

# OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

England & Wales · Charity number 1168722

## Details

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**Other names** OHTA

**Status** Registered

**Legal form** Charitable company

**Company number** [07029077](#)

**Registered** 2016-08-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** ADS Accountancy Ltd  
Unit 7  
Faraday Court  
Centrum One Hundred  
Burton-On-Trent  
DE14 2WX

**Phone** 01332298101

**Email** [team@ohtatraining.org](mailto:team@ohtatraining.org)

**Website** [www.ohtatraining.org](http://www.ohtatraining.org)

## Activities

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**Objects:** THE COMPANY'S OBJECT (THE "OBJECT") 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.

**Activities:** OHTA offers education, training and qualifications in Occupational/ Industrial Hygiene. Key activities 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.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

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- Angola
- Australia
- Azerbaijan
- Bahrain
- Belgium
- Botswana
- Brazil
- Canada
- Chile
- China
- Colombia
- Czech Republic
- Egypt
- El Salvador
- Eswatini
- Fiji
- Finland
- France
- Georgia
- Germany
- Ghana
- India
- Indonesia
- Iraq
- Ireland
- Kazakhstan
- Kuwait
- Laos
- Luxembourg
- Madagascar
- Malaysia
- Namibia
- Netherlands
- New Zealand

- Nigeria
- Norway
- Oman
- Philippines
- Qatar
- Russia
- Saudi Arabia
- Scotland
- Singapore
- South Africa
- Switzerland
- Tanzania
- Thailand
- Trinidad And Tobago
- Tunisia
- Turkey
- United Arab Emirates
- United States
- Vietnam
- Zambia
- Throughout England And Wales

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-09-30 | £113,557 | £101,244    | -      | -         |
| 2023-09-30 | £90,487  | £65,277     | -      | -         |
| 2022-09-30 | £78,333  | £81,987     | -      | -         |
| 2021-09-30 | £67,211  | £60,826     | -      | -         |
| 2020-09-30 | £53,626  | £49,909     | -      | -         |

## Trustees

| Name                           | Role | Appointed  |
|--------------------------------|------|------------|
| Alan Leibowitz                 |      | 2016-09-14 |
| Chris Laszcz-Davis             |      | 2016-07-13 |
| Dr David Zalk                  |      | 2020-06-09 |
| Dr Sharann Heather Johnson     |      | 2021-06-23 |
| Dr Thomas Fuller               |      | 2018-05-15 |
| Dr Zack Mansdorf               |      | 2018-05-15 |
| LYNN O'DONNELL                 |      | 2016-09-14 |
| Lucetta Weaver                 |      | 2018-11-19 |
| Peter-John Jacobs              |      | 2020-06-09 |
| Ruth Jimenez Saavedra          |      | 2019-01-18 |
| Steven Angele Maurits Verpaele |      | 2018-05-15 |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

England & Wales - Charity number 1168722

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# Accounts

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**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024**

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Charity Registration Number: 1168722**

**Company Registration Number: 07029077**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**



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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR  
THE PERIOD ENDED 30 SEPTEMBER 2024**

**Trustees**

The following persons served as Trustees during the period to the acceptance of this report:

|                                   |   |
|-----------------------------------|---|
| Ms Chris Laszcz-Davis             | Co-Chair                                |
| Mr Steven Angele Maurits Verpaele | Co-Chair (re-elected 10 September 2024) |
| Mr Alan Leibowitz                 | Honorary Treasurer                      |
| Dr Thomas P Fuller                | (stepped down February 2024)            |
| Ms Ruth Jimenez Saavedra          |   |
| Dr Seymour Zachary Mansdorf       | (re-elected 10 September 2024)          |
| Ms Lynn O'Donnell                 |   |
| Dr David Zalk                     | (re-elected 10 September 2024)          |
| Dr Sharann Johnson                |   |
| Peter-John Jacobs                 |   |
| Dr Jane Whitelaw                  | (appointed 10 September 2024)           |

**Company registration number** 07029077

**Charity registration number** 1168722

**Registered office**

Nuvo Accountancy Ltd  
Millennium Court  
First Avenue  
Burton on Trent  
Staffordshire  
United Kingdom  
DE14 2WH

**Website** [www.ohtatraining.org/](http://www.ohtatraining.org/)

**Administration Services provided by**

Fitwise Management Ltd  
Blackburn House  
Redhouse Road  
Seafeld  
Bathgate  
EH47 7AQ

**Bankers**

HSBC Bank Plc  
1 St Peters Street  
Derby, Derbyshire  
DE1 2AE

**Independent Examiner**

Nuvo Accountancy Ltd  
Millennium Court  
First Avenue  
Burton on Trent  
Staffordshire  
United Kingdom  
DE14 2WH

**Solicitors**

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

**OHTA Advisory Committee**

Dr Albert J Tien                      Chair  
Mr Michael Connor  
Mr Jake Ward  
Mr Maharshi Mehta  
Dr Deborah Nelson  
Ms Lydia Renton  
Mr Alex TSE Chun Kuen  
Mr Eduardo Shaw  
Dr Kelly Johnstone

**OHTA Awards and Qualifications Committee**

Ms Lynn O'Donnell                      Chair  
Ms Andrea Hiddinga-Schipper  
Mr Peter-John Jacobs  
Dr Sharann Johnson  
Mr Rene Leblanc  
Mr Alex TSE Chun Kuen  
Mr Kevin Bampton

**OHTA Operations (Examinations)**

Dr Sharann Johnson

**Publicity/Marketing**

Debbie Dietrich

**US Chapter Chair**

Mark Katchen



**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024**

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2024.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Incorporated on 24 September 2009 as a limited company by guarantee, the Occupational Hygiene Training Association (OHTA) was registered as a charity on 11 August 2016. The Trustees are governed by the Articles of Association incorporated 12 January 2015 as amended by special resolution dated 23 May 2016, and the Byelaws adopted on 2 March 2015.

**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 National Accreditation Recognition (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.

There were 42 member associations during the period.

The 2024 AGM was conducted virtually on 10 September 2024 at 20.00 (UK BST), with votes cast in advance. All Member Associations registered prior to the AGM were invited to vote on the resolutions presented.

The OHTA trustees would like to thank each of our Member Associations for their involvement during the reporting period and look forward to continuing to develop our relationship as we move forward with OHTA's strategic aims.

**Organisational Management**

OHTA has a Board of up to 12 directors who are also the Charity Trustees. They manage the Charity through regular Board meetings and are responsible for strategic direction and policy. During the financial year the Board had up to 11 directors at any one time.

The Board is assisted by several committees as follows:

- 1) Established according to the Byelaws, the Advisory Committee provides constructive challenge to the Board as well as functioning in an advisory and support role. Albert Tien is the Chair of this committee and is invited to attend Board OHTA meetings.
- 2) The Awards & Qualifications Committee advises the Board on matters relating to awards and qualifications and acts 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 is both chair of this committee and a director of OHTA.

Within these committees, OHTA benefits from the commitment and support of many hardworking people who give their time and expertise voluntarily.

Secretariat support services were provided for the period by Fitwise Management Ltd, to include all secretariat duties, marketing support and day to day management.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024 continued**

**Director Recruitment and Training**

Directors are either nominated by the Member Associations or co-opted for their specific skills or knowledge. Appointments are approved by the Member Associations at OHTA's Annual General Meeting. In addition, IOHA appoints a representative to be a director on the Board.

Under the requirements of the Articles of Association, at each AGM the three directors who have been longest in office since their last appointment must retire but can stand for re-election at the same meeting if they wish. If more than three directors were appointed (or re-appointed) on the same day, they must decide amongst themselves, or draw lots as to who should retire and/or stand for re-election. The IOHA representative on the Board is exempt from the retirement requirements.

The Board requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new directors, the important attributes are an interest in the objectives and work of OHTA, knowledge and experience in IH/OH work globally, demonstrable leadership in a country specific organisation or association, and geographical and cultural diversity.

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

**CHARITABLE OBJECTS AND PUBLIC BENEFIT**

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.*

OHTA's aims are:

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

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. OHTA's 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. OHTA raises awareness of the issues and helps to train people in occupational hygiene, equipping individuals with the skills necessary to anticipate, prevent and control the exposures that lead to illness and death, thereby delivering an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

OHTA has developed an international qualifications framework aimed at promoting good, consistent quality of training, encouraging international transferability of skills and qualifications, building capability close to the point of need, and creating a sustainable business model. The training and qualification scheme has no formal entry requirements and provides a modular way of building skills to match local needs. All trainers offering the courses are vetted to ensure relevant experience and the appointment of a course director with a NAR recognised qualification.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024 continued**

**OBJECTIVES, STRATEGY AND ACTIVITIES**

OHTA's main objectives for the period were:

- To continue to approve and support training providers in order to develop good standards of occupational hygiene training and increase access to such training across the world.
- To complete the editorial review of the modules to improve quality and relevance and rebrand as OHTA500 series and OHTA201.
- To introduce OHTA MCQ examinations
- To develop the translation of OHTA course materials and examinations
- To continue the development of new modules to expand training content across a broader range of occupational hygiene and other risk-related disciplines
- To communicate regularly with stakeholders\* to advocate take-up of the training and qualifications scheme, as well as to encourage donations/sponsorship
- To develop collaborative relationships with like-minded organisations in pursuit of the shared goal of global prevention of worker illness and injury
- To build relationships with Member Associations new to IOHA, and thus to OHTA
- To increase marketing efforts to highlight the work of OHTA across the world

*\*Stakeholders included Member Associations, professional and governmental organisations, training providers, employers and students.*

As part of its ongoing strategic plan, OHTA have worked to revamp all course materials, to offer its own examinations and to support students in emerging economies to complete the OHTA modules (more below).

The Trustees confirm that they have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing OHTA's aims and objectives and in planning its future activities, and have complied with their duties under the Charities Act 2011. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set.

**ACHIEVEMENTS AND PERFORMANCE**

**Courses review and OHTA examinations**

Starting in 2023, a comprehensive review of all training materials and modules was conducted with the help of global subject matter experts. This led to the creation of the OHTA500 series, which replaced the W500 series previously offered by OHTA (with the companion examinations administered by BOHS). In January 2024, OHTA launched all the new modules, along with reviewing all approved Training Providers and giving those with renewed approvals access to the new materials. OHTA is now proud to offer the revised, copyrighted materials for the OHTA500 series and OHTA201 module. OHTA no longer has an administrative relationship with BOHS.

In addition, OHTA also launched its own examination process using the Moodle Platform. All examinations include MCQ and exam passing Certificates (bearing both OHTA and IOHA designations) are issued within two weeks. All exams are arranged by the training provider delivering the course. New Artificial Intelligence (AI) technology has also allowed the course content and MCQs to be translated in several languages to support the global national associations and students; this is checked and verified by volunteers who speak the language fluently. Previously exams were in English only which disadvantaged students who did not have English as their first language. OHTA continues to work on French, Spanish, Turkish, Indonesian and other requested translations.



**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024 continued**

Across its history, and to the end of the reporting period, OHTA has seen some 16,000 students taking courses and sitting for exams. This does not even include the thousands who have downloaded the OHTA materials and used them internally to educate company OH/IH staff.

**ICertOHTA and OHTA Pathway to CIH**

Following the introduction of the ICertOHTA award in late 2023, 114 had been awarded up until 30 September 2024. The ICertOHTA award is available to students who have completed 6 of the OHTA500 series modules (or 6 of the W500 series previously offered, or a combination of the two).

At the beginning of September 2024, OHTA also launched the 'OHTA pathway to CIH' programme, in conjunction with AIHA, WHWB-US and the BGC. The CIH pathway aims to support those in emerging economies to work towards the prestigious CIH qualification. Candidates can apply for the programme if they hold an ICertOHTA Certificate, have a bachelor's degree from an accredited university with coursework in a STEM field of study and at least 5 years of professional-level experience. Once these qualifications are vetted by OHTA, and an initial funding assessment carried out, the candidates are passed to WHWB-US who support the candidates on the pathway with an introductory webinar and an assigned mentor. AIHA kindly provide reduced price CIH prep materials to successful candidates.

The ICertOHTA suite of IH/OH courses may very well fit the need for education requirements which can be applied to other national certification processes

**Sponsors**

OHTA would like to extend a huge thank you to the following sponsors, who donated during the reporting period to enable OHTA's work:

## THANK YOU TO OUR SPONSORS





**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024 continued**

**Marketing and PR**

OHTA is grateful to Debbie Dietrich for leading the marketing initiatives for OHTA. OHTA develops and sends the Global Link newsletter to its distribution list around 9 times per year. The Global Link features country specific IH/OH information, early alerts and opportunities and clarification. Considerable work has also been done to obtain new sponsors and to maximise relationships with existing sponsors and donors as well as students and trainers. Sponsorship of OHTA has enabled the organisation to support students in emerging economies to take the OHTA modules, and to work towards obtaining their CIH qualification. A list of the 2023-2024 OHTA mailers distributed during the reporting period is listed below:

- » [New partnership creates an affordable pathway to the CIH credential for those in emerging economies](#) (September 16, 2024)
- » [OHTA spotlights occupational hygiene in France!](#) (September 10, 2024)
- » [OHTA has just released a resource guide to Heat Stress with references, standards, APPs, and links. Download and save.](#) (August 15, 2024)
- » [OHTA Conference News - IOHA 2024](#) (June 3, 2024)
- » [OHTA Conference News - AIHA Connect 2024](#) (May 16, 2024)
- » [OHTA Global Link - May 2024](#) (May 10, 2024)
- » [OHTA Global Link - March 2024](#) (March 15, 2024)
- » [Letter to OHTA Stakeholders](#) (February 8, 2024)
- » [OHTA Global Link - January 2024](#) (January 31, 2024)

**2023**

- » [OHTA Global Link - December 2023](#) (December 6, 2023)
- » [OHTA Announces Significant Updates to Training Modules and Exams](#) (November 22, 2023)
- » [Letter to OHTA Stakeholders](#) (November 9, 2023)
- » [OHTA Global Link - October 2023](#) (October 24, 2023)
- » [Free Webinar to Inspire Occupational and Environmental Health and Safety Professionals!](#) (October 23, 2023)
- » [OHTA Global Link - September 2023](#) (October 19, 2023)
- » [OHTA Global Link - September 2023](#) (September 7, 2023)
- » [OHTA Global Link - September 2023](#) (September 7, 2023)

Several of the Global link open rates were in excess of 45%, which exceeds the 35% open rate benchmarked by MailChimp.

