



Registered Company No. 00925718 (England and Wales)
Registered Charity No. 255523

Aiming to make health and safety
Simple Visual
and accessible to all Practical

Annual Report & Accounts 2017/18

Financial period: 1 October 2017 – 30 September 2018

Programme / events: 1 January 2018 – 31 December 2018



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Report and thoughts from the Chair

I am pleased to report on another positive year for BHSEA with a well attended programme of monthly events, several construction/WWT events and a very successful Mock Trial attended by over one hundred people.

It has been a pleasure to welcome new members and see many new faces, and old faces, at these events particularly when everyone is under greater time pressure than ever before. Like risk assessment - risk v cost, there is a balance and decision to make, in this case - time v value.

This brings me to the BHSEA ethos 'Simple-Visual-Practical' which guides the development and delivery of the way we seek to add value for our members and others in the most efficient and effective way, and with something for everyone at every event.

Sharing, learning and improving is key, so we call on all members to let us have their ideas of 'Simple-Visual-Practical', the sort of things seen at our events and in our newsletters.

We also rely on our members to help spread our influence and reach by telling their contacts, contractors and suppliers, so that they too can learn, develop and improve and help achieve the goals that we all seek.

BHSEA finances continue in good order but there remains a crucial and ongoing need for members to put themselves forward as Council (advisory) members and as officers of the Association. For many such a role also provides an invaluable personal development opportunity.

A big thankyou to all Council members, the Secretary (Liz) and assistant (Jan), and others - most of whom give their time freely - for your continued interest, help and support.

Finally, a thought for colleagues who sadly are no longer with us.

George Allcock – BHSEA Chair December 2018

Association Objective

To promote the health, safety, welfare and wellbeing of working people and the organisations they work for by facilitating networking, sharing, learning, the adoption of good practice and continuous improvement.

This extends to an organisation's physical assets, the environment, and the community which it serves or in which it operates with a focus on Birmingham and surrounding areas.

‘Welfare’ means facilities and provisions that are necessary for the comfort, convenience and wellbeing of working people such as washing, toilet, rest and changing facilities and somewhere clean to eat and drink during breaks.

‘Wellbeing’ means a good or satisfactory condition of existence or state characterised by health, happiness and prosperity determined primarily by work and which can be influenced by workplace interventions.

Organisation Information

Registered office	Church Court, Stourbridge Road, Halesowen, West Midlands, B63 3TT
Registration	Company No. 00925718. Incorporation date: 11 th January 1968 Charity Commission Registration No. 255523.
Governing documents	Memorandum of Association (As revised at AGM - 8th Jan. 2001); Articles of Association (As revised at EGM – 8 th June & 14 th September 2015)
President	Rosi Edwards - appointed February 2016
Trustees	Mr G Allcock - Chair; Mr D Hughes - Vice Chair; Mr A Rolinson - Construction Section Chair; Mr D Masaun - Vice President
Secretary	Miss E A Prophett
Independent Examiner	Mr M Howell, Nicklin LLP, Halesowen, West Midlands, B63 3TT
Bank	Lloyds TSB, Edgbaston, Birmingham, B15 1QL
Stockbrokers / Investment Manager(s)	Charity Property Fund (Savills) Rathbones Brewin Dolphin Barclays (Charity Fund)

Organisation Structure 2018/19

President	Rosi Edwards	<i>Non-Executive Director, Wolverhampton NHS Trust; ex. Regional Director, HSE Wales, Midlands and South West Region</i>
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Trustees / Honorary Officers (directing)
George Allcock (Chair) David Hughes (Vice Chair) Andy Rolinson (Construction Chair) Dalvinder Masaun (Vice President)

Management Committee (managing) – Trustees plus ↓
Neil Boon - co-opted Louise Mansfield Mike Morton Anu Spratley (Dr) Ralph Weaver (Construction Vice Chair) - co-opted....

