ended 31 December 2016 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 year ended 31 December 2016

Trustees

Mrs T Boyle, *President*
Mrs K Buffon, *President Elect*
Mr D A Hirst, *Immediate Past-President*
Mr M Slater *(resigned 27 April 2016)*
Mr A Wilson, *Hon. Secretary*
Mr N Grace, *Hon. Treasurer*
Mr N Pickering, *Registrar*
Mr M Stear *(resigned 27 April 2016)*
Mr J Dobbie *(resigned 27 April 2016)*
Mr R Smith *(resigned 27 April 2016)*
Dr J Cocker
Ms K Jones
Ms H Pearson
Mr D Collin *(appointed 27 April 2016)*
Mrs M Molloy *(appointed 27 April 2016)*
Mrs A Parker *(appointed 27 April 2016)*

Company registered number
RC000858

Charity registered number
1150455

Registered office
British Occupational Hygiene Society
5/6 Melbourne Business Court
Millennium Way
Pride Park
Derbyshire
DE24 8LZ

Company Secretary

Mr A Wilson

Senior Management Team

Mr S Perkins, *Chief Executive*
Mr P Johnson, *Head of Qualifications*
Ms S Jackson
Head of Member Services
Mrs S Brunt
Communications & Marketing Manager

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 year ended 31 December 2016

The Trustees present their annual report together with the audited financial statements of The British Occupational Hygiene Society for the year to 31 December 2016.

Objectives, Strategy and Activities

2016 was the first year of the Society's new five-year strategy which was launched after a significant consultation with both members and external stakeholders. This strategy is an evolutionary development of the previous 2011-2015 strategy, keeping broadly the same themes. It builds on the success of that strategy and increases the number of objectives to seventeen.

Strategic Theme	Objectives
1. Raise awareness of occupational hygiene	<ul style="list-style-type: none">• Continue and expand our construction campaign to cover further important health risks, in partnership with others• Extend workplace exposure campaign activity to new relevant industry sectors, in partnership with others• Undertake research in higher education to determine how to improve the supply of STEM graduates into occupational hygiene
2. Increase understanding and influence of BOHS	<ul style="list-style-type: none">• Produce new worker health protection training, education and assessment materials• Produce new worker health protection guidance materials for organisations• Double the attendance, number and range of BOHS scientific & industry conferences
3. Extend the influence of BOHS	<ul style="list-style-type: none">• Develop further support structures to improve specialist practice and widen participation in the Society• Launch a new Corporate Membership scheme including a support programme to help organisations engage with worker health protection

- Work with relevant regulators & government departments to ensure the need to tackle the UK occupational disease burden is recognised by all stakeholders
- Promote the 'Chartered Occupational Hygienist certification and professional progression routes
- Market the competencies of BOHS professional members to industry
- Significantly increase international modular assessments
- Increase membership of all grades by at least 6% pa net
- Increase members; volunteering engagement by at least 10% pa
- Grow overall Qualifications net revenue by at least 6% pa
- Increase the impact and circulation of the Annals of Occupational Hygiene to improve its contribution to the science of preventing work-related ill health

The main activities undertaken by the Society under these strategic themes encompass the provision of qualifications and competency schemes; leadership of industry awareness campaigns; 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.

1. Raise Awareness of Occupational Hygiene
Our Breathe Freely initiative in construction went from strength to strength delivering a range of free events around the country attended by hundreds of delegates. We were able to secure sponsorship to support these events. By the end of 2016 nearly 200 construction organisations were signed up as supporters. We launched the Health in Industry (HI) management standard and associated self-assessment tool in April 2016 and this has seen wide take-up in the industry. New working groups within Breathe freely were established to look at guidance for construction designers and a possible BOHS audit scheme. Our thanks go to the many members who have served in Breathe Freely on working groups, presenting or writing materials.

The success of Breathe Freely in construction led to an exciting new opportunity in 2016, when we were approached by the EEF to bring the initiative into the manufacturing sector, focussing initially on welding fume. A new team of volunteers was established alongside the existing construction team and a new partnership was created including EEF, HSE, TUC, Toyota, JCB, BAE and The Welding Institute. Much preparatory work has been done towards the planned launch in May 2017.