Social media posts were done 2 – 3 times per week during the reporting period, highlighting recipients of the ICertOHTA award, upcoming courses being run by OHTA Approved Training Providers, promotion for the Global Link and other publications, sponsor promotions, national association events, and around the new CIH pathway initiative. The follower count of the OHTA LinkedIn account was 5,887 as of September 2024. From January to September 2024, OHTA gained 1,595 new followers.



**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024 continued**

**FINANCIAL REVIEW**

The statement of financial activities shows unrestricted funds for the period of £143,203 (previous period £130,890). The surplus for the period is £12,313 (previous period surplus of £25,210). OHTA received six donations, as well as additional income from the OHTA examinations. The main expenditure for the period was company secretariat services paid to Fitwise management company as well as web development costs, included in IT expenses.

The Trustees consider the overall financial situation of the charity to be satisfactory.

**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.

**PLANS FOR THE FUTURE**

New courses are coming online in 2025 based on special industries; Mining and Metal Processing Industries to be released January 2025, with the Pharmaceutical Industry to follow after the Mining module.

OHTA is expanding into new markets including construction, suppliers of occupational hygiene materials, in-house Company training, medics and occupational physicians. OHTA is also nurturing potential expansion in South America, India, Canada and Africa. OHTA will continue to work on course materials and exam translations, dependent on need, and to support national associations offering training in countries with emerging economies.

OHTA training modules will continue to meet IH/OH education requirements for the CIH awarded by the Board for Global EHS credentialing. Collaboration amongst BGC, WHWB-US, AIHA and OHTA will continue to leverage the professional CIH qualification.

The Trustees and US Chapter Board will continue to seek donations on behalf of OHTA from existing partnerships and new opportunities, whilst looking at other ways to generate additional funds to help the organisation continue to deliver its charitable aims.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2024 continued**

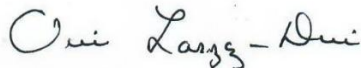
**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- 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 accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



.....  
**Chris Laszcz-Davis**  
Co-Chair



.....  
**Steven Verpaele**  
Co-Chair

Approved on: 26 June 2025

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Year ended 30 September 2024**

I report on the accounts of the Trust for the year ended 30 September 2024 which are set out on pages 14 - 18.

### **Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Mr D Johnson FCCA  
Nuvo Accountancy Limited*

Nuvo Accountancy Ltd  
Millennium Court  
First Avenue  
Burton on Trent  
Staffordshire  
United Kingdom  
DE14 2WH

*Date: 24<sup>th</sup> June 2025*

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2024

|   | Notes | Total funds<br>(unrestricted)<br>2024<br>£ | Total funds<br>(unrestricted)<br>2023<br>£ |
|---|-------|--|--|
| <b><u>Income</u></b>  |       |  |  |
| OHTA Course Levy  |       | 65,293                                     | 50,200                                     |
| Donations & Sponsorship   |       | 46,598                                     | 23,947                                     |
| Management Recharges  |       | -  | -  |
| Interest received   |       | -  | -  |
| Examining Body Levy   |       | 267  | 1,533                                      |
| E-Learning  |       | 1,399                                      | 14,807                                     |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total income</b>   |       | <b>113,557</b>                             | <b>90,487</b>                              |
|   |       | <hr/>                                      | <hr/>                                      |
| <b><u>Expenditure</u></b>   |       |  |  |
| Management charges  | 3     | -  | -  |
| Charitable activities   | 4     | 22,359                                     | 2,970                                      |
| Governance costs  | 4     | 78,885                                     | 62,307                                     |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total expenditure</b>  |       | <b>101,244</b>                             | <b>65,277</b>                              |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Net income/ (expenditure) before<br/>other recognised gains/losses</b> |       | <b>12,313</b>                              | <b>25,210</b>                              |
| <b>Other recognised gains/losses</b>                                      |       | <b>-</b>                                   | <b>-</b>                                   |
|   |       | <hr/>                                      | <hr/>                                      |
| Net movement in funds   |       | 12,313                                     | 25,210                                     |
| Total funds brought forward   |       | 130,890                                    | 105,680                                    |
|   |       | <hr/>                                      | <hr/>                                      |
| Total funds carried forward   |       | <b>143,203</b>                             | <b>130,890</b>                             |
|   |       | <hr/>                                      | <hr/>                                      |

## BALANCE SHEET

At 30 September 2024

| Notes                       |   | 2024<br>£   | 2023<br>£   |
|-----------------------------|---|-------------|-------------|
| <b>Current assets</b>       |   |             |             |
|                             | Bank and Cash   | 142,373     | 118,831     |
|                             | Debtors   | 10,020      | 12,899      |
|                             |   | <hr/>       | <hr/>       |
|                             |   | 152,393     | 131,730     |
| <b>Current Liabilities</b>  |   |             |             |
|                             | Creditors: amounts falling due within one year          | 5 (9,190)   | (840)       |
|                             |   | <hr/>       | <hr/>       |
|                             | <b>Net current assets/ (liabilities)</b>                | 143,203     | 130,890     |
|                             |   | <hr/>       | <hr/>       |
|                             | <b>Total Assets less Current Liabilities</b>            | 143,203     | 130,890     |
|                             | Creditors: amounts falling due after more than one year | -           | -           |
|                             |   | <hr/>       | <hr/>       |
|                             | Net Assets  | 143,203     | 130,890     |
|                             |   | <hr/>       | <hr/>       |
| <b>Funds of the charity</b> |   |             |             |
|                             | Unrestricted funds                                      | 143,203     | 130,890     |
|                             |   | <hr/>       | <hr/>       |
|                             |   | 143,203     | 130,890     |
|                             |   | <hr/> <hr/> | <hr/> <hr/> |

For the year ending 30 September 2024, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees and signed on its behalf by:



.....  
Chris Laszcz-Davis (Co-Chair)



.....  
Steven Verpaele (Co-Chair)

Date: 26 June 2025

## NOTES RELATING TO THE ACCOUNTS

Year ended 30 September 2024

### 1. Basis of preparation

#### **Basis of accounting**

The accounts 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention, with the exception that investments are valued at market value.

Consolidated accounts have not been prepared as the Charity qualifies for small accounts, and the subsidiary is dormant.

### 2. Accounting policies

#### **Income**

All income is accounted for gross and when receivable.

#### **Expenditure and Liabilities**

##### **Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

##### **Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of Trustee meetings and cost of any legal advice to Trustees on governance or constitutional matters.

##### **Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity.

##### **Support Costs**

Support costs have been allocated to the activity based on staff time.

|           |   |                                  | 2024<br>£               | 2023<br>£                   |                             |
|-----------|---|----------------------------------|-------------------------|-----------------------------|-----------------------------|
| <b>3.</b> | <b>Management Costs</b>                   |                                  |                         |                             |                             |
|           | Investment management fees net of rebates |                                  | -                       | -                           |                             |
|           |   |                                  | <hr/>                   | <hr/>                       |                             |
| <b>4.</b> | <b>Support Costs</b>                      | <b>Charitable Activity<br/>£</b> | <b>Governance<br/>£</b> | <b>2024<br/>Total<br/>£</b> | <b>2023<br/>Total<br/>£</b> |
|           | Independent examination & stat costs      | -                                | 966                     | 966                         | 840                         |
|           | Bank charges                              | 512                              | -                       | 512                         | 162                         |
|           | Website and IT                            | 19,492                           | -                       | 19,492                      | 207                         |
|           | BOHS Admin fee                            | 511                              | -                       | 511                         | 1,255                       |
|           | Professional fees                         | -                                | 62,680                  | 62,680                      | 59,537                      |
|           | Marketing fees                            | 137                              | -                       | 137                         | 109                         |
|           | Translation                               | 1,609                            | -                       | 1,609                       | 1,112                       |
|           | Legal fees                                | -                                | 15,239                  | 15,239                      | 1,930                       |
|           | Sundry costs                              | 98                               | -                       | 98                          | 125                         |
|           |   | <hr/>                            | <hr/>                   | <hr/>                       | <hr/>                       |
|           |   | 22,359                           | 78,885                  | 101,244                     | 65,277                      |
|           |   | <hr/>                            | <hr/>                   | <hr/>                       | <hr/>                       |
| <b>5.</b> | <b>Creditors</b>                          |                                  | <b>2024<br/>£</b>       | <b>2023</b>                 |                             |
|           | <i>Within one year</i>                    |                                  |                         |                             |                             |
|           | Trade creditors                           |                                  | 8,290                   | -                           |                             |
|           | Other creditors                           |                                  | 900                     | 840                         |                             |
|           |   |                                  | <hr/>                   | <hr/>                       |                             |
|           |   |                                  | 9,190                   | 840                         |                             |
|           |   |                                  | <hr/>                   | <hr/>                       |                             |
| <b>6.</b> | <b>Independent Examiner</b>               |                                  | <b>2024<br/>£</b>       | <b>2023<br/>£</b>           |                             |
|           | Independent Examiner's fee                |                                  | 900                     | 840                         |                             |
|           |   |                                  | <hr/>                   | <hr/>                       |                             |



**7. Trustees Remuneration and Expenses**

No member of the Board of Trustees, nor any person connected with any such member, has received or is due to receive, any remuneration or expense payment for the year, whether directly or indirectly, from the Charity's fund.

**8. Other Information**

Occupational Hygiene Training Association is a private limited company by guarantee without share capital and incorporated in England. Its registered office is:

Nuvo Accountancy Ltd  
Millennium Court  
First Avenue  
Burton on Trent  
Staffordshire  
United Kingdom  
DE14 2WH

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

England & Wales - Charity number 1168722

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# Accounts

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**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Charity Registration Number: 1168722**

**Company Registration Number: 07029077**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**Trustees**

The following persons served as Trustees during the period to the acceptance of this report:

|                                   |  |
|-----------------------------------|--|
| Ms Chris Laszcz-Davis             | Co-Chair                                     |
| Mr Steven Angele Maurits Verpaele | Co-Chair                                     |
| Mr Alan Leibowitz                 | Honorary Treasurer (re-elected 22 June 2022) |
| Dr Thomas P Fuller                | IOHA Representative                          |
| Ms Ruth Jimenez Saavedra          | Re-elected 22 June 2022                      |
| Dr Seymour Zachary Mansdorf       | Re-elected 22 June 2022                      |
| Ms Lynn O'Donnell                 | Re-elected 22 June 2022                      |
| Dr David Zalk                     | Re-elected 22 June 2022                      |
| Dr Sharann Johnson                | Re-elected 22 June 2022                      |
| Peter-John Jacobs                 | Elected June 2023                            |

**Company registration number** 07029077

**Charity registration number** 1168722

**Registered office**  
7 Faraday Court  
First Avenue  
Centrum 100  
Burton on Trent  
DE14 2WX

**Website** [www.ohtraining.org/](http://www.ohtraining.org/)

**Advisers to the Trustees**  
Mr Roger Alesbury  
Mrs Nancy Manning McClellan  
Mr David O'Malley  
Mr Noel Tresider

**Administration Services provided by:** Fitwise Management Ltd

**Bankers**  
HSBC Bank Plc  
1 St Peters Street  
Derby, Derbyshire  
DE1 2AE

**Independent Examiner**  
Nuvo Accountancy Limited  
7 Faraday Court  
First Avenue  
Centrum 100  
Burton on Trent  
DE14 2WX

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

## **OHTA Advisory Committee**

|                       |                         |
|-----------------------|-------------------------|
| Mr Michael Connor     | Co-Chair                |
| Dr Albert J Tien      | Co-Chair                |
| Mr Jason Hodgkiss     |                         |
| Mr Mark Katchen       |                         |
| Mr Terry McDonald     |                         |
| Mr Maharshi Mehta     |                         |
| Dr Deborah Nelson     |                         |
| Ms Lydia Renton       |                         |
| Dr Jas Singh          |                         |
| Mr Alex TSE Chun Kuen |                         |
| Mr Eduardo Shaw       | (Joined September 2022) |
| Dr Kelly Johnstone    | (Joined September 2022) |

## **OHTA Awards and Qualifications Committee**

|                       |       |
|-----------------------|-------|
| Ms Lynn O'Donnell     | Chair |
| Ms Andrea Hiddinga    |       |
| Mr Peter-John Jacobs  |       |
| Dr Sharann Johnson    |       |
| Mr Rene Leblanc       |       |
| Mr Alex TSE Chun Kuen |       |
| Mr Kevin Bampton      |       |

## **OHTA Online Training Co-ordinator**

|                   |       |
|-------------------|-------|
| Mr David O'Malley | Chair |
|-------------------|-------|

|                            |                 |
|----------------------------|-----------------|
| <b>Publicity/Marketing</b> | Debbie Dietrich |
|----------------------------|-----------------|

|                         |              |
|-------------------------|--------------|
| <b>US Chapter Chair</b> | Mark Katchen |
|-------------------------|--------------|

## OCCUPATIONAL HYGIENE TRAINING ASSOCIATION REPORT OF THE TRUSTEES

For the period ended 30 September 2023

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2023.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing Document

Incorporated on 24 September 2009 as a limited company by guarantee, the Occupational Hygiene Training Association (OHTA) was registered as a charity on 11 August 2016. The Trustees are governed by the Articles of Association incorporated 12 January 2015 as amended by special resolution dated 23 May 2016, and the Byelaws adopted on 2 March 2015.

#### 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 National Accreditation Recognition (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.

There were 33 member associations during the period.

The 2023 AGM was conducted as an online meeting on 7 June 2023 with votes cast in advance. All Member Associations registered prior to the AGM were invited to vote on the resolutions presented.

We thank each of our Member Associations for their involvement during the reporting period and look forward to continuing to develop our relationship as we move forward with OHTA's strategic aims.

#### Organisational Management

OHTA has a Board of up to 12 directors who are also the Charity Trustees. They manage the Charity through regular Board meetings and are responsible for strategic direction and policy. During the financial year the Board had up to 11 directors at any one time.

