



**Occupational Hygiene Training Association**  
(A company limited by guarantee)

**Report and Financial Statements**  
**For the Year Ended 10 August 2016**

**Company Number 07029077**

**Charity Number 1168722**  
**(registered 11 August 2016)**

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**Occupational Hygiene Training Association**  
**Report of the Directors for the year ended 10 August 2016**

The Directors present their report and unaudited financial statements for the year ended 10 August 2016.

**Reference and Administrative Information**

Company Name: Occupational Hygiene Training Association

Company registration number: 07029077

Charity registration number: 1168722  
(registered as a charity  
11 August 2016)

Registered Office and  
operational address: 5/6 Melbourne Business Court  
Millennium Way  
Pride Park  
Derby  
DE24 8LZ  
UK

**Directors**

Mr R Alesbury	Chair
Mr D O'Malley	Appointed 13/01/2016
Mrs N McClellan	
Mr M Milroy	Appointed 13/01/2016
Ms C Laszcz-Davis	Appointed 13/07/2016
Mr N H Tresider	
Mr B Westhorpe	Resigned 13/07/2016
Mr P O'Neil	Resigned 29/02/2016
Mr S Perkins	Honorary Treasurer
Mr H T Smedbold	IOHA liaison

**Chief Editor**

Mr B Davies Resigned 31/05/2016

### **Advisory Committee**

Mr M Crepeau

Mr R DiCorleto

Mr J Dobbie

Mr S Hoffman

Ms R Jiminez

Ms C Laszcz-Davis

Mr T McDonald

Mr D O'Malley

Chair

Ms S Samuel

Mr J Singh

Mr M Slater

Mr C Steer

Resigned 28/07/2016

### **Support Services**

British Occupational Hygiene Society 5/6 Melbourne Business Court, Millennium Way,  
Pride Park, Derby, DE24 8LZ, UK

### **Accountants**

ADS Accountancy Ltd 7 Faraday Court, First Avenue, Burton on Trent  
Chartered Certified Accountants Staffordshire, DE14 2WX, UK

### **Bankers**

HSBC Bank 1 St Peters Street, Derby, DE1 2AE, UK

### **Solicitors**

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

## Objectives and Activities

### Purposes and Aims

Occupational Hygiene Training Association (OHTA)'s purpose as set out in the Object contained in the company's Articles of Association is *to protect and promote the health of the public by advancing the study and science of Occupational/Industrial Hygiene for the public benefit through the provision of training and education.*

For the purposes of the Object, Occupational/Industrial Hygiene means *the discipline of anticipating, recognising, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large.*

Our aims are:

- developing educational and training materials;
- promoting good standards of training to ensure effective health protection;
- creating a sustainable model for worldwide training delivery;
- developing a qualifications framework that permits international transferability of skills.

### Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. This review looks at what we achieved and the outcomes of our work in the period between 1 October 2015 and 10 August 2016 (immediately prior to our registration as a charity). The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. Although this document reports on activity in the financial year immediately prior to our registration as a charity, we have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

## The focus of our work

Our main objectives for the period were:

- Continue to approve and support training providers in order to develop good standards of occupational hygiene training and increase access to such training
- Continue the editorial review of the modules to improve quality and relevance
- Make translated course materials publicly available to increase worldwide accessibility
- Communicate regularly with stakeholders to encourage take-up of the training and qualifications scheme and build on the constitutional changes of 2015
- Develop a strategic plan
- Make a successful application for charity registration

## **How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on the provision of training and education in Occupational/Industrial Hygiene with the aim of protecting worker health and well-being and safeguarding the community at large.

## Who used and benefited from our services?

The promotion of occupational/industrial health and hygiene is for the direct benefit of the working population worldwide and the indirect benefit of the whole population. The International Labour Organisation (ILO, 2004, 2005, a, b, 2013) estimates that each year a total of 160 million new cases of work-related illness occur globally (35 million due to exposure to chemicals) and 2 million lives are lost to occupational disease (3% of all deaths). Many of these deaths and illnesses are preventable by the application of good occupational hygiene practice.