BOHS continued to provide speakers and content for a range of industry and sector exhibitions, conferences and publications. In addition we also provided educational opportunities through the Bursaries for Modules scheme, the Approved Courses programme and our Introductory Lecture programme in universities.

2. Increase Understanding of Occupational Hygiene
Through our Breathe Freely website we continued to disseminate guidance and support to the construction industry during 2016. In addition significant work began on the development of a new training course and qualification on controlling health risks in the industry, supported by a number of major construction companies. An initial pilot ran just before the year end and further development work was planned for early 2017.

During 2016 our conferences activity grew with four major events in addition to another successful annual

conference, which was held in Glasgow. These included an LEV conference run in conjunction with ILEVE; the OEESC international skin conference; the 2nd edition of our Exposure Containment and Control conference run in conjunction with the Irish Society and the 3rd edition of our worker health protection industry conference in the Middle East. All events were successful from the delegate's perspective, but overall they did not deliver the expected level of financial surplus.

3. Extend the Influence of BOHS
BOHS has played a key role in advocating for increased emphasis on health in H&S and so we were pleased to see 'health' coming to the fore as HSE launched both their new UK system strategy and their own HSE strategy in 2016. We continued to work closely with HSE at senior policy level in addition to the range of scientific engagement we undertook with them.

Significant work took place in 2016 to prepare for the launch in 2017 of a new Faculty of Asbestos Assessment and Management (FAAM) as part of our strategy to support specialist practice and widen participation in the Society. This will involve governance changes and we were pleased to secure initial support from the Privy Council for this development.

Our Chief Executive and Presidential team continued to develop relationships with senior leaders in other professional bodies, the HSE, industry associations and a number of large construction companies. During 2016 we worked closely with international colleagues on cooperative membership initiatives, with the President attending both the American and Australian society conferences.

4. Improve Competence Standards, Recognition and Access
Faculty membership grew slightly with a 1% increase over 2015 taking the total to 642 at the year-end. Under our new Registrar, Neil Pickering, following a strategy away-day, Faculty launched new working groups to look at promoting Chartered Occupational Hygienist and marketing the competencies of professional members.

We saw a decline in the UK market for competency assessment compared with 2015, due primarily to increased competition in asbestos qualifications. Work was undertaken to develop both foundation level and refresher asbestos courses which, along with the new Faculty of Asbestos Assessment and Management should help to counter this trend.

International occupational hygiene module numbers decreased relative to 2015. However, the launch of new International Proficiency module qualifications in asbestos saw new international candidates from New Zealand and Australia for the first time.

5. Ensure a Sustainable Future and Trusted Reputation for BOHS

During 2016 the Chief Executive visited a number of regions to outline and discuss the new strategy with members, alongside the President-Elect’s regional tour. Our regions continued to deliver a wide ranging programme of technical speakers with over 350 attendees during the year.

2016 saw investment in new staff following some turnover at the end of 2015. Resource was added in a number of teams to better position the Society to deliver the new strategy. With the inevitable transition our membership renewal processed suffered, which led to an overall 7% decline compared to end 2015. Development of the CRM continued and this was linked with the successful launch of our new website in the first quarter. These systems will enable us to better serve members and customers in the long term.

The Annals of Occupational Hygiene continued to attract high quality papers with 259 submissions in 2016. A major strategic review of the journal was conducted and led to a plan to rename it as The Annals of Work Exposures and Health, better positioning the journal for continued success in the competitive academic market.

Financial Review

The statement of financial activities shows a net surplus after investment gains of £84,270 (2015 - £28,797) for the year of £17,611 compared to a surplus of £12,152 in 2015 and our reserves, which are unrestricted, amounted to £1,245,073 compared to £1,227,462 in 2015. However if investment gains are excluded, the deficit for 2016 was £66,659 (2015 - £16,645).