The Board is assisted by several committees as follows:

- 1) Established according to the Byelaws, the Advisory Committee provides constructive challenge to the Board as well as functioning in an advisory and support role. Michael Connor and Albert Tien were co-chairs of this committee for the period. The co-chairs are invited to attend Board meetings.
- 2) The Awards & Qualifications Committee advises the Board on matters relating to awards and qualifications and acts 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 is both chair of this committee and a director of OHTA.
- 3) The Online Training Delivery Task Group, chaired by David O'Malley continued throughout the period, with David O'Malley independently reviewing and approving all applications from existing ATP's to extend their delivery remit to online training.

Within these committees, OHTA benefits from the commitment and support of many global hardworking people who give their time and expertise voluntarily.

Secretariat support services were provided for the period by MCI UK Ltd, managed on a day to basis by Vicky Upstell (Senior Association Manager) and Laura Beard (Content Marketing Manager). Other members of the MCI team were also on hand to assist as and when required.

### **Director Recruitment and Training**

Directors are either nominated by the Member Associations or co-opted for their specific skills or knowledge. Appointments are approved by the Member Associations at OHTA's Annual General Meeting. In addition, IOHA appoints a representative to be a director on the Board.

Under the requirements of the Articles of Association, at each AGM the three directors who have been longest in office since their last appointment must retire but can stand for re-election at the same meeting if they wish. If more than three directors were appointed (or re-appointed) on the same day, they must decide amongst themselves, or draw lots as to who should retire and/or stand for re-election. The IOHA representative on the Board is exempt from the retirement requirements.

The Board requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new directors the important attributes are an interest in the objectives and work of OHTA, knowledge and experience in IH/OH work globally, demonstrable leadership in a country specific organisation or association, and geographical and cultural diversity.

All new directors receive information about their responsibilities as company director and trustee, including the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'. They have access to all previous Board paperwork and documents outlining the practices and procedures used by the Board for its operation and governance.

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

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2023 continued**

**CHARITABLE OBJECTS AND PUBLIC BENEFIT**

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.*

OHTA's 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

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. OHTA's 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. 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, thereby delivering an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

OHTA has developed an international qualifications framework aimed at promoting good, consistent quality of training, encouraging international transferability of skills and qualifications, building capability close to the point of need, and creating a sustainable business model. The training and qualification scheme has no formal entry requirements and provides a modular way of building skills to match local needs. 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. Some of the people trained will go on to obtain higher professional qualifications in occupational hygiene.

OHTA has developed educational and training materials which are available on OHTA's website, [www.ohtraining.org](http://www.ohtraining.org), and may be downloaded and used free of charge by students, employers and training providers. OHTA modules have been taught in over 50 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.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2023 continued**

**OBJECTIVES, STRATEGY AND ACTIVITIES**

OHTA's 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 across the world
- proactively support training providers and their students by introducing protocols for online (remote) training
- continue the editorial review of the modules to improve quality and relevance
- continue the development of new modules to expand training content across a broader range of occupational hygiene and other risk-related disciplines
- explore new methods of course delivery such as online, asynchronous, interactive self-study
- communicate regularly with stakeholders\* to advocate take-up of the training and qualifications scheme, as well as to encourage donations/sponsorship
- develop collaborative relationships with like-minded organisations in pursuit of the shared goal of global prevention of worker illness and injury
- to build relationships with Member Associations new to IOHA, and thus to OHTA
- to increase marketing efforts to highlight the work of OHTA across the world

*\*Stakeholders included Member Associations, professional and governmental organisations, training providers, employers and students.*

**Strategic Plan**

Following discussions with MCI, it was decided that OHTA would seek an alternative secretariat provider to take over on 1 November 2023. OHTA sought tender submissions from alternative Association Management suppliers. These were reviewed by the Board of Trustees and Fitwise Management Limited was selected as the appointed supplier. A contract was signed for term of 1 November 2023 – 31 October 2027.

The Trustees confirm that they have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing OHTA's aims and objectives and in planning its future activities, and have complied with their duties under the Charities Act 2011. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set.

**ACHIEVEMENTS AND PERFORMANCE**

**Training Activity**

For the period 1 October 2022 to 30 September 2023 a total of 32 ATP's delivered 261 courses (figures taken from BOHS data provided to OHTA). The geographical spread of these providers included 7 in Australia and 9 in the UK and Ireland. The rest of the ATP's making up this number were in Canada, Ghana, India, Malaysia, New Zealand, , Nigeria, South Africa, and the US (the country is identified by the office location of the ATP).

BOHS data showed that 364 students took the W201 examination between 1 October 2022 and 30 September 2023, compared to 330 in the previous year. In the same period, 1,171 students sat W500 series examinations with BOHS, up from 1,107 in the previous year. BOHS reported that 1,242 examinations were taken online (77%) compared to just 296 in person (23%).

An indeterminate number of our course materials are also downloaded by organizations and used internally to deliver training, without taking the exams.

## MARKETING AND COMMUNICATIONS

### ***OHTA Newsletter***

OHTA worked hard to develop the Global Link e-Newsletter during the reporting period and released 4 editions from 1 October 2022 to 30 September 2023, all of which are available to view on the OHTA website [here](#). The newsletters covered a wide range of topics including American Industrial Hygiene Conference (AIHCE) 2023, alongside some focus editions on Panama, USA and Malaysia.

### ***Social Media and Outreach***

During this period, OHTA continued to produce high quality content for their communications to enhance the both the profile and following of the association. OHTA emails saw a 36.6% open rate, however a far lower click through rate of 4.6%. On X (formally known as Twitter), average post impressions\* were 442.4 per month, with 23 new followers throughout the course of the year. LinkedIn continued to be the associations most active of the two social media platforms, with monthly average post impressions\* of 6,335, and average clicks of 306.5. During this period, the LinkedIn account also grew by 1,320 followers.

Unfortunately, the data set for the website\*\* is incomplete, with no data available from 1st October 2022 until 13th April 2023. However, between 13th April 2023 and 30th September 2023, OHTA saw a total of 14,915 users with an average session duration of just under two minutes. The topmost viewed pages being the Homepage, the 'Training Resources/Training Materials', and 'Training Resources/Courses' pages.

\*The number of times a user has been shown a piece of content, not necessarily interacted with it

\*\*The old OHTA website which is no longer in use

## PARTNERSHIPS AND COLLABORATION

BOHS remained the awarding body for OHTA modules, continuing to offer assessment for students undertaking the W201 and W500 series modules. Relationships continued with SAIOH and WHWB who were also authorised to offer W201 examinations.

In association with the Phylmar Academy, a number of courses were designed collaboratively, to be delivered by Phylmar, with promotion on both websites. Between the reporting dates, 263 people completed 'Fundamentals of Industrial Hygiene', 3 people completed Fundamentals of EHS (Workplace Safety) and 1 person completed the 'Occupational Health and Safety Overview'.

The National Institute for Occupational Safety and Health (NIOSH) has functioned as one of our course reviewers.

## FINANCIAL REVIEW

The statement of financial activities shows unrestricted funds for the period of £130,890 (previous period £105,680). The surplus for the period is £25,210 (previous period deficit £3,654). OHTA received four donations, as well as additional income from the examining body levy. The main expenditure for the period was the professional support services contract and the transition to a new provider.

The Trustees consider the overall financial situation of the charity to be satisfactory.

## 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.

## **PLANS FOR THE FUTURE**

OHTA will continue to review their module content and make updates and improvements where required. The longer-term plan is to implement an OHTA managed online examination system by December 2024. This will be a move away from BOHS operated examinations.

The Trustees will continue to seek donations on behalf of OHTA from existing partnerships and new opportunities, whilst looking at other ways to generate additional funds to help the organisation continue to deliver its charitable aims.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES**

**For the period ended 30 September 2023 continued**

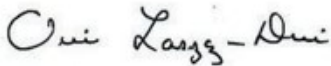
**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- 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 accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



.....  
**Chris Laszcz-Davis**  
Co-Chair



.....  
**Steven Verpaele**  
Co-Chair

Approved by the Trustees on:

Date: 24<sup>th</sup> June 2024

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

Year ended 30 September 2023

I report on the accounts of the Trust for the year ended 30 September 2023 which are set out on pages 13 to 17.

### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Mr D Johnson FCCA  
Nuvo Accountancy Limited*

*Chartered Certified Accountants  
7 Faraday Court  
First Avenue, Centrum 100  
Burton Upon Trent  
DE14 2WX*

*Date: 24<sup>th</sup> June 2024*

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2023

|   | Notes | Total funds<br>(unrestricted)<br>2023<br>£ | Total funds<br>(unrestricted)<br>2022<br>£ |
|---|-------|--|--|
| <b><u>Income</u></b>  |       |  |  |
| OHTA Course Levy  |       | 50,200                                     | 51,726                                     |
| Donations & Sponsorship   |       | 23,947                                     | 22,211                                     |
| Management Recharges  |       | -  | -  |
| Interest received   |       | -  | -  |
| Examining Body Levy   |       | 1,533                                      | 476  |
| E-Learning  |       | 14,807                                     | 3,920                                      |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total income</b>   |       | <b>90,487</b>                              | <b>78,333</b>                              |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |
| <b><u>Expenditure</u></b>   |       |  |  |
| Management charges  | 3     | -  | -  |
| Charitable activities   | 4     | 2,970                                      | 2,562                                      |
| Governance costs  | 4     | 62,307                                     | 79,425                                     |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total expenditure</b>  |       | <b>65,277</b>                              | <b>81,987</b>                              |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |
| <b>Net income/ (expenditure) before<br/>other recognised gains/losses</b> |       | <b>25,210</b>                              | <b>(3,654)</b>                             |
| <b>Other recognised gains/losses</b>                                      |       | <b>-</b>                                   | <b>-</b>                                   |
|   |       | <hr/>                                      | <hr/>                                      |
| Net movement in funds   |       | 25,210                                     | (3,654)                                    |
| Total funds brought forward   |       | 105,680                                    | 109,334                                    |
|   |       | <hr/>                                      | <hr/>                                      |
| Total funds carried forward   |       | <b>130,890</b>                             | <b>105,680</b>                             |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**BALANCE SHEET**

**At 30 September 2023**

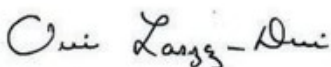
|   | Notes | 2023<br>£             | 2022<br>£             |
|---|-------|-----------------------|-----------------------|
| <b>Current assets</b>                                   |       |                       |                       |
| Bank and Cash   |       | 118,831               | 93,024                |
| Debtors   |       | 12,899                | 13,376                |
|   |       | <u>131,730</u>        | <u>106,400</u>        |
| <b>Current Liabilities</b>                              |       |                       |                       |
| Creditors: amounts falling due within one year          | 5     | (840)                 | (720)                 |
| <b>Net current assets/ (liabilities)</b>                |       | <u>130,890</u>        | <u>105,680</u>        |
| <b>Total Assets less Current Liabilities</b>            |       | <u>130,890</u>        | <u>105,680</u>        |
| Creditors: amounts falling due after more than one year |       | -                     | -                     |
| Net Assets  |       | <u><u>130,890</u></u> | <u><u>105,680</u></u> |
| <b>Funds of the charity</b>                             |       |                       |                       |
| Unrestricted funds                                      |       | <u>130,890</u>        | <u>105,680</u>        |
|   |       | <u><u>130,890</u></u> | <u><u>105,680</u></u> |

For the year ending 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees and signed on its behalf by:



**Chris Laszcz-Davis**  
Co-Chair



**Steven Verpaele**  
Co-Chair

Date: 24<sup>th</sup> June 2024

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2023**

**1. Basis of preparation**

**Basis of accounting**

The accounts 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention, with the exception that investments are valued at market value.

Consolidated accounts have not been prepared as the Charity qualifies for small accounts and the subsidiary is dormant.

**2. Accounting policies**

**Income**

All income is accounted for gross and when receivable.

**Expenditure and Liabilities**

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

**Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of Trustee meetings and cost of any legal advice to Trustees on governance or constitutional matters.

**Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity.

**Support Costs**

Support costs have been allocated to the activity based on staff time.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2023**

|           |   | <b>2023</b>       | <b>2022</b>       |
|-----------|---|-------------------|-------------------|
|           |   | <b>£</b>          | <b>£</b>          |
| <b>3.</b> | <b>Management Costs</b>                   |                   |                   |
|           | Investment management fees net of rebates | -                 | -                 |
|           |   | <u>          </u> | <u>          </u> |
| <br>      |   |                   |                   |
| <b>4.</b> | <b>Support Costs</b>                      |                   |                   |
|           | <b>Charitable Activity</b>                | <b>Governance</b> | <b>2023</b>       |
|           | <b>£</b>                                  | <b>£</b>          | <b>Total</b>      |
|           |   |                   | <b>£</b>          |
|           | Independent examination & stat costs      | 840               | 840               |
|           | Bank charges                              | -                 | 162               |
|           | Website and IT                            | -                 | 207               |
|           | BOHS Admin fee                            | -                 | 1,255             |
|           | Professional fees                         | 59,537            | 59,537            |
|           | Marketing fees                            | -                 | 109               |
|           | Translation                               | -                 | 1,112             |
|           | Legal fees                                | 1,930             | 1,930             |
|           | Sundry costs                              | -                 | 125               |
|           |   | <u>          </u> | <u>          </u> |
|           |   | 2,970             | 65,277            |
|           |   | <u>          </u> | <u>          </u> |
|           |   | 62,307            | 81,987            |
|           |   | <u>          </u> | <u>          </u> |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2023**

|                        |             |             |
|------------------------|-------------|-------------|
| <b>5. Creditors</b>    | <b>2023</b> | <b>2022</b> |
|                        | <b>£</b>    |             |
| <i>Within one year</i> |             |             |
| Trade creditors        | -           | -           |
| Other creditors        | 840         | 720         |
|                        | <hr/>       | <hr/>       |
|                        | 840         | 720         |
|                        | <hr/> <hr/> | <hr/> <hr/> |

|                                |             |             |
|--------------------------------|-------------|-------------|
| <b>6. Independent Examiner</b> | <b>2023</b> | <b>2022</b> |
|                                | <b>£</b>    | <b>£</b>    |
| Independent Examiner's fee     | 840         | 720         |
|                                | <hr/>       | <hr/>       |

**7. Trustees Remuneration and Expenses**

No member of the Board of Trustees, nor any person connected with any such member, has received or is due to receive, any remuneration or expense payment for the year, whether directly or indirectly, from the Charity's fund.