Council (advising) – Management Comm. plus ↓
Michael Abbott - resigned May 2018 Robert Boyd Geoffrey Brown, HSE - resigned July 2018 Malcolm Copson Lee Dargue Ken Davies Terry Mallard, B'ham CC - co-opted Chris Hopkins John Jones Linda Ley

Secretary: Liz Prohett; Admin. Assistant: Janice Hemus

Summary of activities and achievements

- › AGM (Jan 2018) keynote from Jane Lassey, HSE Divisional Director.
- › Strong and varied programme of 10 monthly events including 'Members' Corner' slots.
- › Continuing programme of Construction WWT / SHAD events.
- › Annual seminar / WWT 'Mock Trial' event - well attended, good feedback.
- › Much positive feedback indicates increased awareness of how to protect working people.
- › Continued support from HSE, Pinsent Masons and others at many meetings / events.
- › Further development of 'simple-visual-practical' aim, style and content.
- › Membership numbers slightly down but increase in attendance of 'guests'.
- › Sound finances maintained with investment income now well established.
- › Further simplification, development and documentation of systems / procedures.
- › Development of GDPR policy and guidance.
- › New Council and Management members co-opted but further new 'blood' needed.
- › Use of 'Skills Questionnaire' to help ensure BHSEA Council has the necessary attributes.

Only achieved by the continuing voluntary effort by Trustees, Management and Council with support from others including the Secretary Liz Prohett and assistant Janice Hemus.

Summary of Meetings / Events – 2018

Details on following slides / pages



Attentive audience at Annual Seminar - 'Mock Trial'

Type of meeting / event	Number of events	Total attendance	Notes
Monthly meetings / events	10	414	Most events now include two or three presentations.
Construction / WWT events	4	286	Two of events included in 'Monthly meetings / events'. Also, includes 'Mock' Trial
Annual Seminar – 'Mock Trial'	1	115	

Programme of Events / Meetings - 2018



Monthly event

Date	Main Topics / Titles <i>(Speakers identified in monthly Newsletters)</i>	No.
Jan	AGM; HSE Progress Report, Plans & Priorities	33
Feb	Managing Occupational Health Risks; Implementation of GDPR (Large UK / EU Business)	42
Mar	HS2: Challenges & Opportunities; HS2: Another perspective <i>(Harry Jakeman Memorial Event)</i>	39
Apr	H,S & W in Facilities Management; Management of on-site and & off-site Transport	36
May	Annual Seminar / WWT Event: Mock Trial <i>(number not included in average attendance figure)</i>	115
May	Machinery Safety (2 presentations)	43
Jun	Legal Update including Case Law	38
Sep	Putting the H into Health and Safety; Behavioural tools and techniques	45
Oct	CDM Review; Topical Issues incl. TG20; CITB Grants / Training; Modern Day Slavery	59
Nov	Environmental Update	41
Dec	The duty to maintain - Work Equipment etc	38

Average attendance: 2014 = 50; 2015 = 44; 2016 = 38; 2017 = 40; 2018 = 41

Members' Corner - 2018

short (10 -15 mins) practical presentations at monthly meetings / events

Date	Topic / title
Feb	Should you take tablets for an audit? <i>Free apps demo</i> - Ralph Weaver
April	H,S & W in Facilities Management - Chris Saaler
May	Lead and Lag - Linda Ley
June	H & S Risk Profiling - James Stapleton
Sept	Managing Stress and Fatigue at work - Lee Dargue
Nov	Environmental Update: Permits/Waste - Dr Anu Spratley

Presentations from Members needed on their issues and experience - HSE in practice!

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Construction Events - 2018

incl. Working Well Together (WWT) Events



Practical demonstration at WWT event

Date	Topic / title	No.
March	HS2: Challenges & Opportunities - Carole Bardell, Head of Health, Safety & Security, HS2 Ltd. HS2: Another perspective - Lorraine Nicholls, Occupational Health and Wellbeing Manager, LM JV, EWC North	39
May	Mock Trial: Working at Height (BHSEA Annual Seminar / WWT Event)	115
Sept	Plant Safety	73
October	CDM Review - Tony Mitchell, HSE Topical Construction Issues incl. TG20 - Ray Johnson, Safety Access Ltd CITB Grants Scheme / Training Model - Martin Bruton, CITB	59

