



Institution of Occupational  
Safety and Health

## Annual Report and Financial Statements

# 18/19

**SECURING OUR FUTURE**

For the year ended  
31 March 2019

### Contents

<b>02</b>	IOSH Council
<b>03</b>	Legal and Administrative Information
<b>04</b>	IOSH Committees
<b>06</b>	Trustees' Report

<b>23</b>	Independent Auditor's Report
<b>27</b>	Statement of Financial Activities
<b>28</b>	Balance Sheets
<b>29</b>	Group Statement of Cash Flows

<b>30</b>	Charity Statement of Cash Flows
<b>31</b>	Accounting Policies
<b>34</b>	Notes to the Consolidated Financial Statements

**Vincent Ho**  
President  
From 18 September 2018

**Craig Foyle**  
Immediate Past President  
From 18 September 2018

**Andrew Sharman**  
President-Elect  
From 18 September 2018

**Fraser Allen**  
From 18 September 2018  
**Philip Baker**  
Lawrence Bamber  
Raymond Bone  
From 18 September 2018  
**Kevin Bridges**  
**Tim Briggs**  
To 05 December 2018  
**Sean Brill**  
To 05 May 2018  
**Teresa Budworth**  
To 18 September 2018  
**Andrew Butt**  
To 18 September 2018  
**Neil Catton**  
**Peter Claffey**  
**Douglas Connell**  
To 18 September 2018  
**Nick Cornwell-Smith**  
**Ciarán Delaney**  
**Tim Eldridge**  
**Kayode Fowode**  
From 18 September 2018  
**Malcolm Fryer**  
**Bridget Gilmour**  
**David Gold**  
From 18 September 2018  
**Stephen Granger**  
To 18 September 2018  
**John Green**  
To 20 March 2019  
**Paul Haxell**  
**Jerry Hill**  
To 18 September 2018  
**Louise Hosking**  
**Jonathan Hughes**

**Ray Hurst**  
**Anne Isaacs**  
**Mark James**  
**Stuart Jones**  
**Nicola Kemmery**  
**Mary Lawrence**  
**Andy Lo**  
**Lisa Marshall**  
**Vanessa Mayatt**  
To 07 April 2018  
**Karen McDonnell**  
**Richard McIvor**  
**Jyssa Murphy**  
From 18 September 2018  
**Michelle Muxworthy**  
**Steve Osborn**  
To 18 September 2018  
**Graham Parker**  
To 18 September 2018  
**Michelle Peate-Morgan**  
**Bruce Phillips**  
**David Porter**  
**Stephen Pulling**  
**James Quinn**  
**Mehboob Reza**  
From 18 September 2018  
**Diana Salmon**  
**Daisy Silcock**  
From 18 September 2018  
**Nigel Start**  
**Jamie Sutherland-Pownall**  
To 26 April 2018  
**Joe Taylor**  
**David Thomas**  
**Lawrence Webb**  
From 18 September 2018

# Legal and administrative information

## Board of Trustees

**Bill Gunnyeon**  
Chair

**Tony Bough**  
**Rob Cooling**

**Maria Darby-Walker**  
To 30 May 2018

**Steve Fowler**  
To 30 March 2019

**Kevin Furniss**  
**Simon Hatson**  
From 15 March 2019

**Rebecca Joyce**  
**Nick Martens**

To 07 December 2018  
**Jane McCloskey**

To 24 January 2019  
**Jo Pawley**

From 05 December 2018  
**Candy Perry**  
**Neal Walker**

## Chief Executive

**Bev Messinger**  
Chief Executive

## Senior Leadership Team

**Jas Bilen**  
Head of People

**Shelley Frost**  
Director of Strategic Development  
To 07 June 2018

**Vanessa Harwood-Whitcher**  
Director of Professional Services

**Vicky Hilpert**  
Director of Finance and Governance

**Simon Hope**  
Director of Communications  
To 27 March 2019

**Jim O'Donnell**  
Director of Transformation and Technology

**Richard Orton**  
Director of Business Services and  
Acting Director of Strategic Development

**Tim Walsh**  
Acting Director of Communications  
From 29 March 2019

## Legal information

The Institution of Occupational Safety and Health (also known as IOSH) is a charity registered in England and Wales registered charity number 1096790 and Scotland registered charity number SC043254. It is incorporated by Royal Charter registration number RC000781.

## Principal and registered office

The Grange  
Highfield Drive  
Wigston  
Leicestershire  
LE18 1NN

## Statutory auditor

RSM UK Audit LLP  
Chartered Accountants  
St Philips Point  
Temple Row  
Birmingham  
B2 5AF

## Internal auditor

BDO UK LLP  
Regent House  
Clinton Avenue  
Nottingham  
NG5 1AZ

## Principal banker

National Westminster Bank plc  
121a East Park Road  
Leicester  
LE5 4QD

## Investment advisers

Tilney Investment  
Management Services Limited  
Loxley House  
Tottle Road  
Riverside Business Park  
Nottingham  
NG2 1RT

## Investment manager

CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

## Legal adviser

Shakespeare Martineau LLP  
No 1 Colmore Square  
Birmingham B4 6AA

## Insurance broker

Arthur J. Gallagher  
5 Western Boulevard  
Leicester  
LE2 7EX

## Company registration number

RC000781(England and Wales)

## Registered charity number

1096790

## OSCR charity number

SC043254

# IOSH Committees

## Board Committees

### Remuneration

**Bill Gunnyeon**

Chair

**Tony Bough**

Vice-Chair

**Maria Darby-Walker**

To 30 May 2018

**Steve Fowler**

To 30 March 2019

### Finance and Investment

**Rebecca Joyce**

Trustee, Chair

**Neal Walker**

Trustee, Vice-Chair

From 25 July 2018

**IOSH Member TBC**

**IOSH Member TBC**

**Independent Member TBC**

### Audit and Risk

**Kevin Furniss**

Trustee, Chair

**Jo Pawley**

Trustee, Vice-Chair

**Rod Carver**

Transitioned from Risk Management  
and Audit Committee

**John Edwards**

From 28 February 2019

**Patrick Ward**

Transitioned from Risk Management  
and Audit Committee

**Independent Member TBC**

### Policy and Standards

**Candy Perry**

Trustee, Chair

**Daniel Jacklin**

From 28 February 2019

**Shaun Lundy**

From 28 February 2019

**Steve Van Niekerk**

From 28 February 2019

**Independent Member TBC**

### Performance and Development

**Tony Bough**

Trustee, Chair

**Rob Cooling**

Trustee, Vice Chair

**Arlette Anderson**

From 28 February 2019

**Stuart Hughes**

From 28 February 2019

**Maeve O'Loughlin**

From 28 February 2019

**Independent Member TBC**

### Professional Ethics

Disbanded 05 December 2018

**Dozie Azubike**

**Roger Dickinson**

**Michael Gee**

**Helen Tapley-Taylor**

**James Wright**

Chair

### Risk Management and Audit

Transitioned to Audit and Risk

Committee from 05 December 2018

**Candy Perry**

Chair, Trustee

To 22 January 2019

**Rod Carver**

**Steve Fowler**

Trustee

To 22 January 2019

**Nigel Maxwell-Smith**

To 03 November 2018

**Jane McCloskey**

Trustee

To 24 January 2019

**Patrick Ward**

### **Networks**

Disbanded 05 December 2018

**Tim Eldridge**

Chair

**Andy Bagworth**

**Nigel Burgess**

**Paul Eyre**

**Simon Hatson**

**Jason Maitland**

**Nick Martens**

Trustee

To 07 December 2019

**Malcolm McIntyre**

**Marcus Peters**

To 22 July 2018

### **Research**

Disbanded 05 December 2018

**Dr Vanessa Mayatt**

Chair

To 07 April 2018

**Rob Cooling**

Trustee

**Stephen Cowley**

**Professor Roger Haslam**

Interim Chair from 07 April 2018

**Damien McElvenny**

**Heather Sheeley**

**Dr Patrick Waterson**

**Brenda Weir**

### **Professional Standards**

Disbanded 05 December 2018

**Tim Briggs**

Chair

**Carole Convoy**

**Ann Diment**

**Andrew Hale**

**Michelle Juchau**

**Shaun Lundy**

**Lawrence Webb**

### **Finance Sub-Committee**

Transitioned to Finance and Investment  
Committee 24 January 2019

**Rebecca Joyce**

Chair

**Nick Martens**

To 07 December 2018

**Neal Walker**

From 25 July 2018

## **Committee of Council**

### **Nominations**

**Stephen Granger**

Chair

To 01 November 2018

**Stewart Crowe**

Interim Chair from 01 November 2018

**Jane Austin**

**Michelle Doran**

**Lisa Fowlie**

**James Hiom**

**Trevor Jennings**

To 23 March 2019

**Rebecca Joyce**

Trustee

To 26 February 2019

**Amanda Owen**

**Diana Salmon**

# Trustees' Report

The Trustees, who are the members of the Board of Trustees, have pleasure in presenting their report and the group financial statements of the Institution of Occupational Safety and Health ('IOSH', 'the Institution' or 'the charity') for the year ended 31 March 2019. The Trustees' report contains all elements of a Directors' report required by company law and has been produced in accordance with the Charity Commission's SORP guidance.

## 1 Our vision, mission and objectives

IOSH's vision is a safe and healthy world of work. We and our 48,000 members have an unshakeable conviction that it is possible to be productive and prosperous while ensuring that people are kept free from injury and ill-health at work, in all sectors of business, industry and civil society. IOSH and its members are here to protect life at work, to ensure people can enjoy healthy and fulfilling careers and to help organisations realise the many business benefits good occupational safety and health can bring.

Our purpose is articulated in our charitable objects. The Institution is established to achieve the following in the interests of the general public benefit:

- to promote systematic and organised methods of improving occupational safety and health and to advocate, advise on, disseminate, explain and advance the principles, methods and systems of their application at work generally
- to facilitate the exchange of information and ideas among the members of the Institution and of other professional bodies in the field of occupational safety and health and to work together with other professional bodies in pursuit of mutual objectives, and
- to do all such other things as may be necessary or desirable for maintaining and improving the professional status of members of the Institution and of people engaged in professions requiring a knowledge of the matters mentioned in the first bullet point above.