**8. Other Information**

Occupational Hygiene Training Association is a private limited company by guarantee without share capital and incorporated in England. Its registered office is:

Building 1000  
Western Road  
Portsmouth  
Hampshire  
PO6 3EZ

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

England & Wales - Charity number 1168722

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# Accounts

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**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Charity Registration Number: 1168722**

**Company Registration Number: 07029077**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

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**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR  
THE PERIOD ENDED 30 SEPTEMBER 2022**

**Trustees**

The following persons served as Trustees during the period to the acceptance of this report:

|                                   |  |
|-----------------------------------|--|
| Ms Chris Laszcz-Davis             | Co-Chair                                     |
| Mr Steven Angele Maurits Verpaele | Co-Chair                                     |
| Mr Alan Leibowitz                 | Honorary Treasurer (re-elected 22 June 2022) |
| Dr Thomas P Fuller                | IOHA Representative                          |
| Ms Ruth Jimenez Saavedra          | re-elected 22 June 2022                      |
| Dr Seymour Zachary Mansdorf       |  |
| Ms Lynn O'Donnell                 | re-elected 22 June 2022                      |
| Mrs Lucetta Jane Weaver           |  |
| Dr David Zalk                     |  |
| Dr Sharann Johnson                | confirmed 22 June 2022                       |

**Company registration number** 07029077

**Charity registration number** 1168722

**Registered office** Building 1000  
Western Road  
Portsmouth  
Hampshire  
PO6 3EZ

**Website** [www.ohtatraining.org/](http://www.ohtatraining.org/)

**Advisers to the Trustees** Mr Roger Alesbury  
Mrs Nancy Manning McClellan  
Mr David O'Malley  
Mr Noel Tresider

**Administration Services provided by:** MCI UK Ltd

**Bankers** HSBC Bank Plc  
1 St Peters Street  
Derby, Derbyshire  
DE1 2AE

**Independent Examiner** Nuvo Accountancy Limited  
7 Faraday Court  
First Avenue  
Centrum 100  
Burton on Trent  
DE14 2WX

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**Solicitors**

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

**OHTA Advisory Committee**

|                       |                         |
|-----------------------|-------------------------|
| Mr Michael Connor     | Co-Chair                |
| Dr Albert J Tien      | Co-Chair                |
| Mr Jason Hodgkiss     |                         |
| Mr Mark Katchen       |                         |
| Mr Terry McDonald     |                         |
| Mr Maharshi Mehta     |                         |
| Dr Deborah Nelson     |                         |
| Ms Lydia Renton       |                         |
| Dr Jas Singh          |                         |
| Mr Alex TSE Chun Kuen |                         |
| Mr Eduardo Shaw       | (joined September 2022) |
| Dr Kelly Johnstone    | (joined September 2022) |

**OHTA Awards and Qualifications Committee**

|                       |       |
|-----------------------|-------|
| Ms Lynn O'Donnell     | Chair |
| Ms Andrea Hiddinga    |       |
| Mr Peter-John Jacobs  |       |
| Dr Sharann Johnson    |       |
| Mr Rene Leblanc       |       |
| Ms Frederique Parrot  |       |
| Mr Alex TSE Chun Kuen |       |
| Ms Lisa Williams      |       |

**OHTA Editorial Committee**

|                  |  |
|------------------|--|
| Mr Sven Hoffmann | Chief Editor (stepped down September 2022) |
|------------------|--|

**OHTA Online Training Co-ordinator**

|                   |       |
|-------------------|-------|
| Mr David O'Malley | Chair |
|-------------------|-------|

|                            |                               |
|----------------------------|-------------------------------|
| <b>Publicity/Marketing</b> | Debbie Dietrich & Denis Logie |
|----------------------------|-------------------------------|

|                         |              |
|-------------------------|--------------|
| <b>US Chapter Chair</b> | Mark Katchen |
|-------------------------|--------------|

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2022.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Incorporated on 24 September 2009 as a limited company by guarantee, the Occupational Hygiene Training Association (OHTA) was registered as a charity on 11 August 2016. The Trustees are governed by the Articles of Association incorporated 12 January 2015 as amended by special resolution dated 23 May 2016, and the Byelaws adopted on 2 March 2015.

**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 National Accreditation Recognition (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.

There were 33 member associations during the period with The Industrial Toxicology and Hygiene Association (Turkey) (ETOK), The Polish Association of Industrial Hygienists (PTHP), Asociacion Guatemalteca De Saalud Y Seguridad Ocupacional (AGSSO) and The Colombian Association of Occupational Hygiene (ACHO) joining between 1 October 2021 and 30 September 2022.

The 2022 AGM was conducted as an online meeting on 22 June 2022 with votes cast in advance. All Member Associations registered prior to the AGM were invited to vote on the resolutions presented.

We thank each of our Member Associations for their involvement during the reporting period and look forward to continuing to develop our relationship as we move forward with OHTA's strategic aims.

**Organisational Management**

OHTA has a Board of up to 12 directors who are also the Charity Trustees. They manage the Charity through regular Board meetings and are responsible for strategic direction and policy. During the financial year the Board had up to 11 directors at any one time.

The Board is assisted by several committees as follows:

- 1) Established according to the Byelaws, the Advisory Committee provides constructive challenge to the Board as well as functioning in an advisory and support role. Michael Connor and Albert Tien were co-chairs of this committee for the period. The co-chairs are invited to attend Board meetings.
- 2) The Awards & Qualifications Committee advises the Board on matters relating to awards and qualifications and acts 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 is both chair of this committee and a director of OHTA.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

- 1) The Editorial Committee was led by Sven Hoffmann as Chief Editor during the reporting period. Sven Hoffmann stepped down in September 2022, but a number of editorial working groups are actively involved in developing new training materials and revising existing ones, led by the Board and the Advisory Committee.
- 2) The Online Training Delivery Task Group, chaired by David O'Malley continued throughout the period, with David O'Malley independently reviewing and approving all applications from existing ATP's to extend their delivery remit to online training.

Within these committees, OHTA benefits from the commitment and support of many hardworking people who give their time and expertise voluntarily.

Secretariat support services were provided for the period by MCI UK Ltd, managed on a day to basis by Vicky Upstell (Senior Association Manager) and Laura Beard (Content Marketing Manager). Other members of the MCI team were also on hand to assist as and when required.

#### **Director Recruitment and Training**

Directors are either nominated by the Member Associations or co-opted for their specific skills or knowledge. Appointments are approved by the Member Associations at OHTA's Annual General Meeting. In addition, IOHA appoints a representative to be a director on the Board.

Under the requirements of the Articles of Association, at each AGM the three directors who have been longest in office since their last appointment must retire but can stand for re-election at the same meeting if they wish. If more than three directors were appointed (or re-appointed) on the same day, they must decide amongst themselves, or draw lots as to who should retire and/or stand for re-election. The IOHA representative on the Board is exempt from the retirement requirements.

The Board requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new directors the important attributes are an interest in the objectives and work of OHTA, knowledge and experience in IH/OH work globally, demonstrable leadership in a country specific organisation or association, and geographical and cultural diversity.

All new directors receive information about their responsibilities as company director and trustee, including the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'. They have access to all previous Board paperwork and documents outlining the practices and procedures used by the Board for its operation and governance.

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

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**CHARITABLE OBJECTS AND PUBLIC BENEFIT**

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.*

OHTA's 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

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. OHTA's 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. 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, thereby delivering an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

OHTA has developed an international qualifications framework aimed at promoting good, consistent quality of training, encouraging international transferability of skills and qualifications, building capability close to the point of need, and creating a sustainable business model. The training and qualification scheme has no formal entry requirements and provides a modular way of building skills to match local needs. 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. Some of the people trained will go on to obtain higher professional qualifications in occupational hygiene.

OHTA has developed educational and training materials which are available on OHTA's website, [www.ohatrain.org](http://www.ohatrain.org), and may be downloaded and used free of charge by students, employers and training providers. OHTA modules have been taught in over 50 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.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**OBJECTIVES, STRATEGY AND ACTIVITIES**

OHTA's 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 across the world
- proactively support training providers and their students by introducing protocols for online (remote) training
- continue the editorial review of the modules to improve quality and relevance
- continue the development of new modules to expand training content across a broader range of occupational hygiene and other risk-related disciplines
- explore new methods of course delivery such as online, asynchronous, interactive self-study
- make translated course materials publicly available to increase worldwide accessibility
- communicate regularly with stakeholders\* to advocate take-up of the training and qualifications scheme, as well as to encourage donations/sponsorship
- develop collaborative relationships with like-minded organisations in pursuit of the shared goal of global prevention of worker illness and injury
- To build relationships with Member Associations new to IOHA, and thus to OHTA
- To increase marketing efforts to highlight the work of OHTA across the world

*\*Stakeholders included Member Associations, professional and governmental organisations, training providers, employers and students.*

**Strategic Plan**

Beginning in May 2022, OHTA embarked on a total strategic review with their partners, MCI UK Ltd. A number of areas were identified for potential development and were currently being reviewed. Any agreed actions arising from this would be reported to the key stakeholders in due course in 2023.

The Trustees confirm that they have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing OHTA's aims and objectives and in planning its future activities, and have complied with their duties under the Charities Act 2011. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set.

**ACHIEVEMENTS AND PERFORMANCE**

**Training Activity**

Despite the easing of the Covid-19 pandemic during the reporting period, the demand for online training remained and has become a core offering from OHTA and its Approved Training Providers (ATP's).

For the period 1 October 2021 to 30 September 2022 a total of 37 ATP's delivered 372 courses (figures taken from BOHS data provided to OHTA). The geographical spread of these providers included 8 in Australia and 8 in the UK and Ireland. The rest of the ATP's making up this number were in Canada, Ghana, India, Malaysia, New Zealand, Singapore, South Africa, Sri Lanka, Switzerland and the US (the country is identified by the office location of the ATP).

BOHS data showed that 330 students took the W201 examination between 1 October 2021 and 3 September 2022, compared to 247 in the previous year. In the same period, 1,107 students sat W500 series examinations with BOHS, up from 909 in the previous year. BOHS reported that 1,285 examinations were taken online (89%) compared to just 152 in person (11%).

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

In the same reporting period, WHWB did not deliver any W201 examinations but did develop and launch the WHWB Basic OHS Awareness Course. 26 students sat this examination between 1 October 2021 and 30 September 2022.

SAIOH, who are also permitted to run W201 examinations, reported 59 candidates for the reporting period.

An indeterminate number of our course materials are also downloaded by organizations and used internally to deliver training, without taking the exams.

## **MARKETING AND COMMUNICATIONS**

### ***OHTA Newsletter***

OHTA worked hard to develop the Global Link e-Newsletter during the reporting period and released 6 editions from 1 October 2021 to 30 September 2022, all of which are available to view on the OHTA website [here](#). The newsletters covered a wide range of topics including the OHTA Awareness Level Course, Thermal Environment and the American Industrial Hygiene Conference (AIHCE) 2022, alongside some focus editions on the Middle East, Singapore and Belgium.

### ***Social Media and Outreach***

During this period, OHTA increased its online presence and social media output to enhance the profile of the organisation. OHTA emails saw an average open rate of 34.49% and an average click through rate of 40.75%. Average tweet impressions on Twitter (the amount of times a user has been shown a piece of content, not necessarily interacted with it) stood at 1203.6 and new Twitter followers totalled 57. LinkedIn has proved popular for content with an average post impressions at 4,680.3, and average clicks at 267.3 per month. Also during this period the number of followers grew by 866.

On the website, OHTA saw an average of 2,849 users per month with an average session duration of just under 2 and a half minutes. The top pages viewed were the homepage, 'find training materials/courses' and 'what is Occupational Hygiene?'

### ***Video Testimonials***

In a bid to promote the great work of OHTA and the value of OHTA training to those in the industry, OHTA launched a campaign to collect and publish video testimonials from our Board, Stakeholders and students. The videos (available [here](#)) proved extremely popular on social media and on the website and as a result, efforts are now being made to obtain videos in various languages to truly highlight the global nature of the organisation.

## **PARTNERSHIPS AND COLLABORATION**

BOHS remained the awarding body for OHTA modules, continuing to offer assessment for students undertaking the W201 and W500 series modules. Relationships continued with SAIOH and WHWB who were also authorised to offer W201 examinations.

In association with the Phylmar Academy, a number of courses were designed collaboratively, to be delivered by Phylmar, with promotion on both websites. Between the reporting dates, 147 people completed 'Fundamentals of Industrial Hygiene' and 31 people completed the 'Occupational Health and Safety Overview'.

An MoU was reinstated with The National Institute for Occupational Safety and Health (NIOSH) in June 2022, following a series of delays due to the Covid-19 Pandemic. This would open up opportunities to collaborate on training courses, learning webinars, conference presenting opportunities to promote OHTA and the sharing of resources.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

Debbie Dietrich attended the AIHce (AIHA's annual conference) in May 2022, in Nashville, USA to represent and promote OHTA and used the opportunity to obtain a number of testimonial videos for our spotlight campaign.

**FINANCIAL REVIEW**

The statement of financial activities shows unrestricted funds for the period of £105,680 (previous period £109,334). The deficit for the period is £3,654 (previous period profit of £6,385). OHTA received four donations, as well as additional income from the examining body levy. The main expenditure for the period was the professional support services contract and fees for the strategic review and business development plan.

The Trustees consider the overall financial situation of the charity to be satisfactory.

**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.

**PLANS FOR THE FUTURE**

During the financial year ending 30 September 2023, the OHTA trustees will be focusing fully on the development of actions from the strategic review, in order to secure the financial future of the organisation and the efficiency of its Board and Committees. A number of options are currently being discussed and will be shared with the stakeholders in due course.

Efforts will continue with regards to marketing, increasing the online presence of OHTA and highlighting the benefits of the OHTA courses via the website, social media and eNews. The newsletters will continue to focus on hot topics in the industry and Occupational Hygiene in focus countries.