OHTA's purpose is beneficial to the public because OHTA raises awareness of the issues and helps to train people in occupational hygiene, equipping individuals with the skills necessary to control or prevent the exposures that lead to illness and death. OHTA has established a training and qualification scheme that has no formal entry requirements and provides a modular way of building skills to match local needs. Some of the people trained will go on to obtain higher professional qualifications in occupational hygiene. It has been estimated that there is an additional need for 37,000 professional occupational hygienists globally based on the ratio of hygienists to the working population\*. The demand for training at the modular level offered by OHTA has not been quantified but will be many orders of magnitude higher than this.

\*Henshaw (in a presentation at the American Industrial Hygiene Association Conference and Exposition, Denver, 2010) and Tresider (2012).

OHTA has developed an international qualifications framework aimed at promoting good, consistent quality of training, encouraging international transferability of skills and qualifications, building capabilities close to the point of need, and creating a sustainable business model.

OHTA has developed educational and training materials which are available on OHTA's website, [www.ohlearning.com](http://www.ohlearning.com), and may be downloaded and used free of charge by students, employers and training providers. OHlearning has users in 199 countries.

By ensuring there are no financial barriers to accessing the educational materials, OHTA's purpose is beneficial to all the public and particularly to those in poor and developing countries. Furthermore, by promoting good standards of training and building capability close to the local point of need, OHTA provides access to occupational hygiene training for nations without a framework for training already in place.

## **Achievements and Performance**

### Training Activity

12 new Approved Training Providers (ATPs) from across the globe were approved between 1 October 2015 and 10 August 2016. These ATPs are based in both developed and developing countries including Indonesia, Canada, Australia, India, USA, the UK and Ireland.

908 examinations took place in 23 countries (1 October 2015 – 31 August 2016), demonstrating the truly international nature of the OHTA scheme.

Pass rates remained consistently high, including 97% for the W504 Asbestos module, 98% for W502 Thermal Environment and 100% for W507 Health Effects of Hazardous Substances (1 October 2015 – 31 August 2016). These pass rates indicate teaching of consistently high quality, thus benefitting the students and the wider public through sound dissemination of occupational hygiene principles.

Other notable developments included:

- the first W201 (Basic Principles in Occupational Hygiene) course in Vietnam (Workplace Health Without Borders for NIOEH, Hanoi, June 2016);
- courses in Switzerland and Kazakhstan for the first time;
- a student from Iraq was awarded the International Certificate in Occupational Hygiene (ICertOH).

### Updated Course Materials

As the editorial review of training materials continued, OHTA began to publish revised materials, beginning with the W502 Thermal Environment module in July 2016. Regular review and update of materials is an essential part of the training scheme's development and helps to ensure the usefulness and applicability of the OHTA courses.

### Translations

Work continued on the review of translated course materials. OHTA was grateful to receive translated course manuals from a number of employers and training providers during the financial year. These included three French translations (W201 Basic Principles, W501 Measurement of Hazardous Substances and W506 Ergonomics Essentials), one Russian (W501) and one Spanish (W502 Thermal Environment). These were all uploaded to the Community section of [www.ohlearning.com](http://www.ohlearning.com) for verification by professional occupational hygienists. While not yet published officially, they were available for use by students and training providers. As our range of translated course materials expands, the accessibility of the training scheme increases.

### Marketing & Communications

Throughout the financial year OHTA communicated with stakeholders in a variety of ways.

An article on the OHTA training and qualifications framework appeared in the African Newsletter on Occupational Health & Safety (December 2015). The launch of the Sue Davies Prize for the student with the best performance in achieving the International Certificate in Occupational Hygiene (ICertOH) was featured in the February 2016 issue of Exposure, the BOHS members' magazine.

Two editions of the OHTA newsletter were circulated to approved training providers.

We continued to post news on the OHlearning website and circulate information to stakeholders via email and social media. Both our LinkedIn group and Twitter accounts attracted new followers.

OHTA exhibited at OH2016, the BOHS annual conference, providing information on the training scheme and qualifications framework for students, employers, universities and prospective training providers. The organisation had a presence at various other conferences through the efforts of board members and other partner organisations.



Stakeholder meetings or introductory presentations took place at WHPC 2015 in Abu Dhabi, AIOH 2015 in Perth and ANOH 2016 in Hanoi.