2016 was therefore a challenging year financially with investment in the organisation and new projects, coupled with lower than expected income in qualifications, membership and conferences. Due to the success of our previous five-year strategy we are able to absorb these losses and maintain a healthy level of reserves. Currently just under 54% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Charities Investment Fund has shown a return in the year of 14.4%, increasing by £84,270 to £669,591, this is an increase of over 67% from the initial investment of £400,000 in 2012. Interest rates on the two Charities Deposit Accounts continue to reduce with the overall return on these now being below 1% in the year. The Societys reserves policy follows 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.

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 2016 to enable Council to consider how to take forward 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 annually 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.

The pay of all staff (including Key Management Personnel) is reviewed by the Remuneration Committee, which is chaired by the Honorary Treasurer, and this review is embedded in the annual budgeting process with the final budget being approved by Council.

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.

Plans for the Future

2016 was the first year of our new five year strategy which sets demanding objectives for growth in our activity, influence, income and reputation. During 2017 we plan to launch a number of major new initiatives including a new course for the construction industry, a new Faculty within BOHS and a new campaign in manufacturing. The five-year strategy sets out further new projects and initiatives which will be launched over the coming years as part of our goal to become the partner of choice for worker health protection by 2020.

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

Mrs T Boyle *President*

Date: 7 March 2017

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 2016 set out on pages 26 to 30. The financial reporting framework that has been applied in their preparation is applicable law United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company'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 charitable company 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 2016 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, incorporating the Strategic 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 take advantage of the small companies' exemption from the requirement to prepare a Strategic 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: 13 March 2017

Statement of Financial Activities

Incorporating income and expenditure account for the year ended 31 December 2016

	Note	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
INCOMING FROM:				
Charitable activities	2	1,300,295	1,300,295	1,628,969
Investments:		2,845	2,845	2,943
TOTAL INCOME		1,303,140	1,303,140	1,631,912
EXPENDITURE ON:				
Charitable activities	3,4	1,369,799	1,369,799	1,648,557
TOTAL EXPENDITURE		1,369,799	1,369,799	1,648,557
NET EXPENDITURE BEFORE INVESTMENT GAINS				
		(66,659)	(66,659)	(16,645)
Net gains on investments		84,270	84,270	28,797
NET EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES				
		17,611	17,611	12,152
NET MOVEMENT IN FUNDS		17,611	17,611	12,152
RECONCILIATION OF FUNDS:				
Total funds brought forward		1,227,462	1,227,462	1,215,310
TOTAL FUNDS CARRIED FORWARD		1,245,073	1,245,073	1,227,462

All activities relate to continuing operations.

The notes on pages 27 to 30 form part of these financial statements.

Balance Sheet

as at 31 December 2016

	Note	2016 £	2015 £
FIXED ASSETS			
Tangible assets	7	138,762	137,989
Investments	8	669,591	585,321
		808,353	723,310
CURRENT ASSETS			
Stocks		12,322	10,584
Debtors	9	295,282	299,748
Cash at bank and in hand		408,434	499,382
		716,038	809,714
CREDITORS			
Amounts falling due within one year	10	(253,818)	(271,562)
NET CURRENT ASSETS		462,220	538,152
TOTAL ASSETS LESS CURRENT LIABILITIES		1,270,573	1,261,462
CREDITORS			
Amounts falling due after more than one year	11	(25,500)	(34,000)
NET ASSETS		1,245,073	1,227,462
CHARITY FUNDS			
Unrestricted funds	13	1,245,073	1,227,462
TOTAL FUNDS		1,245,073	1,227,462

The financial statements were approved by the Trustees on 7 March 2017 and signed on their behalf, by:

Mrs T Boyle *President*

The notes on pages 27 to 30 form part of these financial statements.