The Trustees will continue to seek donations on behalf of OHTA from existing partnerships and new opportunities, whilst looking at other ways to generate additional funds to help the organisation continue to deliver its charitable aims.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

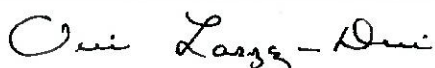
**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- 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 accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



.....  
**Chris Laszcz-Davis**  
Co-Chair



.....  
**Steven Verpaele**  
Co-Chair

Approved by the Trustees on: 15.06.2023

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OCCUPATIONAL HYGIENE TRAINING  
ASSOCIATION**

**Year ended 30 September 2022**

I report on the accounts of the Trust for the year ended 30 September 2022 which are set out on pages 13 to 17.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



*Mr D Johnson FCCA  
Nuvo Accountancy Limited  
Chartered Certified Accountants  
7 Faraday Court  
First Avenue, Centrum 100  
Burton Upon Trent  
DE14 2WX  
Date: 19.06.2023*

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ended 30 September 2022**

|   | Notes | Total funds<br>(unrestricted)<br>2022<br>£ | Total funds<br>(unrestricted)<br>2021<br>£ |
|---|-------|--|--|
| <b><u>Income</u></b>  |       |  |  |
| OHTA Course Levy  |       | 51,726                                     | 39,520                                     |
| Donations & Sponsorship   |       | 22,211                                     | 21,391                                     |
| Management Recharges  |       | -  | 4,597                                      |
| Interest received   |       | -  | 139  |
| Examining Body Levy   |       | 476  | 1,564                                      |
| E-Learning  |       | 3,920                                      | -  |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total income</b>   |       | <b>78,333</b>                              | <b>67,211</b>                              |
|   |       | <hr/>                                      | <hr/>                                      |
| <b><u>Expenditure</u></b>   |       |  |  |
| Management charges  | 3     | -  | 49,078                                     |
| Charitable activities   | 4     | 2,562                                      | 4,435                                      |
| Governance costs  | 4     | 79,425                                     | 7,313                                      |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total expenditure</b>  |       | <b>81,987</b>                              | <b>60,826</b>                              |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Net income/ (expenditure) before<br/>other recognised gains/losses</b> |       | <b>(3,654)</b>                             | <b>6,385</b>                               |
| <b>Other recognised gains/losses</b>                                      |       | <b>-</b>                                   | <b>-</b>                                   |
|   |       | <hr/>                                      | <hr/>                                      |
| Net movement in funds   |       | (3,654)                                    | 6,385                                      |
| Total funds brought forward   |       | 109,334                                    | 102,949                                    |
|   |       | <hr/>                                      | <hr/>                                      |
| Total funds carried forward   |       | <b>105,680</b>                             | <b>109,334</b>                             |
|   |       | <hr/>                                      | <hr/>                                      |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**BALANCE SHEET**

At 30 September 2022

|   | Notes | 2022<br>£ | 2021<br>£ |
|---|-------|-----------|-----------|
| <b>Current assets</b>                                   |       |           |           |
| Bank and Cash   |       | 93,024    | 11,358    |
| Debtors   |       | 13,376    | 98,696    |
|   |       | <hr/>     | <hr/>     |
|   |       | 106,400   | 110,054   |
| <b>Current Liabilities</b>                              |       |           |           |
| Creditors: amounts falling due within one year          | 5     | (720)     | (720)     |
|   |       | <hr/>     | <hr/>     |
| <b>Net current assets/ (liabilities)</b>                |       | 105,680   | 109,334   |
|   |       | <hr/>     | <hr/>     |
| <b>Total Assets less Current Liabilities</b>            |       | 105,680   | 109,334   |
| Creditors: amounts falling due after more than one year |       | -         | -         |
|   |       | <hr/>     | <hr/>     |
| <b>Net Assets</b>                                       |       | 105,680   | 109,334   |
|   |       | <hr/>     | <hr/>     |
| <b>Funds of the charity</b>                             |       |           |           |
| Unrestricted funds                                      |       | 105,680   | 109,334   |
|   |       | <hr/>     | <hr/>     |
|   |       | 105,680   | 109,334   |
|   |       | <hr/>     | <hr/>     |

For the year ending 30 September 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees and signed on its behalf by:

*Chris Laszcz-Davis*

.....  
Chris Laszcz-Davis (Co-Chair)

*Steven Verpaele*

.....  
Steven Verpaele (Co-Chair)

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2022**

**1. Basis of preparation**

**Basis of accounting**

The accounts 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention, with the exception that investments are valued at market value.

Consolidated accounts have not been prepared as the Charity qualifies for small accounts and the subsidiary is dormant.

**2. Accounting policies**

**Income**

All income is accounted for gross and when receivable.

**Expenditure and Liabilities**

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

**Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of Trustee meetings and cost of any legal advice to Trustees on governance or constitutional matters.

**Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity.

**Support Costs**

Support costs have been allocated to the activity based on staff time.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2022**

|           |   | <b>2022</b>       | <b>2021</b>       |
|-----------|---|-------------------|-------------------|
|           |   | <b>£</b>          | <b>£</b>          |
| <b>3.</b> | <b>Management Costs</b>                   |                   |                   |
|           | Investment management fees net of rebates | -                 | 49,078            |
|           |   | <hr/>             | <hr/>             |
| <b>4.</b> | <b>Support Costs</b>                      |                   |                   |
|           | <b>Charitable Activity</b>                | <b>Governance</b> | <b>2022 Total</b> |
|           | <b>£</b>                                  | <b>£</b>          | <b>£</b>          |
|           | Secretarial and accountancy               | -                 | -                 |
|           | Independent examination & stat costs      | 720               | 720               |
|           | Bank charges                              | 134               | 134               |
|           | Telephones & Teleconference               | -                 | -                 |
|           | Scholarship awards                        | -                 | -                 |
|           | Website and IT                            | 1,129             | 1,129             |
|           | BOHS Admin fee                            | 1,299             | 1,299             |
|           | Professional fees                         | 78,705            | 78,705            |
|           |   | <hr/>             | <hr/>             |
|           |   | 2,562             | 79,425            |
|           |   | <hr/>             | <hr/>             |
|           |   | 81,987            | 11,748            |
|           |   | <hr/>             | <hr/>             |
| <b>5.</b> | <b>Creditors</b>                          | <b>2022</b>       | <b>2021</b>       |
|           |   | <b>£</b>          |                   |
|           | <i>Within one year</i>                    |                   |                   |
|           | Trade creditors                           | -                 | -                 |
|           | Other creditors                           | 720               | 720               |
|           |   | <hr/>             | <hr/>             |
|           |   | 720               | 5,007             |
|           |   | <hr/>             | <hr/>             |
| <b>6.</b> | <b>Independent Examiner</b>               | <b>2022</b>       | <b>2021</b>       |
|           |   | <b>£</b>          | <b>£</b>          |
|           | Independent Examiner's fee                | 720               | 720               |
|           |   | <hr/>             | <hr/>             |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2022**

**7. Trustees Remuneration and Expenses**

No member of the Board of Trustees, nor any person connected with any such member, has received or is due to receive, any remuneration or expense payment for the year, whether directly or indirectly, from the Charity's fund.

**8. Other Information**

Occupational Hygiene Training Association is a private limited company by guarantee without share capital and incorporated in England. Its registered office is:

Building 1000  
Western Road  
Portsmouth  
Hampshire  
PO6 3EZ  
UK

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

England & Wales - Charity number 1168722

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# Accounts

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**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Charity Registration Number: 1168722**

**Company Registration Number: 07029077**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**Trustees**

The following persons served as Trustees during the period to the acceptance of this report:

|                                   |                                    |
|-----------------------------------|------------------------------------|
| Ms Chris Laszcz-Davis             | Co-Chair                           |
| Mr Steven Angele Maurits Verpaele | Co-Chair (re-elected 17 June 2021) |
| Mr Alan Leibowitz                 | Honorary Treasurer                 |
| Dr Rosario Di Corleto             | Resigned 16/06/21                  |
| Dr Thomas P Fuller                | IOHA Representative                |
| Ms Ruth Jimenez Saavedra          |                                    |
| Dr Seymour Zachary Mansdorf       | re-elected 17 June 2021            |
| Ms Lynn O'Donnell                 |                                    |
| Mrs Lucetta Jane Weaver           |                                    |
| Dr David Zalk                     | Appointed 17 June 2021             |
| Dr Sharann Johnson                | Appointed 23 June 2021             |

**Company registration number** 07029077

**Charity registration number** 1168722

**Registered office** Building 1000  
Western Road  
Portsmouth  
Hampshire  
PO6 3EZ

**Website** [www.ohatrainning.org/](http://www.ohatrainning.org/)

**Advisers to the Trustees** Mr Roger Alesbury  
Mrs Nancy Manning McClellan  
Mr David O'Malley  
Mr Noel Tresider

**Administration Services provided by:** MCI UK Ltd

**Bankers** HSBC Bank Plc  
1 St Peters Street  
Derby, Derbyshire  
DE1 2AE

**Independent Examiner** ADS Accountancy Limited  
7 Faraday Court  
First Avenue  
Centrum 100  
Burton on Trent  
DE14 2WX

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

### **OHTA Advisory Committee**

Mr Michael Connor      Co-Chair  
Dr Albert J Tien        Co-Chair  
Mr Jason Hodgkiss  
Mr Mark Katchen  
Mr Terry McDonald  
Mr Maharshi Mehta  
Dr Deborah Nelson  
Ms Lydia Renton  
Dr Jas Singh  
Mr Alex TSE Chun Kuen

### **OHTA Awards and Qualifications Committee**

Ms Lynn O'Donnell                      Chair  
Ms Andrea Hiddinga  
Mr Peter-John Jacobs  
Dr Sharann Johnson  
Mr Rene Leblanc  
Ms Frederique Parrot  
Mr Alex TSE Chun Kuen  
Ms Lisa Williams

### **OHTA Editorial Committee**

Mr Sven Hoffmann                      Chief Editor

### **OHTA Online Training Co-ordinator**

Mr David O'Malley                      Chair

**Publicity/Marketing**                      Debbie Dietrich and Jason Hodgkiss

**US Chapter Chair**                      Mark Katchen

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2021**

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2021.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Incorporated on 24 September 2009 as a limited company by guarantee, the Occupational Hygiene Training Association (OHTA) was registered as a charity on 11 August 2016. The Trustees are governed by the Articles of Association incorporated 12 January 2015 as amended by special resolution dated 23 May 2016, and the Byelaws adopted on 2 March 2015.

**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 National Accreditation Recognition (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.

There were 29 member associations during the period with The Central Industrial Hygiene Association (CIHA) in India and the Industrial Hygienists Association of the Philippines (IHAP) joining most recently.

As part of efforts to increase engagement with Member Associations, a Townhall meeting was planned for December 2021 to which all Member Association Representatives would be invited.

Due to the unprecedented circumstances of the COVID-19 pandemic, and in accordance with UK Charity Commission guidance, the 2021 AGM was conducted as an online meeting with votes cast in advance.

We thank each of our Member Associations for their involvement during the period and hope to strengthen our links with them as we continue to move forward and develop the offerings of OHTA.

**Organisational Management**

OHTA has a Board of up to 12 directors who are also the Charity Trustees. They manage the Charity through regular Board meetings and are responsible for strategic direction and policy. During the financial year the Board had up to 11 directors at any one time.

The Board is assisted by several committees as follows:

- 1) Established according to the Byelaws, the Advisory Committee provides constructive challenge to the Board as well as functioning in an advisory and support role. Michel Connor and Albert Tien were co-chairs of this committee for the period. The co-chairs are invited to attend Board meetings.
- 2) The Awards & Qualifications Committee advises the Board on matters relating to awards and qualifications and acts 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 is both chair of this committee and a director of OHTA.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES**

**For the period ended 30 September 2021 continued**

- 1) The Editorial Committee is led by Sven Hoffmann as Chief Editor. A number of editorial working groups are actively involved in developing new training materials and revising existing ones.
- 2) The Online Training Delivery Task Group, chaired by David O'Malley had been established in the first half of 2020 to develop protocols for the approval of remote (online) teaching of the OHTA modules. That work was completed prior to the reporting period, during which David O'Malley was appointed as the Online Training Co-ordinator. David has continued his work independently, reviewing and approving all applications from existing ATP's to deliver training online.

Within these committees, OHTA benefits from the commitment and support of many hardworking people who give their time and expertise voluntarily.

Professional support services were provided for the period by the British Occupational Hygiene Society (BOHS), an OHTA Member Association. During August and September 2021, a transition to a new support services company - MCI UK Ltd - was undertaken to commence on 1 October 2021. The Directors thanked Roz Phillips for her incredible hard work since the formation of OHTA and looked forward to developing a new relationship with MCI, who would also undertake a detailed strategic review of the organisation.

#### **Director Recruitment and Training**

Directors are either nominated by the Member Associations or co-opted for their specific skills or knowledge. Appointments are approved by the Member Associations at OHTA's Annual General Meeting. In addition, IOHA appoints a representative to be a director on the Board.

Under the requirements of the Articles of Association, at each AGM the three directors who have been longest in office since their last appointment must retire but can stand for re-election at the same meeting if they wish. If more than three directors were appointed (or re-appointed) on the same day, they must decide amongst themselves, or draw lots as to who should retire and/or stand for re-election. The IOHA representative on the Board is exempt from the retirement requirements.

The Board requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new directors the important attributes are interest in the objectives and work of OHTA, knowledge and experience in IH/OH work globally, demonstrable leadership in a country specific organisation or association, and geographical and cultural diversity.

All new directors receive information about their responsibilities as company director and trustee, including the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'. They have access to all previous Board paperwork and documents outlining the practices and procedures used by the Board for its operation and governance.

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

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES**

**For the period ended 30 September 2021 continued**

**CHARITABLE OBJECTS AND PUBLIC BENEFIT**

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.*

OHTA's 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

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. OHTA's 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. 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, thereby delivering an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

OHTA has developed an international qualifications framework aimed at promoting good, consistent quality of training, encouraging international transferability of skills and qualifications, building capability close to the point of need, and creating a sustainable business model. The training and qualification scheme has no formal entry requirements and provides a modular way of building skills to match local needs. 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. Some of the people trained will go on to obtain higher professional qualifications in occupational hygiene.