Note: *March and October events: BHSEA Programme events / meetings.
 All other events: WWT including Safety and Health Awareness Days (SHADS)*

Thanks to the HSE, Andy Rolinson, Ralph Weaver, Neil Boon, Tony Hall, the BHSEA Secretary Liz Prophett, the Construction Section & other supporters / sponsors



A chat / networking at a monthly event

Membership Numbers

- at financial year end (30th September)

Membership type etc	2013	2014	2015	2016	2017	2018
Total number of members	295	318	325	303	269	269
- Resigned / deleted members	na	37	40	44	60	29
- New members	na	60	47	22	26	29
General members	139	166	168	161	148	147
Construction members	123	120	120	106	87	84
Training/Consultant members	12	12	18	17	15	14
Associate members	11	11	9	10	10	10
Honorary members	10	9	10	9	9	9
Student members	-	-	-	-	-	5

Key Contacts and Supporters



Safety Groups UK



The Health and Safety Executive



Birmingham City Council



Construction Industry Training Board

Engineering Employers Federation



Royal Society for Prevention of Accidents

Engie Regeneration Ltd



Construction 'Working Well Together' (WWT)*

Pinsent Masons



Arco

Cathedral Hygiene



Federation of Master Builders

Income & Expenditure Summary 2017/18

Income and Expenditure	2013/14	2014/15	2015/16	2016/17	2017/18
Income from Investments:					
Bank interest	£ 7,657	£ 880	£ 1,234	£ 529	£ 1,323
Dividends received	£ 5,126	£26,542	£38,821	£ 39,926	£42,758
Income from Charitable activities:					
Subscriptions	£10,704	£10,838	£ 9,094	£ 13,662	£ 8,153
Donations	-	-	-	-	£ 200
Training and conferences	-	£11,559	£ 3,203	£ 3,370	£ 1,000
Total income	£23,487	£49,819	£52,352	£ 57,487	£53,434
Expenditure - Management Fees:					
Portfolio management	£ 3,135	£10,169	£ 4,163	£ 4,289	£ 4,867
Property management	-	-	-	-	-
Expenditure - Charitable Activities:					
Secretary's fees	£16,608	£12,689	£10,722	£ 14,769	£11,574
Admin assistant fees	£ 6,993	£11,078	£ 8,378	£ 5,395	£ 5,758
Operating expenses	£ 9,002	£17,614	£ 6,683	£ 10,545	£ 8,802
Quinton	£ 3,836	£ 3,749	£ 3,193	£ 3,640	-
Printing & stationery	£ 3,491	£ 2,661	£ 851	£ 928	£ 445
Other expenditure	£ 2,296	£ 1,087	£ 1,393	£ 1,334	£ 1,123
Expenditure - Governance:					
Accountancy	£ 1,125	£ 970	£ 1,175	£ 1,100	£ 1,420
Independent examination	£ 1,950	£ 1,975	£ 2,050	£ 2,100	£ 2,150
Total expenditure	£48,436	£61,992	£38,608	£ 44,100	£36,139
Surplus (Income - Expenditure)	-£24,949	-£12,173	£13,744	£ 13,387	£17,295

- Steady income stream well established following investment of proceeds from sale of Acocks Green premises in 2013/14 and Quinton in 2016/17. (Net gain on investments of £39,706).
- Subscription income lower due to failure to renew by some members. (High in 2016/17 due to timing issues and receipt of outstanding payments).
- Operating expenditure mainly associated with monthly meetings / events and annual seminar – a free event.
- No longer having Quinton premises saves approx. £3,700 pa plus saving in management time and costs.