Roger Alesbury and Steve Bailey, both founding directors of OHTA, received the prestigious William P. Yant Award, conferred by AIHA during their annual conference in Baltimore. Roger and Steve were nominated in recognition of their contribution to the training and development of occupational hygienists worldwide, and in particular their work that led to the formation and development of OHTA. As winners of the Yant Award, Roger and Steve were also invited to deliver the Yant Lecture, considered a highlight of the AIHA conference. During the conference, presentations were also made to meetings of WHWB and the AIHA International Affairs Committee.

Hans Thore Smedbold continued to provide effective liaison and communication between the OHTA and IOHA boards.

The OHlearning website continued to support its many users, including students, training providers, employers and universities. Developments included the introduction of a page detailing BOHS examination fees and OHTA course levy information. Customer enquiries were handled by the OHTA Development Manager.

### Strategy

OHTA began to work on a strategic plan during this financial year. This is still being developed but in future we hope to share our thoughts and ideas with as many stakeholders as possible.

### **Financial Review**

Due to OHTA becoming a UK charity on 11 August 2016, the year-end was shortened and limited company accounts were prepared for the period 1 October 2015 to 10 August 2016.

The unaudited financial statements show a net surplus for the period of £13,838. Our reserves amounted to £45,437. The main expenditure for the period was the professional support services contract. Legal fees in relation to the charity registration application were also notable.

Although the financial statements include figures for 2015, it is worth noting that figures for 2016 should not be compared directly with the corresponding 2015 figures because they cover different lengths of time (almost 10.5 months for 2016 and 12 months for 2015).

Next year the year-end will return to 30 September and charity accounts will be prepared.

### Principal Funding Sources

The principal funding source for OHTA is the course levy per student paid by training providers at the time of the examination. During the period OHTA also received generous donations from the American Industrial Hygiene Association (AIHA), the Australian Institute of Occupational Hygienists (AIOH) relating to the AIOH Associate Member Award, and SKC Inc.

### Reserves Policy

OHTA maintains reserves, which are unrestricted, as part of its risk strategy. The level of reserves will be determined by the Board as part of the budget setting process. The minimum level of reserves will be determined by an assessment of risk, a review of contractual obligations, and a review of future income and expenditure.

The level of reserves will be maintained at a level which can cover the following commitments in the event of financial crisis or insolvency. This is considered to be:

- a) Funds to cover the remainder of payments (or notice period) of the professional support services contract.
- b) Funds to cover the remainder (or notice period) of any other contractual agreements.

## **Structure, Governance and Management**

### Governing Document

Incorporated on 24 September 2009, the organisation was a company limited by guarantee during the period 1 October 2015 to 10 August 2016. It was subsequently registered as a charity on 11 August 2016. The company is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

### Charitable Status

In November 2015 OHTA applied for charitable status in the UK. Charitable status brings a number of benefits including increased public recognition and trust as well as tax relief. Organisations must meet the Charity Commission's financial requirements to ensure long-term sustainability, and are required to adhere to the Charity Commission guidance on governance. After consultation with the Charity Commission, the Articles of Association were revised and approved at the AGM in May 2016, enabling OHTA to be registered as a charity three months later.

## Member Associations

According to the Articles of Association, membership is open to any organisation which is a member of the International Occupational Hygiene Association (IOHA), or is an awarding body under the NAR scheme, or is otherwise granted membership by the Board.

IOHA member associations are encouraged to join OHTA. Membership entitles the associations to vote at general meetings (including in the election of Directors of OHTA), and to contribute to the future direction of OHTA. In return the associations commit to support and promote the development and implementation of the OHTA international training and qualifications framework and encourage, promote and support the use of OHTA modules and qualifications within their area(s) of operation.

The Association of Hygienists of Argentina (AHRA) joined OHTA in May 2016, making a total of 22 associations (to 10 August 2016).

We thank each of our member associations for their involvement and hope to strengthen our links with them.

## Recruitment and Appointment of Board of Directors

Under the requirements of the Articles of Association, all the directors except the IOHA director are elected to serve for a period of three years after which they may stand for re-election at the next Annual General Meeting. The IOHA director is exempt from the retirement requirements.

All directors give their time voluntarily and received no benefits from OHTA.

Having been very supportive of OHTA through its period of constitutional change in 2015, Peter O'Neil and Barry Westhorpe moved on to new roles and resigned from the OHTA Board in February and July 2016 respectively. Mark Milroy, MD of Global Learning at AIHA, joined the OHTA Board in January 2016. David O'Malley also returned to the OHTA Board that month. Chris Laszcz-Davis became a director in July 2016.