OHTA has developed educational and training materials which are available on OHTA's website, [www.ohatrain.org](http://www.ohatrain.org), and may be downloaded and used free of charge by students, employers and training providers. OHTA modules have been taught in over 50 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.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2021 continued**

**OBJECTIVES, STRATEGY AND ACTIVITIES**

OHTA's 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
- proactively support training providers and their students by introducing protocols for online (remote) training delivery in response to the COVID-19 pandemic
- continue the editorial review of the modules to improve quality and relevance
- continue the development of new modules to expand training content across a broader range of occupational hygiene and other risk-related disciplines
- explore new methods of course delivery such as online, asynchronous, interactive self-study
- make translated course materials publicly available to increase worldwide accessibility
- communicate regularly with stakeholders\* to advocate take-up of the training and qualifications scheme, as well as to encourage donations/sponsorship
- develop collaborative relationships with like-minded organisations in pursuit of the shared goal of global prevention of worker illness and injury.

*\*Stakeholders included Member Associations, professional and governmental organisations, training providers, employers and students.*

**Strategic Plan**

Due to the proposed transition in administration services, the strategic plan was placed on hold during this period and will be reviewed again in 2022.

The Trustees confirm that they have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing OHTA's aims and objectives and in planning its future activities, and have complied with their duties under the Charities Act 2011. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set.

**ACHIEVEMENTS AND PERFORMANCE**

**Training Activity**

During the continuing Covid-19 pandemic, the demand for online training and examinations continued to increase. The review of several of the W series courses continued alongside the development of rules to deliver courses online. A detailed review of the W503 noise module was completed and submitted to BOHS for their further review.

For the period 1 January 2021 – 30 September 2021 (due to the changeover in service provider, we are unable to report on September – December 2020 in detail) a total of 26 ATP's delivered 223 courses. The geographical spread of these providers included 7 in the UK, 6 in Australia, 3 in South Africa and then the rest across the USA, Ghana, Singapore, Nigeria, Malaysia, India, New Zealand and Canada. The country is identified by the office location of the ATP. This shows a healthy increase in courses delivered, with the previous year giving a total of 116 courses across 28 ATP'S (bearing in mind this report does not cover the first 3 month period of the reporting year).

During the period, the number of ATP's that received OHTA approval to run online versions of the OHTA courses increased from 14 in October 2020 to 25 by the end of September 2021. These ATP's were based in Kuwait, India, Singapore, Nigeria, South Africa, Australia, New Zealand, the UK, Republic of Ireland and the USA.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2021 continued**

BOHS data showed that 247 students took the W201 examination between 1 October 2020 and 30 September 2021 and that 909 took W500 series examinations during the same reporting period. Between 1 January 2021 and 30 September 2021 (when reporting began of online vs in person examinations) 740 exams were taken online (83%), compared to 150 in person (17%). WHWB, who are authorised to deliver W201 examinations, did not report any candidates during this period. SAIOH who are also permitted to conduct W201 examinations reported a total of 74 candidates.

Pass rates remained generally high in 2020, with 100% for W507 and 96% for W504. W501 increased from 85% in 2019 to 95% in 2020, and W505 from 70% to 85%. However, the W503 pass rate dropped from 77% in 2019 to 66% in 2020. W201 remained the same at 94%. Data for the 2021 period has not yet been finalised.

### **Marketing & Communications**

#### ***External Publications***

To share the OHTA story with a larger audience, the OHTA leadership drafted an article for the AIHA Synergist magazine that was published in November 2020. The article entitled “Changing the World, One Course at a Time” provided details on the urgent global need for occupational hygienists and OHTA’s mission to meet that need. The OHTA leadership also prepared a chapter in a global occupational hygiene book in which the IOHA chairperson served as the editor. The OHTA Chapter was entitled “Promotion of Occupational and Environmental Hygiene through Education-A Case Study of OHTA”.

#### ***OHTA e-Bulletins***

OHTA released 6 e-bulletins from January to September 2021. Four of the e-bulletins focused on the OH profession and OHTA activities in various countries including South Africa, India, Vietnam, and Peru. The other two e-bulletins focused on OHTA on-line learning options and the faces of workers at risk.

#### ***OHTA Internet Presence***

In 2020, OHTA began work on a plan to enhance the internet presence of the OHTA brand, mission, and modules. By 2021, a new website was launched to help achieve that goal. The new website was a great advancement allowing users to easily navigate the site and better understand its contents. In addition, the new website enhanced overall communications to OHTA stakeholders and visitors with pages allocated not only to courses but to OHTA news, events and community. The OHTA domain name was also changed to ohtatraining.org to better reflect the core mission and the logo was revamped.

#### ***Social Media and Outreach***

OHTA posted newsworthy items on their own LinkedIn and Twitter pages regularly. Allied organisations such as ACGIH, AIOH, AIHA were also contacted asking them to “share” OHTA posts that may be relevant to their followers. Similarly, outreach was done with OHTA training providers asking them to post their courses on social media and to share OHTA posts.

During this period, OHTA emails saw an average open rate of 40.2% and an average click through rate of 4.2%. Average tweet impressions on Twitter (the amount of times a user has been shown a piece of content, not necessarily interacted with it) stood at 251 and new Twitter followers totalled 68.

#### **Partnerships and Collaboration**

BOHS remained the awarding body for OHTA modules, continuing to offer online assessment during the ongoing pandemic. Relationships continued with SAIOH and WHWB who were authorised to offer W201 examinations. WHWB obtained approval to deliver the examination online during this period and piloted this method of delivery with OHTA’s online Health and Safety Awareness Course, hoping to offer this in the future as a combination of self-study and online tutorials in four languages.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2021 continued**

The OHTA board of Directors also provided presentations at a number of conferences, such as AIHce and IOHA during the period to further market the OHTA name and purpose, along with helping to develop a number of PDC's.

During the reporting period the OHTA volunteer guidelines were also finalised, along with an agreement to offer CM points for anyone able to volunteer their time.

## **FINANCIAL REVIEW**

The statement of financial activities shows unrestricted funds for the period of £109,334 (previous period £102,949). The surplus for the period is £6,385 (previous period £3,717). OHTA received five donations, as well as additional income from the examining body levy. The main expenditure for the period was the professional support services contract and the transition to a new provider for 1 October onwards.

The Trustees consider the overall financial situation of the charity to be satisfactory.

## **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.

## **PLANS FOR THE FUTURE**

During the financial year ending 30 September 2022, the OHTA trustees will be working closely with MCI UK Ltd to develop its strategic plan in order to secure the financial future of the organisation and the efficiency of its Board and Committees.

The trustees will also be committed to improving relationships and information sharing between OHTA and its Member Associations and ATP's through Town Hall meetings, 1-2-1 sessions and better marketing communications.

In collaboration with MCI UK Ltd, the news team will focus on improved marketing communications, including more social media activity. The Global Link newsletter will continue to be developed and campaigns, such as the OHTA Spotlight' campaign, introduced to generate exposure.

Having initially been introduced as a temporary option in response to the restrictions imposed in many countries in response to the COVID-19 pandemic, OHTA decided that the online method of delivering OHTA courses would be a permanent option that suitably approved ATP's could choose to continue using if they wished. This would remain a key part of the future strategy of the organisation.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2021 continued**

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- 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 accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



.....  
**Chris Laszcz-Davis**  
Co-Chair



.....  
**Steven Verpaele**  
Co-Chair

Approved by the Trustees on: 10 June 2022

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

Year ended 30 September 2021

I report on the accounts of the Trust for the year ended 30 September 2021 which are set out on pages 13 to 17.

### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*ADS Accountancy Limited*

*Chartered Certified Accountants  
7 Faraday Court  
First Avenue, Centrum 100  
Burton Upon Trent  
DE14 2WX*

*Date: 10 June 2022*

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ended 30 September 2021**

|   | Notes | Total funds<br>(unrestricted)<br>2021<br>£ | Total funds<br>(unrestricted)<br>2020<br>£ |
|---|-------|--|--|
| <b><u>Income</u></b>  |       |  |  |
| OHTA Course Levy  |       | 39,520                                     | 42,200                                     |
| Donations & Sponsorship   |       | 21,391                                     | 7,742                                      |
| Management Recharges  |       | 4,597                                      | -  |
| Interest received   |       | 139  | -  |
| Examining Body Levy   |       | 1,564                                      | 3,684                                      |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total income</b>   |       | <b>67,211</b>                              | <b>53,626</b>                              |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |
| <b><u>Expenditure</u></b>   |       |  |  |
| Management charges  | 3     | 49,078                                     | 44,418                                     |
| Charitable activities   | 4     | 4,435                                      | 4,431                                      |
| Governance costs  | 4     | 7,313                                      | 1,060                                      |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total expenditure</b>  |       | <b>60,826</b>                              | <b>49,909</b>                              |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |
| <b>Net income/ (expenditure) before<br/>other recognised gains/losses</b> |       | <b>6,385</b>                               | <b>3,717</b>                               |
| <b>Other recognised gains/losses</b>                                      |       |  |  |
|   |       | <hr/>                                      | <hr/>                                      |
| Net movement in funds   |       | 6,385                                      | 3,717                                      |
| Total funds brought forward   |       | 102,949                                    | 99,232                                     |
|   |       | <hr/>                                      | <hr/>                                      |
| Total funds carried forward   |       | <b>109,334</b>                             | <b>102,949</b>                             |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**BALANCE SHEET**

**At 30 September 2021**

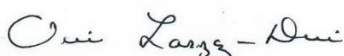
|   | Notes | 2021<br>£ | 2020<br>£ |
|---|-------|-----------|-----------|
| <b>Current assets</b>                                   |       |           |           |
| Bank and Cash   |       | 11,358    | 91,605    |
| Debtors   |       | 98,696    | 16,351    |
|   |       |           |           |
|   |       | 110,054   | 107,956   |
| <b>Current Liabilities</b>                              |       |           |           |
| Creditors: amounts falling due within one year          | 5     | (720)     | (5,007)   |
|   |       |           |           |
| <b>Net current assets/ (liabilities)</b>                |       | 109,334   | 102,949   |
|   |       |           |           |
| <b>Total Assets less Current Liabilities</b>            |       | 109,334   | 102,949   |
| Creditors: amounts falling due after more than one year |       | -         | -         |
|   |       |           |           |
| Net Assets  |       | 109,334   | 102,949   |
|   |       |           |           |
| <b>Funds of the charity</b>                             |       |           |           |
| Unrestricted funds                                      |       | 109,334   | 102,949   |
|   |       |           |           |
|   |       | 109,334   | 102,949   |
|   |       |           |           |

For the year ending 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees and signed on its behalf by:



**Chris Laszcz-Davis**  
Co-Chair



**Steven Verpaele**  
Co-Chair

Date: 10 June 2022

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2021**

**1. Basis of preparation**

**Basis of accounting**

The accounts 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention, with the exception that investments are valued at market value.

Consolidated accounts have not been prepared as the Charity qualifies for small accounts and the subsidiary is dormant.

**2. Accounting policies**

**Income**

All income is accounted for gross and when receivable.

**Expenditure and Liabilities**

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

**Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of Trustee meetings and cost of any legal advice to Trustees on governance or constitutional matters.

**Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity.

**Support Costs**

Support costs have been allocated to the activity based on staff time.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2021**

|           |   | <b>2021</b>                | <b>2020</b>       |
|-----------|---|----------------------------|-------------------|
|           |   | <b>£</b>                   | <b>£</b>          |
| <b>3.</b> | <b>Management Costs</b>                   |                            |                   |
|           | Investment management fees net of rebates | 49,078                     | 44,418            |
|           |   | <u>          </u>          | <u>          </u> |
| <br>      |   |                            |                   |
| <b>4.</b> | <b>Support Costs</b>                      |                            |                   |
|           |   | <b>Charitable Activity</b> | <b>Governance</b> |
|           |   | <b>£</b>                   | <b>£</b>          |
|           |   |                            | <b>2021 Total</b> |
|           |   |                            | <b>£</b>          |
|           |   |                            | <b>2020 Total</b> |
|           |   |                            | <b>£</b>          |
|           | Secretarial and accountancy               | -                          | -                 |
|           | Independent examination & stat costs      | -                          | 6,673             |
|           | Bank charges                              | (6)                        | -                 |
|           | Telephones & Teleconference               | -                          | -                 |
|           | Scholarship awards                        | -                          | -                 |
|           | Website and IT                            | 3,316                      | -                 |
|           | BOHS Admin fee                            | 1,125                      | -                 |
|           | Professional fees                         | -                          | 640               |
|           |   | <u>          </u>          | <u>          </u> |
|           |   | 4,435                      | 7,313             |
|           |   | <u>          </u>          | <u>          </u> |
|           |   | 11,748                     | 5,491             |
|           |   | <u>          </u>          | <u>          </u> |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2021**

| <b>5. Creditors</b>    | <b>2021</b> | <b>2020</b> |
|------------------------|-------------|-------------|
|                        | <b>£</b>    |             |
| <i>Within one year</i> |             |             |
| Trade creditors        | -           | 4,222       |
| Other creditors        | 720         | 785         |
|                        | -----       | -----       |
|                        | 720         | 5,007       |
|                        | =====       | =====       |

| <b>6. Independent Examiner</b> | <b>2021</b> | <b>2020</b> |
|--------------------------------|-------------|-------------|
|                                | <b>£</b>    | <b>£</b>    |
| Independent Examiner's fee     | 720         | 720         |
|                                | =====       | =====       |

**7. Trustees Remuneration and Expenses**

No member of the Board of Trustees, nor any person connected with any such member, has received or is due to receive, any remuneration or expense payment for the year, whether directly or indirectly, from the Charity's fund.