In 2017, IOSH made clear how it intended to work towards our vision and achieve the charitable objects by stating its mission, what organisation it needed to be to achieve those aims, and its corporate strategy for the period 2017–22.

IOSH's mission is to be the professional body leading the way in occupational safety and health. The Institution, the profession's Chartered body, is widely respected in business and has global reach so it is in a pivotal position to create partnerships, build consensus and make a real difference for organisations and working people around the world.

To this end, in April 2017 we adopted a five-year strategy, WORK 2022, to help us focus our efforts on three integrated programmes of activity:

- enhancing the occupational safety and health profession
- collaborating to build strategic partnerships
- influencing and strengthening impact globally.

In the first year of the strategy, we concentrated on developing the profession, by launching our first-ever qualification to ensure that safety and health professionals can help to shape the strategic direction of their organisations; by making new arrangements for continuing professional development; and by providing training, learning and networking opportunities to develop confident professionals, able to influence decision-makers at the highest levels.

By 31 March 2019, the end of Year 2 of WORK 2022, we had made further strides in enhancing our profession, forged new strategic partnerships and effected positive change with our global membership. The following section of this report is a focus on our execution of the corporate strategy in 2018–19.

## 2 Delivering on our strategic aims

### 2.1 Supporting our members throughout their career

IOSH's members are at the core of everything it does and in 2018–19 our primary focus was to ensure they have all the support they need to advance their careers and perform to the best of their ability in their workplaces.

Work started to support the development of our members to achieve Chartered Status (our target being 40 per cent of members achieving Chartered Status by 2022). Improvements have been made to the Initial Professional Development process (IPD), which is the assessment process members undertake to achieve Chartered status. From June 2018, we rolled out a new suite of CPD courses, which provide the tools our members need to develop their competencies, whatever career stage they are at.

We issued new guidance and ran webinars to help them implement good practice to manage risks across a range of areas, from mental health and wellbeing to legionella and fire safety.

With our network of volunteers, we delivered a series of events that gathered members to network and share experiences. IOSH 2018 attracted more than 600 delegates to Birmingham's ICC in September 2018 for an inspirational two days that delivered lessons in safety in Formula 1, tips on mental health and wellbeing and guidance on implementing the new international standard, among an array of sessions.

Section 2.9 gives a brief outline of the next phase of our work to enhance the occupational safety and health profession.

### 2.2 Nurturing our future leaders

With safety, health and wellbeing becoming an increasingly important consideration for business, their investors and customers, IOSH is making the future of the safety and health profession a top priority. We know that our profession offers an attractive career and a chance to make a real difference in the world of work.

That's why, in September 2018, we launched a student membership category – free to full-time students, with access to the full range of member benefits. The first to join was a part-time mature student at Curtin University in Perth, Western Australia, and the first full-time student was from Mauritius. By March 2019 there were 239 student members, from the UK and Ireland to the middle east and India.

IOSH was also consulted and involved in the 18-month development of the first Safety, Health and Environment Technician Level 3 Apprenticeship, which was launched in June 2018. Our specific role in the process led by a 'Trailblazer' group of employers was to ensure that the standard of the apprenticeship is appropriate and robust, covering the relevant knowledge, skills and behaviours required for Technical Membership of IOSH. Since then over 120 people have commenced their apprenticeships, for sectors as diverse as civil engineering and local government.

We now act as the secretariat for the apprenticeship, working as a single point of contact to facilitate the future development and any necessary updating of the standard and assessment methodology. Employers will continue to make decisions and provide direction for the apprenticeship. IOSH adds further value through a matchmaking facility, in which we link apprentices to businesses who register an interest.

Collaboration with Higher Education Institutions (HEIs) has been identified as a mitigation against the risk of the ageing demographic of both the IOSH membership and the safety and health profession. It is our duty as the professional body for occupational safety and health to ensure there is a future supply of OSH professionals who are appropriately equipped to support the needs of business, which now sees the safety, health and wellbeing of its people as a strategic consideration.

In 2019–20, we will implement plans to collaborate with HEIs to continue attracting young members and new professionals at an earlier stage of their working life.

## 2.3 Building our partnership with business

Good business leadership means shaping a more responsible, sustainable world of work, with the wellbeing of people at the core, and IOSH continues to make a compelling case that successful business reaps the benefits of a good safety and health culture.

It was fitting, therefore, for IOSH to partner with the Institute of Directors in its Director of the Year Awards 2018, in October. We sponsored the Corporate Social Responsibility (CSR) category, as part of our drive to encourage organisations to embed occupational safety and health in their CSR planning.

In November 2018, IOSH Chief Executive Bev Messenger took part in a panel session on gender pay gap reporting at Management Today's Inspiring Women in Business conference.

In December 2018, we partnered with *Management Today* for Britain's Most Admired Companies Awards, in London, as part of our work to promote the business benefits of safety and health, the role the safety and health professional can play in organisations and IOSH as a strategic partner of business.

With the market-leading Institute of Directors publication, *Director Magazine* for senior managers, we published the findings of a survey and a white paper in March 2019, looking at the role of line managers in promoting positive mental health. The paper concluded that many businesses can be more proactive when it comes to tackling poor mental health in the workplace. It reinforces IOSH's position on a prevention-first approach to mental health management, building on the work we had contributed in Dublin in April 2018 at ICOH 2018 – the triennial gathering of the International Commission on Occupational Health.

Our 2018 report, *The Healthy Profit*, which we launched in March 2018 at the Institute of Directors in London, set out the centrality of health and wellbeing in corporate strategy.

It demonstrated that good safety and health is an investment, not a cost. Since then, we have started new business collaborations with a number of corporations, many of them leaders in their areas of commerce. Our developing relationship with these and other companies further reinforces the alignment of our work to the needs of business.

## 2.4 Our collaborative profession

IOSH has set itself some ambitious goals to change the face of health and safety in the workplace. However, we recognise that we can only achieve these if we work with others, building strategic alliances and partnerships so that we can pool our collective knowledge, expertise and experience. That is why we have consolidated the already strong links we have with other professional bodies in occupational safety and health and have invested effort to develop new relationships too.

During the year we developed a model for global working which provides a framework for our collaborative work around the world. It sets out key criteria that guide our choice of areas of collaboration and partners, based on strategic fit, organisational competence and capability.

We are very encouraged about our ability to spread our influence and work with others. We signed Memoranda of Collaboration with the National Institute of Occupational Safety and Health (Malaysia), the Malaysian Occupational Safety and Health Practitioners Association (MOSHPA) and the Malaysian Society for Occupational Safety and Health (MSOSH), developing possibilities for collaborative work in Malaysia.

Last year we strengthened our relationship with SAIOSH, the South African Institute of Occupational Safety and Health, which has some 11,000 members, by sponsoring, attending and speaking at the SAIOSH conference and discussing how we might work together on research and campaigns.



We were privileged to organise the 33rd Asia Pacific Occupational Safety and Health Organization annual conference (APOSHO 33), hosted by IOSH in Hong Kong over four days in December. The conference, chaired by IOSH President Vincent Ho, was made possible by members of IOSH's Hong Kong branch working in partnership with other APOSHO member organisations across the region. As well as bringing together speakers from 18 countries, the conference attracted more than 300 participants from 26 countries, giving us an excellent opportunity to engage with policy-makers, professionals and business in this part of the world.

IOSH was closely involved in the development of the new occupational health and safety reporting standard, GRI 403, published by the Global Reporting Initiative in June 2018. We had initiated the call for change via the Center for Safety and Health Sustainability, of whom we are a founding member. As part of the project working group, and as an organisational stakeholder, IOSH rallied its members and OSH professionals around the world to respond to the 2012 GRI Survey, which informed the work. The new standard provides best practice for measuring and reporting on occupational health and safety impacts on the economy, the environment and society.

The Institution continued to deepen its relationship with the European Agency for Safety and Health at Work (EU-OSHA) by launching its support for the Healthy Workplaces Campaign for 2018–19, 'Manage Dangerous Substances', at the IOSH Ireland conference in Dublin. Changes to the Carcinogens and Mutagens Directive, and the review of the EU occupational safety and health framework, made this a topic of great importance. This also allowed us to take further advantages of synergies with our No Time to Lose campaign.

During the year we have been active in seeking research synergies with the International Network of Safety and Health Professional Organisations (INSHPO), the American Society of Safety Professionals (ASSP) and the Safety Institute of Australia (SIA).

## 2.5 Turning research into practical solutions

Funding and publishing research contribute to the delivery of all three of our charitable objects. Research supports advances in the principles, methods and systems that are used in the workplace, it facilitates the exchange of ideas and information and it provides professional development for our members which improves our members' professional status.

Research findings we published during the year covered wide-ranging subjects such as health and safety in global container terminals and construction workers' attitudes and behaviours in relation to better sun safety. The results of the research have led to round-table discussions in London and Hong Kong, with resources, guidance and tools to help members ensure better protection for workers.

Our journal, *Policy and Practice in Health and Safety*, is a forum for academics to exchange the latest research findings in their field, but also has a practitioner audience in mind. The research papers chosen for publication are intended to have an application in changing safety and health behaviours. Examples of papers published during the year include research into musculoskeletal disorders of waste collection workers and use of seatbelts by rear-seat passengers.

The research by The University of Nottingham which we funded and published on mental health first aid received good press coverage. We hosted a lively roundtable debate at the Institute of Directors in London on whether the scheme, designed to promote mental health volunteers in workplaces, was the best way of dealing with the issue. In response to the research, IOSH produced guidance, gap analysis tools and resources based on an ethos of 'prevention first', with management processes and systems in place to stop mental wellbeing problems at work from arising, with mental health first aid as part of an organisation's overall efforts to protect its workforce from mental health problems. Our *Managing Occupational Health and Wellbeing* course provides practical advice and help for managers to create healthy and productive workplaces.