Cash Flow Statement

For the year ended 31 December 2016

	Note	2016 £	2015 £
Cash flows from operating activities:			
Net cash (used in)/provided by operating activities	14	(49,339)	30,800
Cash flows from investing activities:			
Dividends, interest and rents from investments		2,845	2,943
Purchase of tangible fixed assets		(447,454)	(105,797)
Net cash used in investing activities		(41,609)	(102,854)
Change in cash and cash equivalents in the year			
Cash and cash equivalents brought forward		499,382	571,436
Cash and cash equivalents carried forward	15	408,434	499,382

Notes to the Financial Statements

For the Year Ended 31 December 2016

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Companies Act 2006.

The British Occupational Hygiene Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

1.3 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.

1.4 Incoming

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity.

All resources expended are inclusive of irrecoverable VAT.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

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

1.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading Gains/(losses) on investments in the Statement of Financial Activities incorporating income and expenditure account.

1.8 Leasing

Rentals paid under operating leases are charged to the Atatement of Financial Activities incorporating income and expenditure account as incurred.

1.9 Taxation

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

1.10 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. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds 2016 £	Total Funds 2015 £
Examinations	648,782	722,736
Membership services	135,746	124,602
Conference and events	229,935	525,768
Publications	229,439	194,141
Schemes and services	36,631	61,722
Head office	1,013	-
Governance and sponsorship	7,500	-
Marketing and communications	11,249	-
	<u>1,300,295</u>	<u>1,628,969</u>

The total of income from charitable activities in 2015 relates to unrestricted funds.

3. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES	Unrestricted Funds 2016 £	Total Funds 2015 £
Examinations	403,990	467,359
Membership services	161,559	108,184
Conferences and events	219,037	438,601
Publications	75,035	78,153
Schemes and services	12,411	24,402
Head Office	209,063	205,163
Marketing and communications	107,056	128,701
External beneficiaries	16,787	11,409
Governance	76,319	82,712
	<u>1,281,257</u>	<u>1,544,684</u>

The total of resources expended on charitable activities in 2015 relates to unrestricted funds.

4. GOVERNANCE COSTS	Unrestricted Funds 2016 £	Total Funds 2015 £
Auditors' remuneration	3,000	2,975
Council Meeting expenses	5,831	12,220
Legal and professional	-	4,518
Staff costs	79,711	84,160
	<u>88,542</u>	<u>103,873</u>

5. NET INCOMING RESOURCES/(RESOURCES EXPENDITURE)

This is stated after charging:

	2016 £	2015 £
Depreciation of tangible fixed assets: - owned by the charity	43,681	42,878

During the year, no Trustees received any remuneration or other benefits (2015 - £NIL).

4 Trustees received reimbursement of expenses amounting to £5,232 in the current year, (2015 - 5 Trustees - £4,188).

6. STAFF COSTS

Staff costs were as follows:

	2016	2015
	£	£
Wages and salaries	479,423	447,846
Social security costs	36,791	33,287
Other pension costs	26,107	24,951
	542,321	506,084

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

	2016	2015
	No.	No.
Administrative	20	18

The number of higher paid employees was:

	2016	2015
	No.	No.
In the band £70,001 - £80,000	1	1

In the year there were four people considered to be key management by the charity, their total remuneration and benefits were £225,172 (2015 - £218,169).

7. TANGIBLE FIXED ASSETS

	Office furniture & equipment	Computer software	Total
	£	£	£
Cost			
At 1 January 2016	39,932	216,492	256,424
Additions	2,465	258,481	300,878
At 31 December 2016	42,397	258,481	300,878
Depreciation			
At 1 January 2016	22,255	96,180	118,435
Charge for the year	8,499	35,182	43,681
At 31 December 2016	30,754	131,362	162,116
Net book value			
At 31 December 2016	11,643	127,119	138,762
At 31 December 2015	17,677	120,312	137,989

8. FIXED ASSET INVESTMENTS

	Listed Securities
	£
Market value	
At 1 January 2016	585,321
Revaluation	84,270
At 31 December 2016	669,591
Historical cost	400,000

9. DEBTORS	2016	2015
	£	£
Trade debtors	212,831	195,300
Prepayments and accrued income	82,451	104,448
	295,282	299,748

10. CREDITORS:	2016	2015
Amounts falling due within one year	£	£
Trade creditors	118,899	142,239
Other taxation and social security	28,468	23,309
Accruals and deferred income	106,451	106,014
	253,818	271,562