Governance and Management (1)

- ▶ Articles of Association guide the way the Association is run and managed, and the Association continues to operate taking due account of Charities Commission rules, regulations and guidelines including those related to public benefit.
- ▶ Appropriate information, guidance and training is provided to new and existing Trustees, Management Committee and Council members, and Trustees and the Association Secretary regularly attend events which routinely include charity good practice and presentations on Charity Commission requirements and expectations.
- ▶ Recruitment and appointment of Honorary Officers / trustees (and others) is via nominations and member's votes at AGMs (details in the Articles).
- ▶ The EFQM business excellence model continues to provide a framework for excellence, continuous improvement and good governance and the BHSEA 'Event / Activity Calendar' helps ensure that all needs and requirements are identified and dealt with in a timely manner.
- ▶ Management attention is routinely given to risk issues including finance/investments, organisational arrangements & succession planning, membership numbers, communication technology/developments and value and public benefit from Association activities.
- ▶ GDPR policy and guidance developed and to be communicated to all BHSEA members.
- ▶ Reserves policy (see Appendix) is to have circa £24k in the bank to cover operating expenses etc. However, at financial year end reserves were circa £90k due to £30k from Quinton sale still awaiting transfer to an investment fund, a better than expected surplus, plus money being set aside for a major website re-design and other initiatives in pursuit of the Association objective.

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Governance and Management (2)

Strategic Planning & Monitoring
Updated to 28th July 2016

KEY: Score out of 5 (1-5) Change since last review (color in circle) No activity or result (no score) (0)



'Strategic Planning & Monitoring' tool - used to review the activities, performance and effectiveness of the Association and identify improvement opportunities, aims, objectives & priorities

Activity Calendar

For further information, guidance and detailed Checklists click on links / main headings in left hand column

KEY: - expected start and end of activity. 'P' - preparation prior to an activity eg contacting 'presenter'. (Activity bar / box may be shaded to show approximate % completion and track progress)

Revised 13.07.2016

'Activity Calendar'

- a tool to ensure actions are taken in a planned and timely manner. Linked guidance notes, tools & techniques indicate why, how etc.



WWT - SHADs (Working Well Together - Safety & Health Awareness Days) - Checklist

05/07/2016 updated 04/10/2016

A construction industry initiative to improve health & safety particularly in small (15 or less employees) & micro (5 or less employees) construction businesses. Started in 1998, the most successful, health & safety initiative within the construction industry. Events aim for 50% of attendees from small businesses, 20% from micro businesses. The aims of the initiative which has direct involvement and support from the HSE (both personal and financial) are:

- To improve health and safety knowledge and good practice within the construction industry and seek to continuously improve health, safety and welfare performance.
- To provide practical advice and assistance to the construction industry on the provision and maintenance of healthy and safe working environments.
- To encourage co-operation between members in relation to sharing knowledge of health and safety matters.
- To promote training and learning in health and safety.
- To provide free or low cost information, advice and training to employers and workers in the construction industry.

To stage events where at least half the people who attend will be from small businesses (15 or fewer employees) and 20% are micro businesses (5 or fewer employees). WWT Groups also stage events for specific topics, audiences and scenarios eg asbestos, scaffolding, road shows, Designer Awareness Days (DADs) & mock trials.

Item / Action	Timing in weeks rel. day of the event	Who by S = Secretariat C = Chair (support from - in brackets)	Notes and key to 'Who by'
Establish / confirm theme of the event	D - 12	CC / WWT Group	Ideally theme to be published in annual programme (copy to HSE lead person)
Establish lead person (L) and lead deputy (LD) for SHAD	D - 12	CC / WWT Group	
Book / confirm venue	D - 12	BHSEA Secretary	
Prepare outline programme - confirm key topics and contact presenters	D - 10	LLD (BHSEA Sec)	Secretariat support from BHSEA Sec as may be required / requested
Identify 'chair' for the event itself	D - 10	CC / WWT Group	Chair generally either Construction section chair, L or LD
Produce flyer - electronic form only (easy to send / forward on & cheap)	D - 10	BHSEA Secretary	Refreshed flyer but with established WWT branding and sub-heads
Send flyer to WWT partners and CC members for onward distribution	D - 8	BHSEA Secretary	CC members to calculate to their suppliers and contractors
Advertise event on WWT and HSE website	D - 8	HSE	
Take bookings	D - 4	HSE	
Ensure presenters still on-board and aware of brief	D - 4	LLD	LLD expected to maintain an active involvement throughout
Remind WWT partners to resend flyer to all contacts etc.	D - 4	BHSEA Secretary	
Remind WWT partners to resend flyer to all contacts etc.	D - 2	BHSEA Secretary	
Produce welcome slide, programme outline etc.	D - 2	BHSEA Secretary	Standard templates to be produced which will then only require simple updating