IOSH co-funded research by King's College London's Environmental Research Group into taxi-drivers' exposure to particulate matter and nitrogen dioxide inside and outside their work environments. As well as the obvious conclusion that pollutant levels were lower with electric than with diesel taxis, the research also detected that improving air-tightness of the cabs would help to reduce exposure.

Following the launch of WORK 2022 and a review of the Research Programme, calls for research were paused. A proposed Research Strategy has been developed to tackle the recommendations from the research review and ensure future research is in line with our strategic objectives and priority areas. The proposed Research Strategy is currently going through the Institution's governance process for approval.

## 2.6 Giving their time to the profession

The Institution benefits from the input of 900-plus volunteers, who give their time freely to support its aims. Voluntary roles include Council membership, Board of Trustee positions, standing committee roles, committee roles within Networks, peer review interviewers and external representatives.

Our volunteers continue to provide excellent support for the institution. Over the year our volunteers have supported:

- a revision to the way our networks are funded, assessing how we deliver services and how we can reach the next generations of OSH professionals;
- a diverse range of events and conferences, focussing on key topics such as workplace mental health and wellbeing, occupational cancer and rehabilitation;
- 462 members to achieve Chartered Membership and 27 members to achieve Fellowship, and delivering Peer Review Interviews outside of the UK for the first time;
- the profession by being the voice of IOSH as part of our external engagement.

In their work with IOSH staff on the impressive array of events in 2018–19, our volunteers played an integral role in helping IOSH achieve its charitable objects, most notably to facilitate the exchange of information and ideas among the members of the Institution and of other professional bodies in the field of occupational safety and health.

The annual Food and Drink Manufacturing Health and Safety conference, for example, included sessions on musculoskeletal disorders and mental health. IOSH ran its first construction sector conference in November 2018. Among the highlights were conference inputs on musculoskeletal disorders, the costs of ill-health to employers and the importance of mental health support to construction workers. The fact that these conferences included similar themes illustrates the unity of purpose and coherence of our networks in addressing key issues.

The IOSH Ireland conference in September 2018, 'Strategic direction for the contemporary workplace', focused on how cross-disciplinary approaches in workplace safety and workplace health promotion can complement each other. IOSH organised its first major safety and health conference in the Caribbean for 12 years, in Trinidad in November 2018.

Our branch in Singapore continues to organise activities and events to support its ongoing theme of 'grow personally – grow professionally', and its conference, co-organised by the Building and Construction Authority Academy, featured presentations from members of both Hong Kong and UAE branches.

Often our networks seek synergy by working together. IOSH's South Coast and Thames Valley branches jointly organised a conference on how poor mental health can affect sleep and skin conditions, showing the connection between psychological and physiological health.

IOSH has been convening a pool of external technical subject matter specialists to help as expert readers of technical publications and information drafted by IOSH. By involving its membership in the developmental process, IOSH ensures that its work reflects the latest thinking and is informed by practical experience. Volunteers from the IOSH Construction Group contributed excellent peer reviewer input into a collaboration between IOSH and the European Bank for Reconstruction and Development in the production of guidance documentation for working in confined spaces.

Our annual Networks Conference is where representatives from the committees of each branch and group gather to report on work achieved, to debate topics of professional interest and to chart plans for future strategic development. This year, members' discussions ranged from WORK 2022 and our priority topic areas to new approaches to working globally.

One of the key areas of member collaboration is through IOSH's Sector Groups and Branch Networks and during the year a draft set of key performance indicators (KPIs) was shared with branch Chairs and then piloted with branches. The aim of the KPIs is to allow branches to demonstrate their contribution to the achievement of WORK 2022 as well as how they are supporting members in their professional development journeys.

## 2.7 Fighting back against workplace disease and accidents

There are few better demonstrations of the interlinking nature of the three pillars of WORK 2022 – Enhance, Collaborate and Influence – than our responses to today's big issues in occupational safety and health. In 2017, at the XXI World Congress on Safety and Health at Work, in Singapore, new figures were published on the number of people who lose their lives each year to work-related accidents and illness.

They revealed that at least 2.78 million work-related deaths occur every year worldwide. Over 380,000 of these are fatal accidents, while 2.4 million deaths result from occupational diseases including 742,000 from occupational cancer.

### No Time to Lose

IOSH's No Time to Lose (NTTL) campaign to raise awareness of workplace carcinogens is our response to the heart-breaking loss of life each year to occupational cancers.

In April 2018 we launched the latest phase of the campaign, focusing on exposure to asbestos. Hosted by the British Medical Association in London, we unveiled a range of materials for businesses to tackle this workplace carcinogen. Our work on this has been covered in the press, on television news and online. We've addressed audiences of academics, medical practitioners, regulators, industry and intergovernmental bodies.

Our work on NTTL has brought us into contact with influential organisations around the world. In April 2018, IOSH's Board of Trustees Chair, Bill Gunnyeon, shared a stage with organisations including the International Labour Organization and World Health Organization to address delegates in Dublin at ICOH 2018, a triennial conference for occupational health specialists, on the challenge of providing practical solutions to manage the risks of occupational cancer.

Since the campaign launched in 2014, 300 organisations worldwide have come to support the campaign, and 115 leading businesses have signed a pledge to tackle occupational cancer. The campaign has been presented to some 13,000 delegates at over 170 events around the world – by engaged IOSH members acting as NTTL ambassadors, by other representatives and by IOSH employees. Our media coverage has reached over 67 million people worldwide, and resources have been downloaded from the campaign website more than 95,000 times.

In June 2018, NTTL was awarded the Chartered Institute of Public Relations Excellence Awards Mark of Excellence in the International Campaigns category. It was recognition from the PR industry's leading professional body of a campaign that was able to reach organisations in more than 30 countries across five continents.

### Bangladesh project

The Rana Plaza factory collapse in Dhaka, Bangladesh, which killed over 1,000 people and seriously injured thousands more in 2013, brought worldwide attention to the poor levels of health and safety endured by some of the most disadvantaged workers. To increase health and safety standards in the garment, ship-breaking, construction and other industries, and in communities, IOSH joined with organisations from the USA, Canada and Belgium to co-fund the Occupational Health and Safety Initiative for Workers and Communities.

By November 2018, close to 60 trained representatives had delivered 214 health and safety workshops to over 4,500 Bangladeshi workers in their organisations. Topics included labour law, the role of safety committees, hygiene in the workplace and domestic and workplace violence. The capacity-building project aims to be self-sufficient by 2020.

## 2.8 Enabling positive culture change in organisations

Safety and health professionals know that health and safety at work can only become a reality if everyone in the workplace understands and acts on their individual and collective responsibilities. Today, more than ever, our members are working together with their fellow workers, including their senior executives, to create safe work cultures.

IOSH's training packages were used to improve awareness of safety and health at work, at all levels, in around 80 countries in 2018–19. And we launched two new training products focusing on an industrial sector which has particular safety and health needs.

*Safety, Health and Environment for Construction Site Managers* provides those in charge of projects with the ability to implement strategies designed to ensure workers and the environment aren't harmed by projects. *Safety, Health and Environment for Construction Workers* is designed to ensure those working on the ground do not put themselves or colleagues at risk. With more than 60,000 people dying worldwide annually on construction sites, the cost to business is more than £2 trillion, so these courses will play a huge part, we hope, in addressing a serious problem.

IOSH's new training course, *Managing Occupational Health and Wellbeing*, was previewed in April 2018 at the ICOH conference in Dublin to equip managers with the right knowledge, techniques and skills to recognise health risks and manage people with health issues. It has been estimated that sickness absence costs the UK economy some £100bn a year, with £8bn attributed to mental ill-health and £15bn down to presenteeism (working when unfit to do so). The course was one of the first of its kind developed specifically to help managers look after the physical and mental wellbeing of their workers.

In 2018–19 we published two of our most popular training courses – *Managing Safely* and *Working Safely* – in simplified Chinese.

## 2.9 Looking to the future

In 2019–20, IOSH will continue to focus on achieving the goals we have set ourselves in WORK 2022, by leading a stronger profession, by advancing safety and health worldwide and by providing a platform for our members.

By taking time to listen to members' views, we will ensure that a refreshed continuing professional development (CPD) process will help members to extend their professional knowledge and skills.

We will continue to develop our portfolio of training courses, not just to meet the needs of safety and health professionals but also to educate and raise awareness of health and safety issues more widely in the workplace. And we will work closely with our partners in business to ensure that we are at the cutting edge of innovative practice that will protect people and bring business success.

Our approach to working more globally has a clear approach in identifying opportunities geographically and sectorally in which we can make an impact. We look forward to extending our influence in these spheres by working in collaboration with organisations whose interests and agendas are like ours.

Whether it is the development of our new website, streamlining its content and making it easier to navigate, or the introduction of suitable digital channels to facilitate online engagement, we are making it easier for our members to communicate to each other and to the wider world, so that their presence as a community of dedicated professionals is felt and recognised further afield. Development of the website and other systems will also enhance the support we provide to our members.

To achieve our vision, IOSH is striving to be the professional body leading the way in global occupational safety and health. It has been a busy 12 months working towards our goals with our members and stakeholders, but there is still much more to be done. We look forward to working with our members and other valued stakeholders again in 2019–20.

## 3 An organisation fit for purpose

Before the launch of WORK 2022, IOSH understood that it needed to transform as an organisation to achieve its ambitious aims. This section outlines the work done 'behind the scenes' to shape a professional body that could truly lead the way in global occupational safety and health.

### 3.1 Transforming together

Year 2 of WORK 2022 built on the foundations IOSH laid in 2017–18 to ensure the appropriate skills and resources were in place to deliver the strategy. This has been achieved through a period of organisational change, with IOSH launching its internal Transforming Together Project (TTP), designed to provide organisational capability and capacity and fit-for-purpose enabling functions to support the strategic directorates in implementing WORK 2022.

While work continued on TTP during 2018–19, the work undertaken in 2017–18 had laid sufficient foundations to move forward on a number of projects designed to achieve the broad aims of Enhance, Collaborate and Influence. Part of the learning from the implementation of Year 2 of the strategy is that the Collaborate and Influence programmes are closely aligned. This means we will be focussing our Collaborations to deliver Influence.