11. CREDITORS:	2016	2015
Amounts falling due after more than one year	£	£
Accruals and deferred income	25,500	34,000

12. OPERATING LEASE COMMITMENTS

At 31 December 2016 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and buildings	
	2016	2015
	£	£
Amounts payable:		
Within 1 year	32,500	32,500
Between 1 and 5 years	97,500	130,000
Total	130,000	162,500

13. STATEMENT OF FUNDS

	Brought Forward	Income	Expenditure	Gains/ (Losses)	Carried Forward
	£	£	£	£	£
Unrestricted funds					
Reserves	1,227,462	1,303,140	(1,369,799)	84,270	1,245,073

SUMMARY OF FUNDS	Brought Forward	Income	Expenditure	Gains/ (Losses)	Carried Forward
	£	£	£	£	£
General					
Reserves	1,227,462	1,303,140	(1,369,799)	84,270	1,245,073

14. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2016	2015
	£	£
Net income for the year (as per (Statement of financial activities))	17,611	12,152
Adjustment for:		
Depreciation charges	43,681	42,878
Gains on investments	(84,270)	(28,797)
Dividends, interest and rents from investments	(2,845)	(2,943)
(Increase)/decrease in stocks	(1,738)	1,864
Decrease in debtors	4,466	168,714
Decrease in creditors	(26,244)	(163,068)
Net cash (used in)/provided by operating activities	(49,339)	30,800

15. ANALYSIS OF CASH AND CASH EQUIVALENTS	2016	2015
	£	£
Cash in hand	408,434	499,382
Total	408,434	499,382

16. RELATED PARTY TRANSACTIONS

During the year the charity received a total of £1,704 (2015 - £1,659) in respect of directory listings from five (2015 - five) companies, each with a mutual director/trustee.

During the year, two (2015 - three) companies were charged £25,851 (2015 - £27,532) for 46,369 (2015 - 39,079) for courses and £46,369 (2015 - £39,079) for recharged expenses. At the year end, £9,304 (2015 - £3,325) was due to the Charity.

During the year, two (2015 - one) companies were paid £46,240 (2015 - £36,985) for courses and £8,790 (2015 - £nil) for bursary fees. At the year end, £14,325 (2015 - £11,360) was due from the Charity.

All transactions are at arms length on normal commercial terms.

17. FIRST TIME ADOPTION OF FRS 102

It is the first year that the charity has presented its financial statements under SORP 2015 and FRS 102. The following disclosures are required in the year of transition. The last financial statements prepared under previous UK GAAP were for the year ended 31 December 2015 and the date of transition to FRS 102 and SORP 2015 was therefore 1st January 2015. As a consequence of adopting FRS 102 and SORP 2015, a number of accounting policies have changed to comply with those standards.

Comparative figures have been restated to reflect the adjustments made, except to the extent that the Trustees have taken advantage of exemptions to retrospective application of FRS 102 permitted FRS 102 Chapter 35 'Transition to this FRS'.

Reconciliations and descriptions of the effect of the transition to FRS 102 and SORP 2015 on total funds and net income/(expenditure) for the comparative period reported under previous UK GAAP and SORP 2005 are given below.

RECONCILIATION OF TOTAL FUNDS	31 December 2014	31 December 2015
	£	£
Total funds under previous UK	1,058,786	1,042,141
Revaluation of investment fund to market value	156,524	185,321
Total funds reported under FRS 102	1,215,310	1,227,462
Reconciliation of total funds		31 December 2015
Net (expenditure) previously reported under UK GAAP		£
Revaluation of investment fund to market value		(16,645)
Net movement in funds reported under FRS 102		28,797
Net movement in funds reported under FRS 102		12,152

Explanation of changes to previously reported funds and net income/expenditure:

- A To recognise fixed asset investments at their market value, as opposed to disclosure of the market value only, as was acceptable under SORP 2005.