## Organisational Structure

OHTA has a Board of up to 12 directors who meet regularly and are responsible for the strategic direction and policy of the organisation. During the financial year the Board had up to nine directors at any one time.

Professional support services are provided through the British Occupational Hygiene Society (BOHS). Roz Phillips, OHTA Development Manager, acts as the main point of contact for services that include secretariat support, as well as supporting the provision of training materials and promoting the training and the qualifications framework.

### Stakeholders

In addition to member associations, OHTA has a wide range of stakeholders including professional and governmental organisations, training providers, employers and students.

### Committees

#### Editorial Review Group

Under the direction of Chief Editor Brian Davies, the editorial review team made excellent progress during the first part of the financial year. Following Brian Davies' resignation in May 2016, the position of Chief Editor was vacant while the board sought to identify the most appropriate candidate. The revision of the course materials for the W502 Thermal Environment module was completed and published by July 2016. The review of the W201 (Basic Principles of Occupational Hygiene) module reached its final stages. During the summer of 2016, the review process continued for the W501, W503, W504 and W506 modules, albeit more slowly. Work is progressing on the development of advanced modules on the Oil and Gas Industry and the Pharmaceutical Industry.

#### Advisory Committee

OHTA set up this committee to provide advice and guidance on matters relating to OHTA. Article 22.4 required the Board to establish and maintain an Advisory Committee. The terms of reference for this committee are in the Bye Laws. In late 2015/early 2016, individuals were invited to join the committee, and David O'Malley accepted the position of chair. The first teleconference was held in July 2016.

#### Awards & Qualifications Committee

The OHTA Board agreed to establish this committee to advise the Board on matters relating to awards and qualifications and to act as the liaison between the NAR Awarding Bodies and OHTA. Each NAR Awarding Body was invited to nominate one person to represent them on the committee. Lynn O'Donnell, former Director and Executive Director of the American Board of Industrial Hygiene (ABIH), accepted the invitation to chair the committee. Membership of the committee was formalised at a later date.

### Project Management Team

This is in the very early stages of development. The OHTA Board has agreed a preliminary proposal to recruit a project management team and a leader. This will take place when OHTA is close to having an agreed strategy and a plan that includes specific projects. This volunteer team will help with the development of detailed project plans, identification of resource requirements and subsequent project management.

### Responsibilities of the Directors

Company law requires the Board of Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Directors should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Directors is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Board of Directors is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**REPORT OF THE DIRECTORS AND  
UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
10 AUGUST 2016**

# OCCUPATIONAL HYGIENE TRAINING ASSOCIATION REPORT AND ACCOUNTS

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# OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

## COMPANY INFORMATION

### **Directors**

Mr R Alesbury  
Mrs N Mcclellan  
Mr D O'Malley  
Mr N H Tresider  
Mr M Milroy  
Mr S Perkins  
Mr C Laszcz-Davis  
Mr H T Smedbold

### **Accountants**

ADS Accountancy Ltd  
7 Faraday Court  
First Avenue  
Burton on Trent  
Staffordshire  
DE14 2WX

### **Registered office**

5/6 Melbourne Business Court  
Millenium Way  
Pride Park  
Derby  
DE24 8LZ

### **Registered number**

07029077



## OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

### DIRECTORS' REPORT

The directors present their report and financial statements for the period ended 10 August 2016.

### PRINCIPAL ACTIVITIES

The company's principal activity during the year continued to be the provision of online resources for training in occupational hygiene.

### DIRECTORS

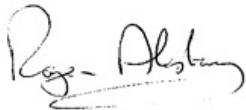
The following persons served as directors during the period:

Mr R Alesbury  
Mrs N McClellan  
Mr D O'Malley - *Appointed 13/01/2016*  
Mr P O'Neil - *Resigned 29/02/2016*  
Mr S Perkins  
Mr H T Smedbold  
Mr M Milroy - *Appointed 13/01/2016*  
Mr C Laszcz-Davis - *Appointed 13/07/2016*  
Mr N H Tresider  
Mr B Westhorpe - *Resigned 13/07/2016*

### SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 3 February 2017 and signed on its behalf.



.....  
Mr R Alesbury  
Director

## **OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

### **Report to the directors on the preparation of the unaudited statutory accounts of Occupational Hygiene Training Association for the period ended 10 August 2016**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Occupational Hygiene Training Association for the period ended 10 August 2016 which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>.