**8. Other Information**

Occupational Hygiene Training Association is a private limited company by guarantee without share capital and incorporated in England. Its registered office is:

Building 1000  
Western Road  
Portsmouth  
Hampshire  
PO6 3EZ  
UK

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

England & Wales - Charity number 1168722

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# Accounts

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**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Charity Registration Number: 1168722**

**Company Registration Number: 07029077**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**Trustees**

The following persons served as Trustees during the period to the acceptance of this report:

|                                   |                                |
|-----------------------------------|--------------------------------|
| Ms Chris Laszcz-Davis             | Co-Chair                       |
| Mrs Nancy Manning McClellan       | Co-Chair, resigned 20 May 2020 |
| Mr Steven Angele Maurits Verpaele | Co-Chair                       |
| Mr Alan Leibowitz                 | Honorary Treasurer             |
| Dr Rosario Di Corleto             |                                |
| Dr Thomas P Fuller                | IOHA Representative            |
| Mr Peter-John Jacobs              | Appointed 9 June 2020          |
| Ms Ruth Jimenez Saavedra          |                                |
| Dr Seymour Zachary Mansdorf       |                                |
| Mr David O'Malley                 | Resigned 20 May 2020           |
| Ms Lynn O'Donnell                 |                                |
| Mrs Lucetta Jane Weaver           |                                |
| Dr David Zalk                     | Appointed 9 June 2020          |

**Company registration number** 07029077

**Charity registration number** 1168722

**Registered office** Unit 5-6  
Melbourne Business Court  
Millennium Way  
Pride Park  
Derby  
DE24 8LZ

**Website** [www.ohlearning.com](http://www.ohlearning.com)

**Advisers to the Trustees** Mr Roger Alesbury  
Mrs Nancy Manning McClellan  
Mr David O'Malley  
Mr Noel Tresider

**Secretary to the Trustees and OHTA Development Manager** Roz Phillips

**Bankers** HSBC Bank Plc  
1 St Peters Street  
Derby, Derbyshire  
DE1 2AE

**Independent Examiner** Mr S Rogers: FCCA  
ADS Accountancy Limited  
7 Faraday Court  
First Avenue  
Centrum 100  
Burton on Trent  
DE14 2WX

**Solicitors**

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

**OHTA Advisory Committee**

|                       |                                   |
|-----------------------|-----------------------------------|
| Mr Michel Crépeau     | Co-Chair, resigned 1 October 2020 |
| Ms Shamini Samuel     | Co-Chair, resigned 1 October 2020 |
| Mr Michael Connor     | Co-Chair                          |
| Mr Jason Hodgkiss     |                                   |
| Mr Peter-John Jacobs  | Resigned 9 June 2020              |
| Dr Sharann Johnson    | Co-Chair                          |
| Mr Mark Katchen       |                                   |
| Mr Terry McDonald     |                                   |
| Mr Maharshi Mehta     | Appointed 22 September 2020       |
| Dr Deborah Nelson     |                                   |
| Ms Lydia Renton       | Appointed 17 June 2020            |
| Mr Bert Schiller      | Resigned 20 February 2020         |
| Dr Jas Singh          |                                   |
| Dr Albert J Tien      | Appointed 17 June 2020            |
| Mr Alex TSE Chun Kuen |                                   |
| Dr David M Zalk       | Resigned 9 June 2020              |

**OHTA Awards and Qualifications Committee**

|                       |                        |
|-----------------------|------------------------|
| Ms Lynn O'Donnell     | Chair                  |
| Ms Andrea Hiddinga    | Appointed 7 April 2020 |
| Mr Peter-John Jacobs  |                        |
| Dr Sharann Johnson    | Appointed 20 May 2020  |
| Mr Rene Leblanc       |                        |
| Ms Frederique Parrot  |                        |
| Ms Margreet Sturm     | Resigned 7 April 2020  |
| Mr Alex TSE Chun Kuen |                        |
| Ms Lisa Williams      |                        |

**OHTA Editorial Committee**

|                  |              |
|------------------|--------------|
| Mr Sven Hoffmann | Chief Editor |
|------------------|--------------|

**OHTA Online Training Delivery Task Group**

|                             |       |
|-----------------------------|-------|
| Mr David O'Malley           | Chair |
| Ms Andrea Hiddinga          |       |
| Mr Sven Hoffmann            |       |
| Dr Seymour Zachary Mansdorf |       |
| Mr Terry McDonald           |       |
| Mrs Lucetta Jane Weaver     |       |

Ms Lisa Williams, Ms Alison Greaves Liaison with BOHS

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020**

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2020.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Incorporated on 24 September 2009 as a limited company by guarantee, the Occupational Hygiene Training Association (OHTA) was registered as a charity on 11 August 2016. The Trustees are governed by the Articles of Association incorporated 12 January 2015 as amended by special resolution dated 23 May 2016, and the Byelaws adopted on 2 March 2015.

**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 National Accreditation Recognition (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.

There were 27 member associations during the period. The German Society for Occupational Hygiene, Deutsche Gesellschaft für Arbeitshygiene (DGAH) was the latest to join (March 2020).

As part of efforts to increase engagement with member associations, in November 2019 the OHTA Co-Chairs gave a presentation on OHTA to the American Conference of Governmental Industrial Hygienists (ACGIH) Board. In addition, Kevin Hedges, President of Workplace Health Without Borders (WHWB) was invited to share a WHWB update at the March 2020 OHTA Board Meeting.

Due to the unprecedented circumstances of the COVID-19 pandemic, and in accordance with UK Charity Commission guidance, the 2020 AGM was conducted as an online meeting with votes cast in advance.

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

**Organisational Management**

OHTA has a Board of up to 12 directors who are also the Charity Trustees. They manage the Charity through regular Board meetings and are responsible for strategic direction and policy. During the financial year the Board had up to 11 directors at any one time.

The Board is assisted by several committees as follows:

- 1) Established according to the Byelaws, the Advisory Committee provides constructive challenge to the Board as well as functioning in an advisory and support role. During the period of this report, areas of focus included providing feedback and support in relation to the development of the new OHTA website. Michel Crépeau and Shamini Samuel were co-chairs of this committee for the period, handing over to Michael Connor and Dr Sharann Johnson on 1 October 2020. The co-chairs are invited to attend Board meetings.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

- 2) The Exam Delivery Committee is a subcommittee of the Advisory Committee, and includes representation from the awarding body BOHS. It explores methods of delivery, security and accessibility of the examination, with a view to boosting OHTA module participant and examinee numbers.
- 3) The Awards & Qualifications Committee advises the Board on matters relating to awards and qualifications and acts 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 is both chair of this committee and a director of OHTA. During the period the committee membership was refreshed with the addition of new representation from The Australian Institute of Occupational Hygienists (AIOH).
- 4) The Editorial Committee. Sven Hoffmann is the Chief Editor. A number of editorial working groups are actively involved in developing new training materials and revising existing ones.
- 5) Online Training Delivery Task Group. Chaired by David O'Malley, this working group was established in 2020 to develop protocols for the approval of remote (online) teaching of the OHTA modules. Further information can be found on page 9.

Within these committees, OHTA benefits from the commitment and support of many hardworking people who give their time and expertise voluntarily.

During the period the Scholarship Committee was not active. Although a modest scholarship fund remained, there were no new applications.

Professional support services are provided through the British Occupational Hygiene Society (BOHS), an OHTA member association. Roz Phillips, OHTA Development Manager, acts as the main point of contact for services that include implementation of strategy and policy, day-to-day running of operations and secretariat support.

#### **Director Recruitment and Training**

Directors are either nominated by the member associations or co-opted for their specific skills or knowledge. Appointments are approved by the member associations at OHTA's Annual General Meeting. In addition, IOHA appoints a representative to be a director on the Board.

Under the requirements of the Articles of Association, at each AGM the three directors who have been longest in office since their last appointment must retire but can stand for re-election at the same meeting if they wish. If more than three directors were appointed (or re-appointed) on the same day, they must decide amongst themselves, or draw lots as to who should retire and/or stand for re-election. The IOHA representative on the Board is exempt from the retirement requirements.

The Board requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new directors the important attributes are interest in the objectives and work of OHTA, knowledge and experience in IH/OH work globally, demonstrable leadership in a country specific organisation or association, and geographical and cultural diversity.

All new directors receive information about their responsibilities as company director and trustee, including the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'. They have access to all previous Board paperwork and documents outlining the practices and procedures used by the Board for its operation and governance.

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

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

**Risk Review**

A meeting took place in September 2020 to begin the process of reviewing the charity's risk management approach in line with recent changes to the Charity Commission guidance and rules. The review is ongoing pending the finalisation of a revised strategic plan.

**CHARITABLE OBJECTS AND PUBLIC BENEFIT**

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.*

OHTA's 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.

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. OHTA's 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. 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, thereby delivering an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

OHTA has developed an international qualifications framework aimed at promoting good, consistent quality of training, encouraging international transferability of skills and qualifications, building capability close to the point of need, and creating a sustainable business model. The training and qualification scheme has no formal entry requirements and provides a modular way of building skills to match local needs. 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. Some of the people trained will go on to obtain higher professional qualifications in occupational hygiene.

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 been accessed in 212 countries (2013 – 2020) and OHTA modules have been taught in over 50 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.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

**OBJECTIVES, STRATEGY AND ACTIVITIES**

OHTA's 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;
- proactively support training providers and their students by introducing protocols for online (remote) training delivery in response to the COVID-19 pandemic;
- continue the editorial review of the modules to improve quality and relevance;
- continue the development of new modules to expand training content across a broader range of occupational hygiene and other risk-related disciplines;
- explore new methods of course delivery such as online, asynchronous, interactive self-study;
- make translated course materials publicly available to increase worldwide accessibility;
- make progress in the development of the new website, adding content and working closely with the supplier to finalise the specification and functionality;
- communicate regularly with stakeholders to advocate take-up of the training and qualifications scheme, as well as to encourage donations/sponsorship and to share relevant COVID-19 communications;
- develop collaborative relationships with like-minded organisations in pursuit of the shared goal of global prevention of worker illness and injury.

Activities focused on progressing the above objectives. Stakeholders included member associations, professional and governmental organisations, training providers, employers and students.

Draft volunteer protocols and guidance document were developed during this period.

**Strategic Plan**

In recent years the three strategic areas of focus have been Marketing and Communications, Funding and Alliances. Strategic development continued during the period, but a major revision and update of the strategic plan is due in late 2020/early 2021.

The Trustees confirm that they have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing OHTA's aims and objectives and in planning its future activities, and have complied with their duties under the Charities Act 2011. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set.

**ACHIEVEMENTS AND PERFORMANCE**

**Educational Output and Training Materials**

In July 2020 OHTA diversified its educational output with the launch of an online Occupational Safety and Health Awareness course. The development team, led by OHTA trustee Dr Zack Mansdorf, in partnership with the instructional design team of the Phylmar Academy, a division of the Phylmar Group, produced an online, self-paced, asynchronous, interactive three hour course addressing a broad spectrum of basic health and safety related issues. It is aimed at workers and supervisors who are involved in or interested in the protection of workers and themselves from workplace hazards. This demonstrated OHTA's intention to incorporate safety features in certain modules following feedback from stakeholders. In order to reimburse development costs, the course is priced at a very modest \$50.00. A basic set of Health and Safety Awareness slides was also developed by Dr Mansdorf and made universally accessible as a free download via the OHlearning website.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

The review and development of training materials continued throughout the period, helping to ensure the usefulness and applicability of OHTA courses and expand the range of topics covered.

In January 2020 OHTA published the OH/IH in Mining & Mineral Processing Industries module, the first of a new series of modules providing specialist learning opportunities for specific audiences. The manual was originally developed by Associate Professor Brian Davies and Mr John Henderson of the School of Health Sciences at the University of Wollongong, Australia, with more recent revisions by Ross Di Corleto, Ian Firth and Tim White. There is no formal assessment; instead training providers are invited to produce their own assessment as needed.

During the time period progress was also made on a second new specialist Occupational Hygiene module relating to the Pharmaceutical industry.

In early 2020 a dedicated editorial review team began work on the revision of the intermediate level module W507 Health Effects of Hazardous Substances. Progress was also made on the reviews of the W503 Noise – Measurement and its Effects, W504 Asbestos and Other Fibres, W506 Ergonomics Essentials and W505 Control of Hazardous Substances modules.

As part of the continuing collaborative relationship between NIOSH and OHTA, NIOSH provided an informal review of the revised W501 Measurement of Hazardous Substances student manual. It was chosen because it was a suitable fit for NIOSH expertise and in particular need of volunteer resource.

The verification of the French translation of the W201 Basic Principles in Occupational Hygiene course manual was completed in autumn 2019. OHTA wishes to thank Frederique Parrot of Sanofi Group for providing the translation, and Nathalie Argentin, Vincent Perret and Aymeric Bencib for their review and validation. The following year, work began on French and Portuguese translations of the W502 Thermal Environment student manual. An update of the Spanish translation is also in process. As OHTA's range of translated course materials expands, the accessibility of the training scheme increases.

### **Training Activity**

During the early stages of the COVID-19 pandemic, and in response to the challenges being faced by training providers, OHTA formed an Online Training Delivery Task Group to develop protocols for the approval of remote (online) teaching of the OHTA modules. Chaired by David O'Malley, the Task Group worked closely with awarding body BOHS to ensure alignment with online assessment processes including protocols for conducting formative assessments remotely. The introduction of an online training framework made it possible for Approved Training Providers (ATPs) to continue to offer quality training while adhering to health protection measures. It also enabled them to reach a wider audience, benefitting students unable to travel. Not surprisingly, it proved popular and demand increased over the summer.

During the period, the Online Training Delivery Task Group approved applications from 14 ATPs who wished to teach courses remotely. These ATPs were based in Kuwait, India, Singapore, Nigeria, South Africa, Australia, New Zealand, UK, Republic of Ireland and USA. There were an additional 12 expressions of interest.

The international reach of OHTA training was further demonstrated during the period through the approval of seven new ATPs from across the globe. These ATPs are based in both developed and developing countries including Ghana, Nigeria, India, Australia, UK, USA and Canada.

All ATPs were advised of the publication of updated formative assessment guidelines for each W500 series module and revised course equipment list following review by BOHS in consultation with OHTA.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

28 ATPs delivered 116 OHTA courses, with 847 examinations taking place in 15 countries (based on BOHS data and including online examinations, with country identified by ATP office address for the purposes of this report). This represents a 37% decrease in number of examinations in comparison with the previous financial year. While this is undoubtedly a significant downturn, it is to be expected given the COVID-19 pandemic, and encouraging that 12 training providers were able to continue teaching via online delivery in spite of the circumstances.