Guidance / Procedure - example



Future Actions / Improvement Opportunities

- › Continuing to develop BHSEA *simple / visual / practical* 'products' and services.
- › Seeking increased participation and engagement of members.
- › Running an annual seminar (2019: Asbestos Management).
- › Organising and running construction / WWT activities with HSE and others.
- › New BHSEA website with improved functionality and features - visuals, tools etc.
- › New and improved initiatives for gaining new members including student members.
- › Seeking further ways of promoting health and safety.
- › Seeking further co-operation, learning and sharing with safety groups and others.
- › Helping to develop Safety Groups UK value-adding capability and influence.
- › Succession planning and development for future honorary officers and secretary.
- › Further recruitment to Council and Management.
- › Continuing improvement and documenting of internal processes and procedures.

Trustees report approved

This report including financial statements were approved by the Board of Trustees via email:

- ▶ Vice-Chair of the Association - David Hughes (16/12/2018)
- ▶ Chair of the Construction Section - Andy Rolinson (12/12/2018)
- ▶ Vice-President of the Association - Dalvinder Masaun (12/12/2018)

and signed on behalf of the Board by:

- ▶ Chair of the Association George Allcock

Sig: 

Date: 17/12/2018

Appendices

- Investment Policy including Reserves Policy ➤
- Association Milestones 1930 – A brief history ➤

Investment Policy including Reserves Policy (1)

Issue 5	page 1 of 5
Orig. GGA	10.08.2017
Agreed by MC	

Investment Policy

1. Introduction

- 1.1 The Association's objective is to promote the health, safety, welfare and wellbeing of working people and the organisations they work for by facilitating networking, sharing, learning, the adoption of good practice and continuous improvement. This extends to an organisation's physical assets, the environment, and the community which it serves or in which it operates, with a focus on Birmingham and surrounding areas.
- 1.2 The Charity currently has about 250 subscription (donation) paying members and total assets of approximately £1.2m, mostly through investments.
- 1.3 The business of the Association is governed by Articles of Association which give decision making powers to the Management Committee - in particular three trustee members - including the power to invest moneys of the Association and to acquire and dispose of property.

2. Investment Objectives

- 2.1 To provide the best financial return within an acceptable level of risk.
- 2.2 To provide an income, to supplement the amount obtained from subscriptions, in order to fund the Association's activities and related expenditure as indicated by Annual Report and Accounts. Expenditure currently approx. £45k p.a.; subscriptions approx. £10k p.a.; total minimum income required from all investments therefore approx. £35k p.a.
- 2.3 To maintain the real capital value of the invested assets over the medium term (at least in line with inflation / RPI) in order to provide an adequate future income stream and secure the sustainability of the Association.

3. Risk

- 3.1 In order to meet the income requirement / target it is accepted that a medium risk strategy may be required.
- 3.2 Volatility, inflation and failure risk to be mitigated through a diversified mix of investments / asset classes and at least two investment bodies. (As of September 2017 - four bodies).
- 3.3 Inflation risk to be further mitigated through a significant proportion of investments in real assets.
- 3.4 Investment in property may be via investment funds and / or equities as part of a diversified portfolio.
- 3.5 Large direct investment(s) in property is to be avoided. An exception to this is premises retained or acquired to help support the objectives of the Association and its charitable activities.
- 3.6 Due to a separate and significant investment being made into a charities property fund, other investment portfolio(s) should each have no more than 10% in property.
- 3.7 Financial Services Compensation Scheme compensation limit for cash deposits not to be exceeded, currently £85k per institution.

Investment Policy including Reserves Policy (2)



4. Reserves

- 4.1 Nine months expenditure / operating costs, less the amount obtained from subscriptions, to be kept as cash at the bank (approx. £24k) outside of any investment portfolios.
- 4.2 Twelve months expenditure / operating costs less subscriptions of approx. £10k, i.e. approx. £35k, to be realisable within 3 months. If this is likely to give rise to significant costs, penalties or close to full value not being realised, discussion will need to take place at the investment agreement / contract stage.