### 3.2 Safety, health and wellbeing of our people

Our top priority as an employer is the safety, health and wellbeing of our workers, volunteers and external providers.

During 2018–19 our occupational health and safety activity has centred around our commitment and efforts to adopt and comply with the international standard ISO 45001:2018 *Occupational health and safety management systems*. Ultimately, we will seek accreditation in 2019–20 so our primary focus has been on the development, implementation and embedding of our occupational health and safety management system (OHSMS).

Our approach centres around the cultural change journey of our workers, ensuring that continual engagement is embedded into the way we work and that we implement and exemplify our own research and demonstrate excellence.

A key part of the work this year has been the repositioning, refocusing, refreshing and revamping of our Health and Safety Policy, which now embraces wellbeing. This new policy provides a more holistic and appropriate approach and the Board of Trustees is fully committed to it, giving approval to the operational delivery strategy that will implement the commitments of the Policy.

By adopting the ISO 45001 standard and thus the definition of a 'worker' we identify workers as a 'person performing work or work-related activities that are under the control of the organisation'. We are therefore also considerate of our volunteers and workers 'of external providers' when developing our OHSMS.

Our volunteers and workers within our supply-chain are also being considered in addition to those in our direct employment.

To ensure we involve our workers within these developments we utilise our Health and Safety Committee and our Employee Forum and seek feedback from individuals specific to individual pieces of work (e.g. volunteers or workers in specific risk groups). The Operational Delivery Strategy provides a framework to ensure consistent application and a structured decision-making process.

The Head of Health and Safety reports to the Chief Executive and sits as a full member on the Business Management Group, which is the key operational decision-making body for the organisation, as reflected in the Health and Safety Operational Delivery Strategy. She is also a member of the Employee Forum and Transformation Programme workstreams and a key member of IOSH's Wider Leadership Team, all of which ensures we integrate health, safety and wellbeing into our 'core' business. Recent examples include involvement in the review of the IOSH Risk Policy, the Travel and Subsistence Business Rule, Change Management Policy/Procedure review, Travel Management System, and the Volunteer Code of Conduct development. We have also developed a revised incident reporting process, travel safety process, driving at work process, new risk assessment process, and a lone and mobile working process. Health and safety is the first substantive agenda item at each Board meeting and the Head of Health and Safety attends to deliver her report in person and answer questions from Trustees.

By focusing our attention on culture, we have ensured that our values and behaviours are inclusive of health, safety and wellbeing and that these are embedded throughout our learning and skills programme and our policies. We have delivered our own IOSH health and safety courses internally this year. We have also ensured health and wellbeing has a priority focus and the Head of Health and Safety and Head of People jointly plan and deliver a programme which has been influenced by our employee feedback during an 'all staff briefing' poll. This has been the first year of the programme and its focus has been on equipping our employees with core skills around change and resilience, and ensuring our organisational arrangements are in place. We therefore have sessions on the learning and skills programme for physical health (provided by an external consultancy covering resilience, nutrition and sleep), mental health (provided by MIND) and occupational health (IOSH *Managing Occupational Health and Wellbeing* training).

We have also drafted a 'Smarter Working Business Rule' (supporting a modern, flexible and agile workforce and the 'Health and Wellbeing Business Rule' (i.e. preventative, protective, supportive, inclusive, promoting). 2019–20 will focus on lifestyle choices and information.

Within the workplace, we work collaboratively across disciplines to ensure a safe and healthy work environment. The Workplace Services Manager continues to improve the work environment at the Grange, which impacts on employee wellbeing.

2019–20 will see the final developments of the OHSMS (such as the finalisation of our leading and lagging indicators and development of our auditing process) and a move towards undertaking internal auditing and external auditing. We will also have actions in place to progress and improve our safety maturity and aid continual improvement.

### **3.3 Transformation Project Management Office (TPMO)**

September 2017 saw the launch of the Transformation Project Management Office. Historically, IOSH had modest consistency and governance around projects. The objective for the TPMO was to bring a governance structure, consistency and transparency to projects and ensure projects align with the Work 2022 Strategy or supported the internal Transforming Together Programme (TTP).

Since the launch, we have been able to deliver measurable success, with varying levels of quality progression and consistency across projects. We have delivered on the governance framework, bringing structure and organisation to project implementation, we have improved communication and project team transparency while putting in place a maturity model that will continue to help us improve and evolve over time. We have made excellent progress over the past 12 months and as a result we are in the closing months of delivering on a new responsive website, new membership system (CRM), new finance system (ERP) and have kicked off the next version of Blueprint, due to be released in the autumn. This only scratches the surface of the many other project deliveries and productivity improvements already implemented or those underway. While the TPMO has transformed working practices, it is acknowledged further improvements will be achieved as the function matures.

## 4 Performance measurement

The Board of Trustees monitors performance against three categories of operational Key Performance Indicators (KPIs):

- membership KPIs
- people KPIs
- financial KPIs.

During the financial year, the Board of Trustees has also agreed a set of Strategic Performance Indicators (SPI's) designed to evaluate strategic performance i.e. the implementation of the WORK 2022 strategy.

## 5 Structure, governance and management

### 5.1 Constitution

The Institution is incorporated by Royal Charter and is a charitable company for the purposes of the Charities Act 2011. The Charity's governing instruments are the Institution's Charter and Byelaws which were originally approved by the Privy Council on 06 November 2002 and came into effect on 01 April 2003. The Privy Council approved the latest amended version of the Byelaws on 04 December 2018.

As a Royal Charter body, the provisions of 'The UK Corporate Governance Code' and the Companies Act generally do not apply to our governance. The Institution operates within the terms of the Charter and accompanying Byelaws and Regulations. The Board of Trustees has nonetheless agreed that the Institution should also comply with best corporate practice where possible.

### 5.2 Appointment of Trustees

The Trustees in office during the year and at the date of this report are set out on **page 03**. Trustees are appointed by Council, following a recruitment process overseen by the Council's Nominations Committee, which is the Council's only Committee. The Committee's membership as at 31 March 2019 is outlined on **page 02** of this report. Trustees normally serve for three years and are then eligible for a further three-year term. Trustees who have served continuously for six years must stand down for at least one year.



5.3 Induction of new Trustees

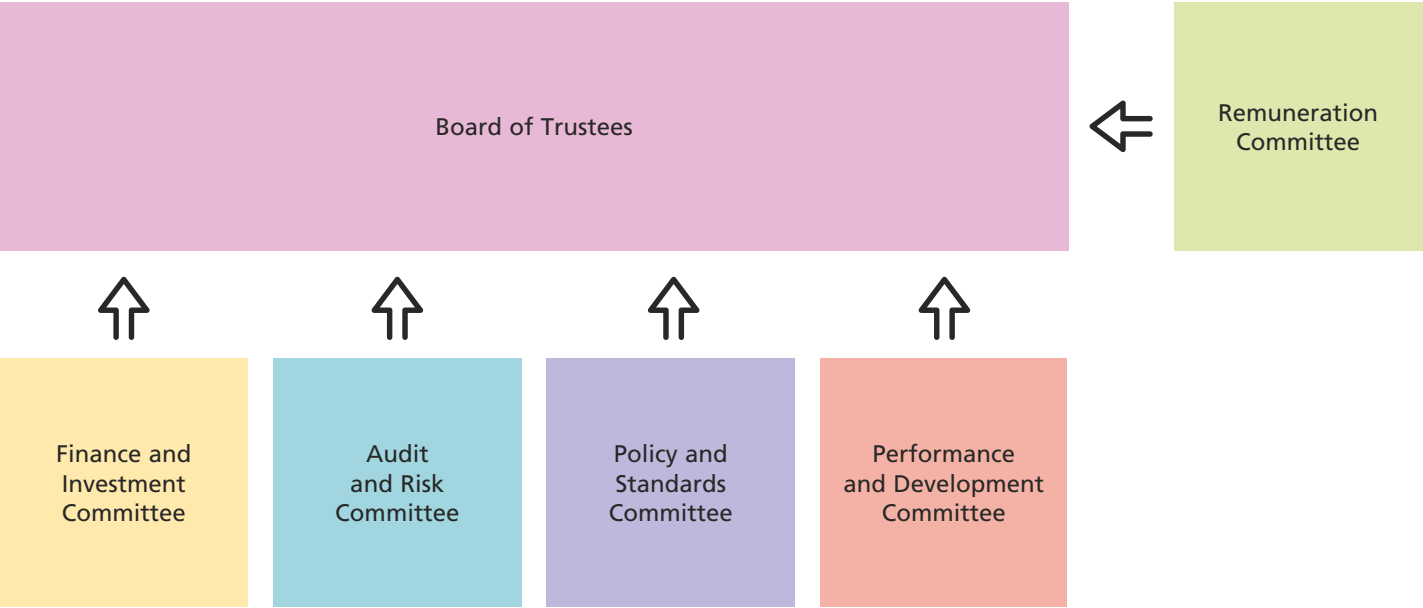
We hold an induction day each year for new members of the Board of Trustees, the Committees that report to them and the Council.

5.4 Reporting structure

IOSH has during the year implemented a new Board Committee Structure to improve its governance arrangements. The changes to the Committee Structure were approved by the membership, by means of special resolution, at a Special General Meeting held on 22 May 2018 following which they were submitted to the Privy Council for approval on 25 July 2018, approved by the Privy Council on 04 December 2018 and became effective from 01 March 2019.

The new Committee Structure is outlined below:

The Committee members are outlined on pages 04 and 05 of this report. The previous Committee structure that was in place for the majority of the financial year is outlined, along with the members of each Committee on pages 04 and 05. All of the Board Committees have formal terms of reference that can be changed only with the approval of the Board of Trustees. All other committees, working parties and member advisory panels in IOSH have formal terms of reference and clear reporting lines. The Board of Trustees is the ultimate decision-making body and is responsible for the Institution’s strategic direction and overall performance. It reviews minutes of all the committees reporting to it and its Chair reports to each Council meeting. Day-to-day operational decisions are taken by the Chief Executive and the Senior Leadership Team in line with Standing Financial Instructions.