Pass rates for BOHS examinations remained generally high, including 99% for W507 Health Effects of Hazardous Substances, 96% for W504 Asbestos and Other Fibres, and 95% for W201 Basic Principles of Occupational Hygiene. These pass rates combine data from both online and paper examinations. They indicate teaching of consistently high quality, benefitting the students and the wider public through sound dissemination of occupational hygiene principles.

Six students from Angola, South Africa, Iraq, Saudi Arabia, Ireland and New Zealand were awarded the International Certificate in Occupational Hygiene (ICertOH). 23 other students made progress towards earning the award, from Nigeria, South Africa, Botswana, Tanzania, Bahrain, Oman, Qatar, China, Australia, New Zealand, Equatorial Guinea, Trinidad and Tobago, Russia, France, Switzerland and Ireland. The certificate demonstrates technical knowledge and practical skills in identifying health hazards, assessing occupational exposure and testing control measures. It is suitable for technicians and technologists who carry out measurements and testing in workplaces. The qualification has been designed so that it can be recognised by national associations as contributing to their own requirements for professional accreditation, thus contributing to the international transferability of skills. For each awardee, the certificate represents a significant achievement over a considerable period of time, as the student must complete six OHTA intermediate modules and a Personal Learning Portfolio based on three years' experience, as well as pass an interview.

OHTA developed and published a new ATP application form in an improved format, following consultation with the BOHS Technical Advisory Group. OHTA also began to review and update its guidance for ATP applicants (in development at the time of writing).

### **Marketing & Communications**

One edition of the OHTA e-bulletin was circulated to approved training providers and other stakeholders. Four OHTA announcements were made and three other notices shared at the request of trustees and stakeholders. Three news items were posted on the website with accompanying social media. Various additional LinkedIn and Twitter posts were shared relating to specific OHTA activity. The number of social media followers continued to grow, with a 9% increase for Twitter (current total 1018) and 8% for the LinkedIn Group (320). New posts on the LinkedIn company page attracted 622 followers. Various partner organisations, including member associations and IOHA, forwarded information to their members, and raised awareness of OHTA in other ways through their newsletters and e-bulletins. OHTA also responded individually to numerous enquiries, including providing supporting information and mutually beneficial suggestions where there were more unusual requests relating to usage of training materials or access to training.

Towards the end of the financial year a communications task force was established with a view to strengthening and expanding OHTA's communications output.

The organisation had a presence, virtual or otherwise, at various international conferences through the efforts of OHTA and other partner organisations. A stakeholder meeting took place at AIOH 2019 in Perth, Australia. OHTA participated in a collaborative virtual session at AIHce 2020 on global EHS organisations and building worldwide capacity. OHTA also had a notable presence at the BOHS annual conference, OH2020, with trustees participating in virtual sessions on global collaborations in occupational hygiene development and competency, and on building capacity through education communication and collaboration.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

The OHlearning website continued to be maintained and updated by the BOHS Support Services team. A new section was introduced providing details of self-directed, asynchronous online learning, specifically the AIHA Basic Principles of Occupational Hygiene course and the Occupational Safety and Health Awareness course. Two new sets of training materials were also published on the website, A1001 OH/IH in Mining & Mineral Processing Industries and the Health and Safety Awareness slides, as well as a French translation of the W201 Basic Principles of Occupational Hygiene student manual.

Meanwhile work began in earnest on developing the new website. Following the previous year's agreement with the American Industrial Hygiene Association (AIHA) to provide the wireframe, maintenance and future hosting services, OHTA worked with AIHA to finalise the specification and finetune the functionality. A significant amount of content was added during the period. The aim was to produce a website that is both easy to understand and to navigate for the benefit of its wide range of users.

#### **Partnerships and Collaboration**

OHTA continued to develop international collaborations aimed at extending the reach and ensuring the financial sustainability of the training scheme and qualifications framework. This includes the aforementioned activity with NIOSH.

Within the framework of its marketing alliance with OHTA, AIHA continued to offer its eLearning course based on OHTA training materials, providing an introduction to the broad principles in occupational hygiene. The course is aimed at health and safety professionals, occupational health specialists, and other industry specialists who want a broader understanding of how their role interfaces with health issues in the workplace. AIHA is an OHTA member association, Approved Training Provider and sponsor.

During the period the American Board of Industrial Hygiene (ABIH) continued to accept the OHTA W201 and the W500 series modules for applicants documenting IH Coursework, and the W500 series modules for Certified Industrial Hygienists (CIHs) claiming Certification Maintenance (CM) credit in the Education category.

OHTA member associations the Southern African Institute of Occupational Hygiene (SAIOH) and Workplace Health Without Borders (WHWB) successfully ran examinations for the W201 Basic Principles of Occupational Hygiene module, expanding the reach of basic occupational hygiene training in Southern Africa and Tanzania.

BOHS remained the main Awarding Body for OHTA modules. As previously mentioned, following the COVID-19 outbreak BOHS developed protocols for online assessment, investing in the necessary infrastructure to enable online examination delivery from May 2020 onwards. BOHS is an OHTA member association.

OHTA frequently explores ways to collaborate with other not-for-profit organisations with similar goals. During the period discussions took place with Safety 4 Non Profits, the ITCILO International Training Centre in Turin, InTERRACT and The Laboratory Safety Institute (LSI). Quarterly calls between OHTA and WHWB enabled both organisations to exchange relevant information and provide mutual support.

#### **FINANCIAL REVIEW**

The statement of financial activities shows unrestricted funds for the period of £102,949 (previous period £99,232). The surplus for the period is £3,717 (previous period £34,333). The principal income source was the course levy per student paid by training providers at the time of the examination. This was significantly impacted by the downturn in number of examinations due to the COVID-19 pandemic, as described on page 10. OHTA received one donation, as well as additional income from the examining body levy. The main expenditure for the period was the professional support services contract.

The Trustees consider the overall financial situation of the charity to be satisfactory.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

During the period of this report, the governance framework and operational guidelines for the OHTA US chapter were developed. The US Chapter has charitable status as a 501 (c)(3) in the United States (Employer Identification Number 83-2036073) and was established as part of OHTA's efforts to ensure financial sustainability. In time it is expected to substantially increase OHTA's opportunities to seek funding from a broader spectrum of sources. The Trustees receive regular updates on developments within the US Chapter.

### **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.

### **PLANS FOR THE FUTURE**

During the financial year ending 30 September 2021, the strategic plan will be revised and updated to encompass new strategic goals for the period 2021- 2024. There will be a particular focus on global customer development, training programme development and the increased sustainability of the business/financial model.

OHTA will continue to work closely with its many external partners and stakeholders.

The development and launch of the new website, with accompanying marketing and communications, will remain a key priority. A new domain name, [www.ohtatraining.org](http://www.ohtatraining.org), will come into use when the new website goes live.

Communication with stakeholders will be improved, with the introduction of a monthly, people-focused e-bulletin from January 2021 onwards. This activity is being driven by the OHTA News Team, chaired by Deborah Dietrich and Jason Hodgkiss.

Several module reviews are nearing completion, most notably W503 Noise – Measurement and its Effects and W507 Health Effects of Hazardous Substances.

As the COVID-19 pandemic continues to affect global training opportunities, OHTA remains committed to supporting its training providers in their online teaching endeavours. The impact of this new method of course delivery will be assessed in the coming months. Given the perceived benefits for both students and training providers, it is likely that online (remote) training will become an integral feature of the OHTA international training scheme and qualifications framework.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2020 continued**

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- 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 accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



.....  
**Chris Laszcz-Davis**  
Co-Chair



.....  
**Steven Verpaele**  
Co-Chair

Approved by the Trustees on:

Date 16 March 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Year ended 30 September 2020**

I report on the accounts of the Trust for the year ended 30 September 2020 which are set out on pages 15 to 19.

**Respective responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



*Mr S Rogers FCCA of ADS Accountancy Limited*

*Chartered Certified Accountants  
7 Faraday Court  
First Avenue, Centrum 100  
Burton Upon Trent  
DE14 2WX*

*Date: 16<sup>th</sup> March 2021*

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2020

|   | Notes | Total funds<br>(unrestricted)<br>2020<br>£ | Total funds<br>(unrestricted)<br>2019<br>£ |
|---|-------|--|--|
| <b><u>Income</u></b>  |       |  |  |
| OHTA Course Levy  |       | 42,200                                     | 55,600                                     |
| Donations & Sponsorship   |       | 7,742                                      | 22,108                                     |
| Donation from Previous Organisation                                       |       | -  | -  |
| Interest received   |       | -  | -  |
| Examining Body Levy   |       | 3,684                                      | 1,300                                      |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total income</b>   |       | <b>53,626</b>                              | <b>79,008</b>                              |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |
| <b><u>Expenditure</u></b>   |       |  |  |
| Management charges  | 3     | 44,418                                     | 36,969                                     |
| Charitable activities   | 4     | 4,431                                      | 5,408                                      |
| Governance costs  | 4     | 1,060                                      | 2,298                                      |
|   |       | <hr/>                                      | <hr/>                                      |
| <b>Total expenditure</b>  |       | <b>49,909</b>                              | <b>44,375</b>                              |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |
| <b>Net income/ (expenditure) before<br/>other recognised gains/losses</b> |       | <b>3,717</b>                               | <b>34,333</b>                              |
| <b>Other recognised gains/losses</b>                                      |       |  |  |
|   |       | <hr/>                                      | <hr/>                                      |
| Net movement in funds   |       | 3,717                                      | 34,333                                     |
| Total funds brought forward   |       | 99,232                                     | 64,899                                     |
|   |       | <hr/>                                      | <hr/>                                      |
| Total funds carried forward   |       | <b>102,949</b>                             | <b>99,232</b>                              |
|   |       | <hr/> <hr/>                                | <hr/> <hr/>                                |

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

BALANCE SHEET

At 30 September 2020

|   | Notes | 2020<br>£      | 2019<br>£      |
|---|-------|----------------|----------------|
| <b>Current assets</b>                                   |       |                |                |
| Bank and Cash   |       | 91,605         | 98,005         |
| Debtors   |       | 16,351         | 3,704          |
|   |       | <u>107,956</u> | <u>101,709</u> |
| <b>Current Liabilities</b>                              |       |                |                |
| Creditors: amounts falling due within one year          | 5     | (5,007)        | (2,477)        |
| <b>Net current assets/ (liabilities)</b>                |       | <u>102,949</u> | <u>99,232</u>  |
| <b>Total Assets less Current Liabilities</b>            |       |                |                |
| Creditors: amounts falling due after more than one year |       | -              | -              |
| Net Assets  |       | <u>102,949</u> | <u>99,232</u>  |
| <b>Funds of the charity</b>                             |       |                |                |
| Unrestricted funds                                      |       | 102,949        | 99,232         |
|   |       | <u>102,949</u> | <u>99,232</u>  |

For the year ending 30 September 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees and signed on its behalf by:

*Chris Laszcz-Davis*



Chris Laszcz-Davis  
Co-Chair

Steven Verpaele  
Co-Chair

Date 16 March 2021

## OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

### NOTES RELATING TO THE ACCOUNTS

Year ended 30 September 2020

#### 1. Basis of preparation

##### **Basis of accounting**

The accounts 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention, with the exception that investments are valued at market value.

Consolidated accounts have not been prepared as the Charity qualifies for small accounts and the subsidiary is dormant.

#### 2. Accounting policies

##### **Income**

All income is accounted for gross and when receivable.

##### **Expenditure and Liabilities**

##### **Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

##### **Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of Trustee meetings and cost of any legal advice to Trustees on governance or constitutional matters.

##### **Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity.

##### **Support Costs**

Support costs have been allocated to the activity based on staff time.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2020**

|           |   | <b>2020</b>       | <b>2019</b>       |
|-----------|---|-------------------|-------------------|
|           |   | <b>£</b>          | <b>£</b>          |
| <b>3.</b> | <b>Management Costs</b>                   |                   |                   |
|           | Investment management fees net of rebates | 44,418            | 36,969            |
|           |   | <u>          </u> | <u>          </u> |
| <br>      |   |                   |                   |
| <b>4.</b> | <b>Support Costs</b>                      |                   |                   |
|           |   | <b>Charitable</b> | <b>Governance</b> |
|           |   | <b>Activity</b>   | <b>          </b> |
|           |   | <b>£</b>          | <b>£</b>          |
|           | Secretarial and accountancy               | -                 | -                 |
|           | Independent examination                   | -                 | 720               |
|           | Bank charges                              | 124               | -                 |
|           | Telephones & Teleconference               | -                 | 287               |
|           | Travel and subsistence                    | -                 | -                 |
|           | Scholarship awards                        | (1,626)           | -                 |
|           | Website and IT                            | 4,878             | -                 |
|           | Marketing fees                            | -                 | -                 |
|           | Equipment hire                            | -                 | -                 |
|           | BOHS Admin fee                            | 1,055             | -                 |
|           | Professional fees                         | -                 | 53                |
|           |   | <u>          </u> | <u>          </u> |
|           |   | 4,431             | 1,060             |
|           |   | <u>          </u> | <u>          </u> |
|           |   | 5,491             | 7,706             |
|           |   | <u>          </u> | <u>          </u> |

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2020**

| <b>5. Creditors</b>    | <b>2020</b> | <b>2019</b> |
|------------------------|-------------|-------------|
|                        | <b>£</b>    |             |
| <i>Within one year</i> |             |             |
| Trade creditors        | 4,222       | 131         |
| Other creditors        | 785         | 2,346       |
|                        | <hr/>       | <hr/>       |
|                        | 5,007       | 2,477       |
|                        | <hr/> <hr/> | <hr/> <hr/> |

| <b>6. Independent Examiner</b> | <b>2020</b> | <b>2019</b> |
|--------------------------------|-------------|-------------|
|                                | <b>£</b>    | <b>£</b>    |
| Independent Examiner's fee     | 720         | 720         |
|                                | <hr/>       | <hr/>       |

**7. Trustees Remuneration and Expenses**

No member of the Board of Trustees, nor any person connected with any such member, has received or is due to receive, any remuneration or expense payment for the year, whether directly or indirectly, from the Charity's fund.

**8. Other Information**

Occupational Hygiene Training Association is a private limited company by guarantee without share capital and incorporated in England. Its registered office is:

5/6 Melbourne Business Court,  
Millennium Way  
Pride Park  
Derby  
Derbyshire  
DE24 8LZ