ADS Accountancy Ltd  
Chartered Certified Accountants  
7 Faraday Court  
First Avenue  
Burton on Trent  
Staffordshire  
DE14 2WX

3 February 2017

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT**

for the period from 1 October 2015 to 10 August 2016

	<i>Notes</i>	<b>2016</b> £	<b>2015</b> £
<b>TURNOVER</b>		<b>31,733</b>	42,600
<b>Administrative expenses</b>		<b>(37,737)</b>	(54,060)
<b>Other operating income</b>		<b>19,842</b>	7,066
<b>OPERATING SURPLUS / (DEFICIT)</b>		<b>13,838</b>	(4,394)
<b>SURPLUS / (DEFICIT) SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>13,838</b>	(4,394)
<b>Tax on surplus / (deficit) surplus on ordinary act</b>	<i>2</i>	<b>(2,768)</b>	879
<b>SURPLUS / (DEFICIT) FOR THE FINANCIAL YEAR</b>		<b>11,070</b>	(3,515)

# OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

## BALANCE SHEET as at 10 August 2016

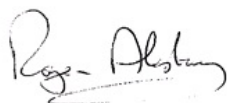
	<i>Notes</i>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>			
Debtors	3	11,771	13,135
Cash at bank and in hand		<u>44,127</u>	<u>31,071</u>
		<b>55,898</b>	<b>44,206</b>
<b>CREDITORS: amounts falling due within one year</b>			
	4	<u>(10,461)</u>	<u>(9,839)</u>
<b>NET CURRENT ASSETS</b>		<b><u>45,437</u></b>	<b><u>34,367</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>45,437</u></b>	<b><u>34,367</u></b>
<b>RESERVES</b>			
Income and expenditure account	5	<u>45,437</u>	<u>34,367</u>
		<b><u>45,437</u></b>	<b><u>34,367</u></b>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



.....  
Mr R Alesbury  
Director

Approved by the board on 3 February 2017

# OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

for the period from 1 October 2015 to 10 August 2016

### 1 ACCOUNTING POLICIES

#### *Basis of preparation*

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### *Turnover*

Turnover represents net invoiced sales of services, excluding value added tax.

#### *Deferred taxation*

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

<b>2 TAXATION</b>	<b>2016</b>	<b>2015</b>
	£	£
UK corporation tax	<u>2,768</u>	<u>(879)</u>
<b>3 DEBTORS</b>	<b>2016</b>	<b>2015</b>
	£	£
Trade debtors	2,692	4,056
Other debtors	<u>9,079</u>	<u>9,079</u>
	<u>11,771</u>	<u>13,135</u>
<b>4 CREDITORS: Amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	£	£
Trade creditors	5,587	9,359
Corporation tax	2,768	-
Other creditors	<u>2,106</u>	<u>480</u>
	<u>10,461</u>	<u>9,839</u>
<b>5 RESERVES</b>	<b>Income and expenditure account</b>	
	£	
At 1 October 2015	34,367	
Surplus for the year	<u>11,070</u>	
<b>At 10 August 2016</b>	<u>45,437</u>	

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**DETAILED INCOME AND EXPENDITURE ACCOUNT  
for the period from 1 October 2015 to 10 August 2016**

	2016 £	2015 £
<b>Turnover</b>	<b>31,733</b>	42,600
<b>Other operating income</b>		
Donations & sponsorship	19,842	7,066
<b>Administrative expenses</b>		
Travel and subsistence	-	2,148
BOHS Admin fee	793	1,065
Management charges	30,900	36,000
Telephone	413	413
Website development costs	1,686	4,076
Scholarship awards	1,626	-
Bank charges	55	157
Equipment hire	66	581
Accountancy fees	480	480
Legal fees	1,398	6,731
Marketing fees	320	2,409
	<u>37,737</u>	<u>54,060</u>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>13,838</b>	(4,394)
	<u>13,838</u>	<u>(4,394)</u>
<b>NET SURPLUS / (DEFICIT)</b>	<b>13,838</b>	(4,394)