## 5.5 IOSH Services Limited

The Institution has a wholly-owned trading subsidiary and its results for the year are included in the notes to the accounts. IOSH Services Limited is governed by its own Board of Directors which is required to comply with the Companies Act 2006. The IOSH Services Limited Board is accountable to the IOSH Board of Trustees and has delegated authority in line with the Standing Financial Instructions.

The subsidiary's principal activities in the year were developing and accrediting safety and health training, providing seminars and conferences, and selling safety and health publications. The taxable profits of the subsidiary are gift aided in full to the Charity for investment in the delivery of IOSH's charitable objects.

## 5.6 Pay policy for senior staff

The Trustees consider the Chief Executive and the Senior Leadership Team to comprise the key management personnel of the charity in charge of controlling, running and operating the charity on a day-to-day basis. All Trustees give of their time freely and no Trustee received remuneration in the year. Details of Trustee expenses are disclosed in **note 5b (page 38)** to the accounts.

The Remuneration Committee sets the remuneration package for the Chief Executive to attract, motivate and retain the right calibre of individual.

The remuneration packages for the Senior Leadership Team are calculated within a pay banding structure, which is kept under review against the market. In certain circumstances, however, it may be necessary, in order to recruit candidates/employees, to offer packages outside of these pre-determined bands. Such decisions would be proposed to the Remuneration Committee for approval.

## 5.7 Risk management

The Trustees have a Risk Management Policy which comprises:

- setting the risk appetite for the organisation and embedding a culture of risk identification and mitigation throughout the organisation;
- regular reviews of the principal risks and uncertainties that the charity and its subsidiary IOSH Services Limited face;
- the establishment of policies, systems and procedures to mitigate the risks identified in the regular reviews;
- the implementation of procedures designed to minimise or manage any potential impact on the organisation, should those risks materialise.

The Risk Management Policy was reviewed and amended by the Risk Management and Audit Committee during the year and has subsequently been amended to re-focus the way risk is considered within the Institution. The new Policy is far more balanced towards considering risk as an opportunity as well as a threat. The review resulted in carefully considered increases in tolerances and appetites in recognition of the global growth aspiration and the increased maturity around risk management.

The table below summarises the key risks faced by the Institution.

Risk	Mitigation
Reputational damage is a major risk for both the Charity and its subsidiary, which could result in loss of trust in its status by external stakeholders. A key element in the management of reputational risk is the employment of competent, well-trained workers in sufficient numbers	Significant actions are being implemented in our People Strategy to mitigate this risk
IOSH faces risk as we continue to expand our membership and operations globally. This risk is wide-ranging, covering our ability to increase IOSH’s global impact in an effective and collaborative way, as well as the legal and financial considerations of working in different countries	The Trustees, Chief Executive and the Senior Leadership Team have designed a model for Global Working which is supported by a decision-making tool that assesses a market’s accessibility and addressability. This is part of the delivery of WORK 2022 and will contribute to the mitigation of this risk
Our current membership demographic profile and the future potential for a significant reduction in retention rates	IOSH’s five-year strategy is addressing this risk by developing new routes to membership and focussing on marketing the new student offer around the world to secure a future pipeline to sustain and grow the membership

6 Financial review

6.1 Result for the year

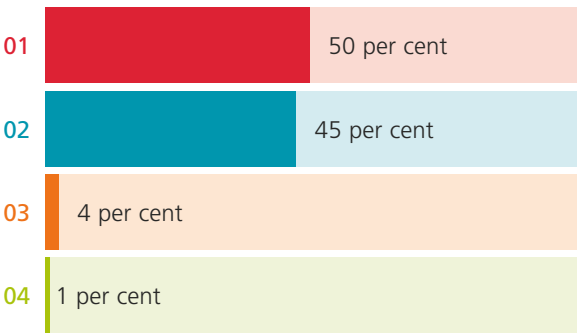
Income for the year at £14,528,000 grew by £442,000 on the previous year's £14,086,000, growth of 3 per cent. Resources expended on charitable activities, to ensure IOSH's initiatives have been properly resourced, decreased from £15,632,000 to £14,610,000; a decrease of £1,022,000, 7 per cent. Expenditure includes £547,000 from the Research Fund. The surplus for the year of £704,000 (2017–18: deficit £1,246,000) is after investment gains of £786,000 (2018: gains £300,000). When comparing the year-on-year financial performance with the investment gains removed, the deficit position has materially decreased (2018–19 £82,000 versus 2017–18 £1,546,000).

Given the improved financial performance the Trustees consider the results for the year and the state of the group's affairs to be satisfactory.

6.2 Principal funding sources

Over 90 per cent of our income derives from membership subscriptions and developing and accrediting safety and health awareness training. The chart below shows the income by revenue stream.

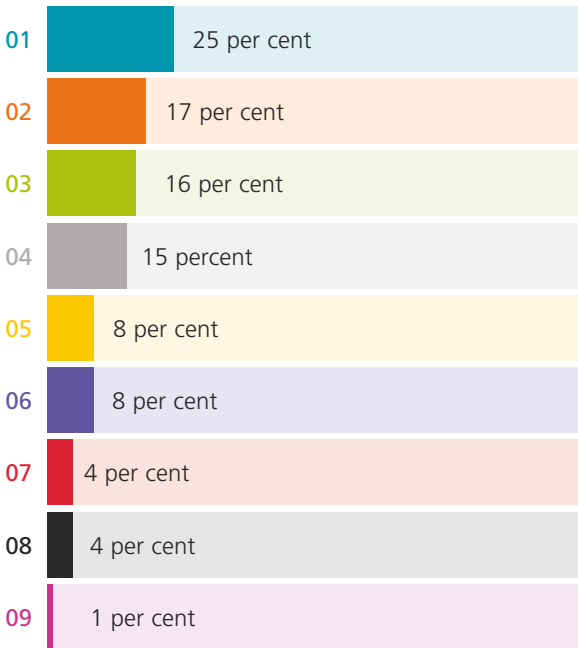
IOSH Group Income



- 01 Health and Safety Training
- 02 Membership
- 03 Conference
- 04 Publications

The chart below demonstrates how the funds raised from membership subscriptions have been reinvested to support or improve the membership offering.

Membership Expenditure



- 01 Corporate overheads
- 02 Networks and Relationship Managers
- 03 Enhancing the profession
- 04 Advice and practice
- 05 Membership administration support
- 06 Research
- 07 Events team
- 08 Chief executive
- 09 Conference

### 6.3 Investment Policy

The Trustees have reviewed and updated our Investment Policy during the year. The new Policy better reflects the need for capital protection but recognises the need for capital growth to protect against inflation i.e. to protect the real time value of the reserves. The new Policy aims to take less risk but also to deliver a rate of return slightly above the rate of inflation.

The value of IOSH investments has decreased by **£428,000** from **£12,147,000** to **£11,719,000**, the reduction is a combination of market value gains and disinvesting to support operational cashflow. The investment policy was reviewed by the Trustees during the year. The decision was taken to reduce the risk profile of the investment portfolio. Transferring a sum of the investment to cash held in the deposit account contributed to the implementation of the new policy. Income and gains, both realised and unrealised, totalling **£1,173,000** were generated by the investments during the year.

### 6.4 Reserves policy

A summary of IOSH's reserves, including the reasons why such funds are held, is included in the accounts as note **15a (see page 44)**.

It is our policy to maintain reserves as part of the medium-term Financial Plan to ensure that we can meet both planned long-term developments and cope in the event of major unplanned costs to ensure strong financial sustainability.

The Charity utilises the relevant Charity Commission guidance on reserves to inform its policy. The current reserves balance of the organisation is **£13,710,000** (2018: £13,006,000). This is split between the general reserve, which is held to fund operational costs in the event of a decline in income, and a number of designated reserves which the Trustees have set aside for investments in specific areas such as research, bursaries and the WORK 2022 reserve which is designated to fund non-recurrent investments to deliver the strategy. The general reserve target is a minimum of 30 per cent of turnover.

In the coming period the Institution will be looking to invest its reserves in supporting its charitable aims by:

- committing research funding in line with the newly developed Research Strategy which will facilitate the exchange of new ideas to both the Institution's members and other professional bodies within the field of occupational safety and health;
- expanding the Institution's global reach which will enable us to promote systematic and organised methods of improving occupational safety and health around the world;
- promoting and developing courses to support CPD which will improve the professional status of the Institution's members;
- making improvements to the routes to membership to enable all IOSH members to develop through the grades of membership which will also improve the professional status of the Institution's members.

### 6.5 Preparation of the financial statements on a going concern basis

The Trustees confirm that at the time of approving the financial statements, there are no material uncertainties regarding the Charity's ability to continue in operational existence for the foreseeable future. In arriving at this conclusion, the Trustees have taken account of current and anticipated financial performance in the current economic conditions, its strategy for 2017–22 and its reserves position. For this reason, the going concern basis continues to be adopted in the preparation of the Charity's financial statements.

## 7 Statement of Trustees Responsibilities

The Charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and the Group and of the incoming resources and application of resources, including the income and expenditure of the Charity and the Group for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and the Group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

### Statement on disclosure of information to auditors

The Trustees who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditors are unaware. All the Trustees have confirmed that they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

### Auditor

RSM UK Audit LLP has indicated its willingness to continue in office.

By order of the Board of Trustees



**W J Gunnyeon**  
Chair

July 2019

# Independent auditor's report

## Independent Auditor's Report to the Trustees of the Institution of Occupational Safety and Health.

### Opinion

We have audited the financial statements of the Institution of Occupational Safety and Health (the 'parent charity') and its subsidiary (the 'group') for the year ended 31 March 2019 which comprise the Group and Charity Statements of Financial Activities, the Group and Charity Balance Sheets, the Group and Charity Statements of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charity's affairs as at 31 March 2019 and of the group's and parent charity's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011.