5. Ethicality

- 5.1 No direct investments which could be detrimental to the aims and objectives of the Association.

6. Investment / Portfolio Management (incl. Discretionary Powers)

- 6.1 Every investment organisation / manager to be subject to a formal agreement / contract with the Association which identifies any specific terms and conditions in addition to the general terms in this Policy.
- 6.2 The formal agreement / contract will specify the nature of any discretionary powers.

7. Investment Decisions & Signatories (Internal procedures / controls)

- 7.1 Investment decisions will be made by the Management Committee taking account of advice from the Finance Sub-Committee. (As provided for by the Articles of Association, agreement may be obtained by postal or email means).
- 7.2 At least two trustee signatures are required to authorise transfer of money to investment funds.

8. Reporting and Monitoring

- 8.1 Investment performance including income, asset value, % income / return, all fees / charges, and cash on deposit to be reported to the Association (Secretary) quarterly.
- 8.2 A Finance Sub-Committee (including the Secretary) will advise the Management Committee – the decision-making body - on all issues related to finance and investments.
- 8.3 The Finance Sub-Committee will review and recommend investment policy, strategy, investment managers / organisations, receive reports and monitor investment performance.
- 8.4 A formal review by the Finance Sub-Committee and the Management Committee - with input from investment manager(s) - to take place at least once a year. The review should include: investment policy, performance, benchmark data, risks and outlook.

Note: BHSEA financial year is 1 October – 30 September with report and accounts prepared and audited in October / November before being presented at the AGM in January.

George Allcock, Association Chair on behalf of the Trustees (G Allcock, D Hughes, N Boon, D Masaun)
/ Management Committee:

Signature:



Date: 23rd September 2017

Association Milestones 1930 - 1966

- 1900**
 - No 'Safety' beyond the Factory Inspectorate.
 - Many accidents in engineering shops around Birmingham.
 - Factory Inspectorate (Midlands) invited local industry to a meeting.
- 1930**
 - Birmingham & District Industrial Safety Group formed - first meeting.
- 1943**
 - Sub-committee formed leading to the present IOSH.
- 1948**
 - Junior Section established to introduce apprentices & young persons to the hazards at work.
- 1951**
 - First safety training course for power press operators.
 - Membership around 300.
- 1956**
 - Acocks Green premises purchased by the Group.
 - Many safety training courses by Group members & Factory Insp.
- 1960**
 - Full-time training director appointed.
- 1966**
 - Acocks Green / training handed over to (rented by) RoSPA following government grant to set up regional organisations, incl. Birmingham

Continued

Association Milestones 1967 - 2015

- 1967** - Part-time secretary appointed – safety talks and events organised.
- Chair of Safety & Hygiene established at Aston (Group ‘input’).
- 1968** - The Group became a limited company, whilst still a charity.
- 1982** - Group talks included H&S legislation and safety during a recession.
- 1990** - Membership exceeds 300 for the first time since the 1960’s.
- Continuing programme of meetings, events and annual seminars
- 2001** - Quinton premises purchased – Information/Advisory Centre opened.
- 2005** - The Association celebrates 75 years of existence.
- 2012** - Andy Chappell retires (RoSPA award), Liz Prophett appointed.
- 2013** - Acocks Green premises vacated by tenant (NHS) – a major loss of income. Premises sold with a view to less risky investment(s).
- Members on-line survey followed by ‘Way Forward’ Workshop.
- 2014** - Proceeds of Acocks Green sale invested.
- 2015** - Construction Section 60 Years Anniversary Event (Barclaycard Arena)
- Articles of Association revised (simpler, stronger, more flexible)

Continued 

Association Milestones 2016 -

- 2016** - Overall Gold Award winner of Safety Groups UK Alan Butler Award
- The sad loss of two Association stalwarts - Liz Chapell and Harry Jakeman.
- 2017** - Quinton premises sold
- Harry Jakeman annual memorial construction event introduced.
- 2018** - The sad loss of Ed Friend, an Association supporter and stalwart.