# Independent auditor's report

## Basis for opinion

We have been appointed auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under section 151 of the Charities Act 2011 and report in accordance with regulations made under those Acts.

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



### Other information

The other information comprises the information included in the Annual Report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' annual report; or
- proper and sufficient accounting records have not been kept by the parent charity; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out on page 22, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or parent charity or to cease operations, or have no realistic alternative but to do so.

# Independent auditor's report

## Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

## Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.



RSM UK Audit LLP  
Statutory Auditor  
St Philips Point  
Temple Row  
Birmingham  
B2 5AF

Date 6 August 2019

RSM UK Audit LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# Statement of financial activities

	Notes	Group		Charity	
		Unrestricted funds		Unrestricted funds	
		2019	2018	2019	2018
		£'000	£'000	£'000	£'000
Income from					
Investments					
▪ Gift Aid from Subsidiary	3a	0	0	4,320	3,946
▪ Other investments	3b	388	427	388	427
Charitable activities	1	14,140	13,659	6,293	5,974
<b>Total income</b>		<b>14,528</b>	<b>14,086</b>	<b>11,001</b>	<b>10,347</b>
Expenditure					
Charitable activities	4a	(14,610)	(15,632)	(11,060)	(11,893)
<b>Net gains/(losses) on investments</b>	8	<b>786</b>	<b>300</b>	<b>786</b>	<b>300</b>
<b>Net income/(expenditure) and net movement in funds</b>		<b>704</b>	<b>(1,246)</b>	<b>727</b>	<b>(1,246)</b>
Reconciliation of funds					
Total funds at 01 April	15	<b>13,006</b>	<b>14,252</b>	<b>12,767</b>	<b>14,013</b>
Total funds at 31 March	15	<b>13,710</b>	<b>13,006</b>	<b>13,494</b>	<b>12,767</b>

Net movement in funds for the year arise from the Group's and the Charity's continuing operations.

*The accounting policies and notes on pages 31 to 46 form part of these financial statements.*

# Balance sheets at 31 March 2019

	Notes	Group		Charity	
		Unrestricted funds		Unrestricted funds	
		2019	2018	2019	2018
		£'000	£'000	£'000	£'000
<b>Fixed assets</b>					
Intangible assets	7a	323	180	323	180
Tangible assets	7b	2,307	2,397	2,304	2,361
Investments	8	11,719	12,147	11,720	12,148
<b>Total fixed assets</b>		<b>14,349</b>	<b>14,724</b>	<b>14,347</b>	<b>14,689</b>
<b>Current assets</b>					
Stocks	9	103	112	0	0
Debtors	10	1,330	929	2,467	1,269
Cash at bank and in hand		3,446	1,973	1,340	857
<b>Total current assets</b>		<b>4,879</b>	<b>3,014</b>	<b>3,807</b>	<b>2,126</b>
<b>Liabilities</b>					
Creditors falling due within one year	11	(5,518)	(4,732)	(4,660)	(4,048)
<b>Net current assets/(liabilities)</b>		<b>(639)</b>	<b>(1,718)</b>	<b>(853)</b>	<b>(1,922)</b>
<b>Net assets</b>		<b>13,710</b>	<b>13,006</b>	<b>13,494</b>	<b>12,767</b>
<b>The funds of the charity</b>					
Unrestricted income funds					
General funds	15	7,232	6,311	7,233	6,312
Non-charitable trading funds	15	217	240	0	0
Designated funds	15	6,261	6,455	6,261	6,455
<b>Total charity funds</b>		<b>13,710</b>	<b>13,006</b>	<b>13,494</b>	<b>12,767</b>

The financial statements were approved by the Board of Trustees and authorised for issue on 31 July 2019 and signed on its behalf by:



**W J Gunnyeon**  
Chair

July 2019

*The accounting policies and notes on pages 31 to 46 form part of these financial statements.*

# Group statement of cash flows *for the year ended 31 March 2019*

	2019 £'000	2018 £'000
Cash flows from operating activities		
Net cash provided by/(used in) operating activities	429	(1,152)
Cash flows from investing activities		
Investment income	388	427
Purchase of intangible fixed assets	(201)	(160)
Purchase of tangible fixed assets	(241)	(259)
Purchase of investments	(5,719)	0
Proceeds from sale of investments	8,648	0
Cash held for future investments	(1,831)	0
Net cash provided by investing activities	1,044	8
Change in cash and cash equivalents in the reporting period	1,473	(1,144)
Cash and cash equivalents at the beginning of the reporting period	1,973	3,117
Cash and cash equivalents at the end of the reporting period	3,446	1,973
	2019 £'000	2018 £'000
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	704	(1,246)
Adjustments for		
Depreciation charges	304	435
Amortisation charges	52	43
(Gains)/Losses on investments (net of management fees)	(670)	(183)
Dividends, interest and rents from investments	(388)	(427)
Loss/(profit) on sale of fixed assets	33	0
Decrease in stocks	9	64
(Increase) in debtors	(401)	(177)
Increase in creditors	786	339
Net cash used in operating activities	429	(1,152)

# Charity statement of cash flows *for the year ended 31 March 2019*

	2019 £'000	2018 £'000
Cash flows from operating activities		
Net cash (used in) operating activities	(561)	(918)
Cash flows from investing activities		
Investment income	388	427
Purchase of intangible fixed assets	(201)	(160)
Purchase of tangible fixed assets	(241)	(237)
Purchase of investments	(5,719)	0
Proceeds from sale of investments	8,648	0
Cash held for future investments	(1,831)	0
Net cash provided by investing activities	1,044	30
Change in cash and cash equivalents in the reporting period	483	(888)
Cash and cash equivalents at the beginning of the reporting period	857	1,745
Cash and cash equivalents at the end of the reporting period	1,340	857
	2019 £'000	2018 £'000
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	727	(1,246)
Adjustments for		
Depreciation charges	295	407
Amortisation charges	52	43
(Gains)/Losses on investments (net of management fees)	(670)	(183)
Dividends, interest and rents from investments	(388)	(427)
Loss/(profit) on sale of fixed assets	9	0
(Increase)/Decrease in debtors	(1,198)	69
Increase in creditors	612	419
Net cash (used in) operating activities	(561)	(918)

# Accounting policies

## Basis of accounting

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 01 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

IOSH 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 note(s). The Trustees consider that there are no material uncertainties about the Charity's and the Group's ability to continue as a going concern.

## Basis of consolidation

The consolidated financial statements incorporate the financial statements of the Institution of Occupational Safety and Health and IOSH Services Limited. Inter-group transactions and balances are eliminated on consolidation.

The Institution includes the income and expenditure of branches where returns have been made prior to the preparation of the consolidated financial statements.

## 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 Institution and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aims and use of the designated funds are set out in the notes to the financial statements.

Non-charitable trading funds equate to the net assets of the trading subsidiary and will fluctuate in line with retained earnings for the year.

## Income recognition

All incoming resources are included in the Statement of Financial Activities when they are receivable, except as follows:

- membership income received in advance of future periods is deferred to the year to which it relates
- seminar and health and safety training income received in respect of courses which will run in the following year are deferred and recognised when the income has been earned.

## Expenditure recognition and irrecoverable VAT

Charitable activities' expenditure includes the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one cost category they have been split on an appropriate basis such as area utilised or numbers of staff.

Overhead and support costs have been allocated between membership, branch expenditure and promotion of health and safety, based upon the proportion of expenditure in each category in relation to the total expenditure. Costs are normally charged to the accounts as and when incurred except for costs of exhibitions and events, which are charged when the event occurs.

Governance costs are those expended in connection with organisational administration and compliance with constitutional and statutory requirements. Support costs represent that part of some central departments' costs, based on an estimate of the time employees, in those departments, spend on governance issues.

Liabilities are recognised within the accounts at the point the expenditure is incurred, and a legal or constructive obligation arises requiring settlement with a third party.

# Accounting policies

## Grant-making policy

Grants from the Research and Development Fund are recognised when performance criteria under the contract have been met.

## Fixed assets and depreciation

Tangible fixed assets are stated at historical cost less accumulated depreciation.

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:

Freehold land	Not depreciated
Freehold property	2 per cent on a straight-line basis
Office equipment	33.3 per cent on a reducing balance basis
Computer equipment	33.3 per cent on a straight-line basis
Regalia and trophies	10 per cent on a straight-line basis

Intangible fixed assets are stated at historical cost less accumulated amortisation.

Amortisation is provided to write off the cost less the estimated residual value of intangible fixed assets over their estimated useful lives as follows:

IT software and development	33.3 per cent on a straight-line basis
-----------------------------	--

Items of less than £500 value are not capitalised.

## Financial instruments

The group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. In the absence of a reliable fair value, the 100% shareholding in the trading subsidiary is included at cost. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

## Debtors

Trade and other debtors which are receivable within one year are initially recognised at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

## Cash and cash equivalents

Cash and cash equivalents includes cash and amounts held on deposit which have a maturity of three months or less.

## Stocks

Stocks are stated at the lower of the cost and net realisable value.



# Accounting policies

## Creditors and liabilities

Trade creditors payable within one year are initially recognised at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

Liabilities are recognised when either a constructive or legal obligation exists.

## Pension contributions

The group operates a defined contribution scheme, the assets of which are held in a separately administered fund. The costs of providing pensions for employees are charged in the Statement of Financial Activities as incurred.

## Operating leases

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

## Taxation

The Institution of Occupational Safety and Health is a registered charity and is thus exempt from tax on income and capital gains falling within section 505 of the Income and Corporation Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charge has arisen within the charitable company.

## Deferred taxation

Deferred taxation is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events that result in an obligation to pay more tax in the future or a right to pay less tax in the future have occurred at the balance sheet date.

Timing differences are differences between the company's taxable profits and its results as stated in the financial statements.

Deferred tax assets are recognised to the extent that they are regarded as recoverable. They are regarded as recoverable to the extent that, on the basis of all available evidence, it can be regarded as more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax is measured at the average tax rates that are expected to apply in the periods in which timing differences are expected to reverse, based on tax rates and laws that have been enacted or substantially enacted by the balance sheet date. Deferred tax is measured on a non-discounted basis.

## Foreign currency policy

Assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of transaction. All differences are taken to the Statement of Financial Activities.

## Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no such critical accounting estimates and assumptions to report.

# Notes to the consolidated financial statements

for the year ended 31 March 2019

## 1. Income from charitable activities

	Group		Charity	
	2019	2018	2019	2018
	£'000	£'000	£'000	£'000
Membership	6,232	5,971	6,232	5,971
Conference and seminars	553	416	0	0
Health and safety training	7,092	7,072	0	0
Publications	202	197	0	0
Branch income	26	3	26	3
Donations	35	0	35	0
<b>Total income from charitable activities</b>	<b>14,140</b>	<b>13,659</b>	<b>6,293</b>	<b>5,974</b>

## 2. Net income of trading subsidiary

The Institution has one wholly-owned trading subsidiary, IOSH Services Limited (company number: 01816826), which is incorporated in the UK. The subsidiary's principal activities in the year under review were those of the sale of health and safety publications, the provision of seminars and conferences and the development and accreditation of health and safety awareness training. Audited accounts will be filed with the Registrar of Companies. The profit and loss account of IOSH Services Limited is as follows:

	2019	2018
	£'000	£'000
<b>Turnover</b>	<b>7,847</b>	<b>7,685</b>
Cost of sales	(1,610)	(1,551)
Gross profit	6,237	6,134
Administrative expenses	(1,940)	(2,188)
<b>Profit before taxation</b>	<b>4,297</b>	<b>3,946</b>
Taxation	0	0
<b>Profit for the financial year after taxation</b>	<b>4,297</b>	<b>3,946</b>
The aggregate of assets, liabilities and funds was:		
Assets	2,985	1,919
Liabilities	(2,768)	(1,679)
<b>Equity shareholder's funds</b>	<b>217</b>	<b>240</b>

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 3a. Investment income – subsidiary

	Group		Charity	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Gift aid receivable from subsidiary	0	0	4,320	3,946

## 3b. Investment income – other

	Group		Charity	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Interest on CCLA investment	387	422	387	422
Interest on cash deposits	1	5	1	5
	<b>388</b>	<b>427</b>	<b>388</b>	<b>427</b>

## 4a. Expenditure on charitable activities

	Group		Charity	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Membership	6,577	6,766	6,577	6,766
Health and safety training	1,800	1,758	0	0
Publications and merchandise	143	154	0	0
Branch expenditure	820	1,016	820	1,016
Promotion of health and safety	4,723	5,225	3,116	3,398
Grants payable	547	713	547	713
<b>Total</b>	<b>14,610</b>	<b>15,632</b>	<b>11,060</b>	<b>11,893</b>

Grants payable of £547,000 (2018: £713,000) of which £547,000 (2018: £713,000) relate to research grants payable to universities, and £Nil (2018: £Nil) to other organisations on the performance against set criteria as set out within the contractual terms of the grant. Out of £547,000, £276,000 was payable to Loughborough University. All other amounts payable were not material.

Support costs relating to the grant-making activities of the Institution are considered to be immaterial and therefore no allocation has been made.

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 4b. Analysis of governance and support costs (included within 4a)

Group	Membership £'000	Branch expenditure £'000	Promotion of health and safety £'000	Total £'000
Membership	287	36	140	463
Finance	582	73	281	936
IT	1,165	144	566	1,875
Human resources	425	53	205	683
Corporate services	336	48	149	533
Facilities	178	22	87	287
<b>Total</b>	<b>2,973</b>	<b>376</b>	<b>1,428</b>	<b>4,777</b>

Support costs are allocated based on the proportion of total expenditure incurred by each type of activity.

Governance costs included in the above were £615,000 (2018: £979,000)

Charity	Membership £'000	Branch expenditure £'000	Promotion of health and safety £'000	Total £'000
Membership	287	36	140	463
Finance	577	72	280	929
IT	1,165	144	566	1,875
Human resources	425	53	205	683
Corporate services	336	48	149	533
Facilities	178	22	87	287
<b>Total</b>	<b>2,968</b>	<b>375</b>	<b>1,427</b>	<b>4,770</b>

Support costs are allocated based on the proportion of total expenditure incurred by each type of activity.

Governance costs included in the above were £615,000 (2018: £979,000)

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 5a. Employees

The average number of persons employed by the group under a contract of employment, was as follows:

	Group heads		Group FTE	
	2019	2018	2019	2018
	Number	Number	Number	Number
Membership	13	16	11.8	16.3
Health and safety awareness training	33	29	30.2	26.9
Professional affairs	2	3	1.3	2.8
Research and public affairs	17	13	16.3	13.3
Promotion of health and safety	46	48	44.7	48.5
Management and administration	61	55	58.2	52.7
Networks and international	16	17	16.2	16.6
	<b>188</b>	<b>181</b>	<b>178.7</b>	<b>177.1</b>

	Group		Charity	
	2019	2018	2019	2018
	£'000	£'000	£'000	£'000
<b>Staff costs for the above persons</b>				
Wages and salaries including benefits in kind	6,497	6,016	5,364	4,681
Social security costs	565	599	459	475
Pension costs	274	265	220	203
	<b>7,336</b>	<b>6,880</b>	<b>6,043</b>	<b>5,359</b>
Temporary staff	496	745	496	745
	<b>7,832</b>	<b>7,625</b>	<b>6,539</b>	<b>6,104</b>

The group operates a defined contribution pension scheme whose assets are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group and amounted to £274,000 (2018: £265,000). Contributions of £39,000 were outstanding at the year-end (2018: £35,000).

The IOSH key management personnel comprise the Trustees, the Chief Executive and the Senior Leadership Team. The total employment benefits including employer pension contributions and national insurance of the key management personnel was £730,000 (2018: £679,000).

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

The number of employees whose total employee benefits (excluding employer pension costs) for the year equal £60,000 or more are shown below:

	2019 Number	2018 Number
£60,001–70,000	6	7
£70,001–80,000	0	2
£80,001–90,000	1	0
£90,001–100,000	2	1
£100,001–110,000	2	2
£160,001–170,000	0	1
£170,001–180,001	1	0
	12	13

All these employees are accruing retirement benefits under a money purchase scheme. Employer contributions amounted to £34,000 (2018: £25,000).

During the year severance payments representing compensation for loss of office were made to eleven individuals (2018: eight) and totalled £108,000 (2018: £81,000).

The Chief Executive is not a Trustee, and no Trustees received remuneration in the year.

## 5b. Reimbursed expenses

During the year a total of £13,000 (2018: £22,000) was reimbursed to a total of seven (2018: ten) of the Trustees. These reimbursements were in respect of travel costs incurred by the Trustees.

## 5c. Indemnity insurance

The group has expended £25,000 (2018: £23,000) during the year in respect of insurance to protect itself from any neglect or defaults of its Trustees, Employees or Agents.

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 6. Net income/(expenditure) for the year

Net income/(expenditure) is stated after charging/(crediting):

	Group		Charity	
	2019	2018	2019	2018
	£'000	£'000	£'000	£'000
<b>Depreciation and amounts written off tangible fixed assets:</b>				
Charge for the year – owned assets	304	435	295	407
Amortisation and amounts written off intangible fixed assets	52	43	52	43
Operating lease rentals:				
Office equipment and motor vehicles	32	29	18	0
Auditors' remuneration				
In respect of audit services	23	18	15	18
Other services	16	4	12	0
Foreign exchange gains/(losses)	3	4	5	4
Cost of stocks recognised as an expense	312	296	0	0

## 7a. Intangible fixed assets

Charity and Group	Software and Software development costs £'000
<b>Cost</b>	
01 April	1,287
Additions	201
Disposals	(449)
<b>31 March</b>	<b>1,039</b>
<b>Amortisation</b>	
01 April	1,107
Charged in the year	52
Disposals	(443)
<b>31 March</b>	<b>716</b>
<b>Net book value</b>	
31 March 2019	323
31 March 2018	180

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 7b. Tangible fixed assets

Group	Freehold property £'000	Office equipment £'000	Computer equipment £'000	Regalia and trophies £'000	Total £'000
<b>Cost</b>					
01 April	2,996	1,575	1,478	6	6,055
Additions	0	40	201	0	241
Disposals	0	(289)	(85)	0	(374)
<b>31 March</b>	<b>2,996</b>	<b>1,326</b>	<b>1,594</b>	<b>6</b>	<b>5,922</b>
<b>Depreciation</b>					
01 April	1,068	1,315	1,269	6	3,658
Charged in the year	60	84	160	0	304
Disposals	0	(264)	(83)	0	(347)
<b>31 March</b>	<b>1,128</b>	<b>1,135</b>	<b>1,346</b>	<b>6</b>	<b>3,615</b>
<b>Net book value</b>					
<b>31 March 2019</b>	<b>1,868</b>	<b>191</b>	<b>248</b>	<b>0</b>	<b>2,307</b>
<b>31 March 2018</b>	<b>1,928</b>	<b>260</b>	<b>209</b>	<b>0</b>	<b>2,397</b>

Charity	Freehold property £'000	Office equipment £'000	Computer equipment £'000	Regalia and trophies £'000	Total £'000
<b>Cost</b>					
01 April	2,996	1,139	1,342	6	5,483
Additions	0	40	201	0	241
Disposals	0	(129)	(83)	0	(212)
<b>31 March</b>	<b>2,996</b>	<b>1,050</b>	<b>1,460</b>	<b>6</b>	<b>5,512</b>
<b>Depreciation</b>					
01 April	1,068	904	1,144	6	3,122
Charged in the year	60	84	151	0	295
Disposals	0	(129)	(80)	0	(209)
<b>31 March</b>	<b>1,128</b>	<b>859</b>	<b>1,215</b>	<b>6</b>	<b>3,208</b>
<b>Net book value</b>					
<b>31 March 2019</b>	<b>1,868</b>	<b>191</b>	<b>245</b>	<b>0</b>	<b>2,304</b>
<b>31 March 2018</b>	<b>1,928</b>	<b>235</b>	<b>198</b>	<b>0</b>	<b>2,361</b>



# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 8. Fixed asset investments

Group	Other investments CCLA £'000	2019 Total £'000	2018 Total £'000
Fair value at 01 April	12,147	12,147	11,964
Additions	5,719	5,719	0
Increase in cash held for future investments	1,831	1,831	0
Disposals	(8,648)	(8,648)	0
Management fee	(116)	(116)	(117)
Net gains	786	786	300
<b>Fair value at 31 March</b>	<b>11,719</b>	<b>11,719</b>	<b>12,147</b>

Charity	Other investments CCLA £'000	IOSH Services Limited (cost) £'000	2019 Total £'000	2018 Total £'000
Fair value at 01 April	12,147	1	12,148	11,965
Additions	5,719	0	5,719	0
Increase in cash held for future investments	1,831	0	1,831	0
Disposals	(8,648)	0	(8,648)	0
Management fee	(116)	0	(116)	(117)
Net gains	786	0	786	300
<b>Fair value at 31 March</b>	<b>11,719</b>	<b>1</b>	<b>11,720</b>	<b>12,148</b>

All investments are held by CCLA Investment Management Limited. Following a review of the risk profile of the balance in the COIF Charities Investment Fund Income Units some of the funds were divested and invested over several funds, these are:

- COIF Charities Fixed Interest Fund Income Units
- COIF Charities Property Fund Income Units
- Diversified Income Fund Class 3 Units – Income

Cash is also held in COIF Charities Deposit Fund

Investments are held to secure investment returns and capital growth.

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 9. Stocks

	Group		Charity	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Goods for resale	103	112	0	0

## 10. Debtors

	Group		Charity	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Trade debtors	608	472	0	0
Amount due from subsidiary undertaking	0	0	1,910	995
Other Debtors	83	0	83	0
Prepayments	639	457	474	274
	1,330	929	2,467	1,269

Included in the above are financial instruments measured at amortised cost of £608,000 (2018: £472,000) for the group and £1,910,000 (2018: £995,000) for the Charity.

## 11. Creditors: amounts falling due within one year

	Group		Charity	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Trade creditors	580	560	512	400
Subscription received in advance	2,987	2,507	2,987	2,507
Other taxation and social security costs	220	230	220	212
Other creditors	161	174	65	0
Accruals	1,035	929	876	929
Deferred income	535	332	0	0
	5,518	4,732	4,660	4,048

Included in the above are financial instruments measured at amortised cost of £1,776,000 (2018: £1,663,000) for the Group and £1,453,000 (2018: £1,329,000) for the Charity.

All income deferred at the year-end relates to activities during 2019–20. All income deferred in last year's accounts has been released to the Statement of Financial Activities during this year.

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 12. Related party transactions

Group and Charity	2019 £'000	2018 £'000
Gift aid payment from IOSH Services Limited	4,320	3,946
Recharges paid to IOSH Services Limited	(911)	(525)
Amounts due from IOSH Services Limited	1,910	995
	5,319	4,416

## 13. Capital commitments

Group and Charity	2019 £'000	2018 £'000
Capital expenditure commitments at 31 March	184	203

## 14. Commitments under operating leases

At 31 March 2019 the group had total future commitments for office equipment and motor vehicles of £77,000 (2018: £60,000) under non-cancellable operating leases. The sum due to be paid within one year is £36,000 (2018: £33,000) and two to five years is £42,000 (2018: £27,000).

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 15a. Statement of group funds

Group and Charity	At 01 April 2018 £'000	Income £'000	Expenditure £'000	Investment Gains / (losses) £'000	Transfers £'000	At 31 March 2019 £'000
<b>Unrestricted funds:</b>						
General reserve	6,311	6,646	(5,795)	786	(716)	7,232
*Non-charitable trading funds	240	7,847	(7,870)	0	0	217
<b>Total unrestricted funds</b>	<b>6,551</b>	<b>14,493</b>	<b>(13,665)</b>	<b>786</b>	<b>(716)</b>	<b>7,449</b>
<b>Designated funds:</b>						
Fixed Assets Fund	2,541	0	(347)	0	433	2,627
Research Fund	2,509	0	(547)	0	0	1,962
Bursary Fund	30	0	0	0	0	30
Infrastructure Fund	886	0	0	0	(201)	685
WORK 2022 Fund	489	0	(51)	0	460	898
SOSHA	0	35	0	0	0	35
Branch event surpluses	0	0	0	0	24	24
<b>Total designated funds</b>	<b>6,455</b>	<b>35</b>	<b>(945)</b>	<b>0</b>	<b>716</b>	<b>6,261</b>
<b>Total funds</b>	<b>13,006</b>	<b>14,528</b>	<b>(14,610)</b>	<b>786</b>	<b>0</b>	<b>13,710</b>

\*These funds relate to IOSH Services Ltd, all other funds relate to the charity.

The general reserve represents the free funds of the Institution which are not designated for particular purposes.

The non-charitable trading funds are equal to the net worth of the trading subsidiary and will fluctuate in line with that Company's retained earnings.

Transfers represent designations from the unrestricted general reserve:

The Fixed Assets Fund represents funds that are equal to the Institution's fixed assets. The funds will diminish over the life of the underlying assets. Changes are made into this fund to match it to the total of the net book value of fixed assets.

The Research and Development Fund has been renamed during the year to Research Fund to reflect that only Research projects are being funded. The fund is designated by the Trustees to fund future research activities. Allocations from the Fund are now made by: the Business Management Group (BMG) up to £50,000;

the Finance and Investment Committee (FIC) between £50,000 and £100,000; and the Board of Trustees over £100,000.

The Bursary Fund has been created to help people undertaking degrees in occupational safety and health.

The Infrastructure Fund has been created to allow for the development of the Institution's web and digital strategy and various service and product enhancements.

The WORK 2022 Fund was created to allow for the implementation of the WORK 2022 strategy.

During the year we received a donation from Sheffield Occupational Safety and Health Association (SOSHA). The board has decided to hold in a designated reserve to provide awards.

Branch event surpluses: this fund represents amounts ringfenced by the board to individual branch networks where an event held during the year created a surplus. These will be released for the branch to spend in line with the IOSH priorities alongside their budget.

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 15b. Comparative statement of group funds

Group and Charity	At 01 April 2017 £'000	Income £'000	Expenditure £'000	Investment Gains / (losses) £'000	Transfers £'000	At 31 March 2018 £'000
<b>Unrestricted funds:</b>						
General reserve	7,075	6,401	(6,976)	300	(489)	6,311
*Non-charitable trading funds	240	7,685	(7,685)	0	0	240
Total unrestricted funds	7,315	14,086	(14,661)	300	(489)	6,551
<b>Designated funds:</b>						
Fixed Assets Fund	2,594	0	(53)	0	0	2,541
Research Fund	3,222	0	(713)	0	0	2,509
Bursary Fund	30	0	0	0	0	30
Infrastructure Fund	1,091	0	(205)	0	0	886
WORK 2022 Fund	0	0	0	0	489	489
Total designated funds	6,937	0	(971)	0	489	6,455
<b>Total funds</b>	<b>14,252</b>	<b>14,086</b>	<b>(15,632)</b>	<b>300</b>	<b>0</b>	<b>13,006</b>

\*These funds relate to IOSH Services Ltd, all other funds relate to the charity.

## 16a. Analysis of group net assets between funds

Group and Charity	General funds £'000	Non- charitable trading funds £'000	Designated funds £'000	Total £'000
Fund balances at 31 March 2018 are represented by:				
Fixed assets	0	3	2,627	2,630
Investments	8,085	0	3,634	11,719
Net current (liabilities) /assets	(853)	214	0	(639)
<b>Total net assets</b>	<b>7,232</b>	<b>217</b>	<b>6,261</b>	<b>13,710</b>

# Notes to the consolidated financial statements

for the year ended 31 March 2019 continued

## 16b. Comparative analysis of group net assets between funds

Group and Charity	General funds £'000	Non- charitable trading funds £'000	Designated funds £'000	Total £'000
Fund balances at 31 March 2018 are represented by:				
Fixed assets	0	36	2,541	2,577
Investments	8,233	0	3,914	12,147
Net current (liabilities) /assets	(1,922)	204	0	(1,718)
<b>Total net assets</b>	<b>6,311</b>	<b>240</b>	<b>6,455</b>	<b>13,006</b>

## 17. Contingent liabilities





Once a grant from the Research and Development Fund has been made, its payment depends on performance under contractual terms. At 31 March 2019 grants of £643,000 (2018: £1,139,000) were potentially outstanding.

The charity is party to a group VAT registration with its wholly-owned subsidiary and may be liable to settle all outstanding VAT liabilities under that registration. Total VAT liabilities for the group at 31 March 2019 were £64,000 (2018: £60,000) and are included within other taxation and social security costs within note 11.

## IOSH

The Grange  
Highfield Drive  
Wigston  
Leicestershire  
LE18 1NN  
UK

t +44 (0)116 257 3100  
[www.iosh.com](http://www.iosh.com)

 [twitter.com/IOSH\\_tweets](https://twitter.com/IOSH_tweets)  
 [facebook.com/IOSHofficial](https://facebook.com/IOSHofficial)  
 [tinyurl.com/IOSH-linkedin](https://tinyurl.com/IOSH-linkedin)  
 [youtube.com/IOSHchannel](https://youtube.com/IOSHchannel)  
 [instagram.com/ioshofficial](https://instagram.com/ioshofficial)

IOSH is the Chartered body for health and safety professionals. With over 48,000 members in more than 130 countries, we're the world's largest professional health and safety organisation.

We set standards, and support, develop and connect our members with resources, guidance, events and training. We're the voice of the profession, and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

**IOSH Services Limited** is a wholly owned subsidiary of the Institution of Occupational Safety and Health. Registered Office: as above

### **Institution of Occupational Safety and Health**

Founded 1945

Incorporated by Royal Charter 2003

Registered charity in England and Wales No. 1096790

Registered charity in Scotland No. SC043254