



## **Annual Report & Accounts**

**2021**

**Construction Health and Safety Group  
John Ryder Training Centre  
St Ann's Road  
Chertsey  
Surrey  
KT16 9DG  
Charity number: 283249  
Company number: 1573103**

## **Contents**

<b>President's Review for the year ended 31 December 2021 .....</b>	<b>3</b>
<b>Reference and Administrative information .....</b>	<b>5</b>
<b>Trustees' Annual Report (incorporating director's report for the year ended 31 December 2020 ....</b>	<b>6</b>
<b>Structure, Governance and Management .....</b>	<b>11</b>
<b>Board of Directors/Trustees .....</b>	<b>15</b>
<b>Election Procedure .....</b>	<b>18</b>
<b>Achievement and Performance .....</b>	<b>18</b>
 <b>Report of the Trustees &amp; Financial Statements for the Year Ended 31 December 2021 for CHSG</b>	
Statement of Trustees' Responsibilities - in relation to this financial Statement.....	4
Report of the Independent Auditors to Members of CHSG .....	5-7
Statement of financial activities.....	8
Balance Sheet.....	9-10
Notes to the financial statements.....	11-19
Detailed Statement of Financial Activities for the Year Ended 31 December 2021.....	20

## President's Review for the year ended 31 December 2021



Another challenging year, but I am pleased to confirm that CHSG has responded well and we have emerged from 2021 in a stronger position, with many positive actions agreed and/or underway.

I am also pleased to confirm that the Board of Trustees, have remained supportive and engaged throughout the last year. The team at CHSG and the Board of Trustees have met every month, whether face to face or virtually ensuring that the centre and the charity continued its valuable work.

Our charitable status is always part of the strategy plan and this last year has been no exception. In the first half of the year the Group continued to support the free year of membership (April 2020 – May 2021), for all the current members, which we hope provided some support to the Construction and Associated Industry members. We have also subsidized a number of mental health courses, for both Construction related companies but also, we opened it up to anybody who needed to attend mental health training, during this difficult pandemic time. We were also delighted that this year we continued to provide subsidized mental health refresher training. Many of our initially trained colleagues are now reaching the three-year refresher training and we have been delighted by the response of those returning to refresh their knowledge and understanding.

Not surprisingly, our revenue did not recover over the last twelve months, but we have managed our finances very prudently and not only did we manage to support all of the agreed charitable activities, we have also continued to invest in the fabric of the centre, to ensure the standard of facilities at the training centre are maintained and in some areas enhanced. We have also been investing in our fire courses, specifically aiming at developing fire competence in construction, for the future. The centre was also very proud to receive the Institute of Fire Safety Managers (IFSM), Approved Centre recognition, along with SQA academic validation achieving a level 10 with 50 credit points for the Diploma in Construction Fire Safety and Fire Risk Management and finally the IFE education programme status was retained for the course too. Ending the year with a course that is, we believe, "unique" in the industry. We are also building on this work and new developments and members services /support will be forthcoming early in 2022.

I would like to personally thank both Declan Davis and Jeff Russell, for their services to the Group as Co-Chairs. Their period of office was not the easiest period to have covered. I would also like to welcome the new Co-Chairs who were appointed at the April AGM, Andrea Smith and John King. Again, taking up a role during a period that has not been very easy to steer the course, for the Group.

At the end of the year, Martin Hall our Vice Chair resigned his position due to work pressure and also his promotion last year. I would like to take this opportunity to thank Martin on behalf of the Group for all of the support and services he has undertaken for the Group over the period he was Vice Chair and also for his work before that on the Board of Trustees, he will be missed from the Board. But we wish him and his team every success.

We are now working towards the celebrations that 2022 will bring to CHSG, who will be celebrating 70 years since it was established in London in 1952 and 40 years at the John Ryder Training Centre at Chertsey. A number of auspicious events are being planned and we look forward to celebrating with our members in the year ahead.

I would like to also thank all of the companies and delegates who have used the centre over the last twelve months, who have not only achieved a high performance with respect to course pass rates, but have also worked with us with respect to Covid procedures and measures, ensuring the centre stayed open for all of the periods that the Government permitted. Aligned with this is the great performance also achieved by our trainers, who have worked tirelessly both on-line and face to face to maintain the course standards and also made the training offered by CHSG both flexible and achievable. They have also worked within the procedures and systems of the centre, but have maintained the positivity, professionalism and commitment.

Finally, we have recruited additional staff this year and have returned the centre to a staff of four, all of which deserve our thanks and appreciation for their continued dedication to the Group and for maintaining a level of service that our members have come to expect and deserve. We have changed some of the roles and responsibilities and we are delighted that the team have developed new working practices and are developing new training ideas, courses and using the new means of communicating that will hopefully mean that all of our members are more aware of this work, but it should also improve the support and services offered to the Construction and Associated Industries.



## Reference and Administrative information

Charity Name: Construction Health and Safety Group (CHSG)

Charity registration number: 283249

Company registration number: 1573103

Registered office and operational address: John Ryder Training Centre  
St Ann's Road  
Chertsey  
Surrey  
KT16 9DG

Website: [www.chsg.co.uk](http://www.chsg.co.uk)

Email: [info@chsg.co.uk](mailto:info@chsg.co.uk)

Telephone: 01932 561871

### Trustees

Mrs Andrea Smith	Co-Chair (Joint)
Mr John King	Co-Chair (Joint)
Mr Martin Hall	Vice-Chairman (resigned December 2021)
Mr Declan Davis	Immediate Past Chair (resigned April 2021)
Mr Jeff Russell	Immediate Past Chair (resigned April 2021)
Mr Sean Elson	
Mr Gavin Bye	
Mr Martin Lovegrove	

### Management Team

Ms Debbie Clarkson	CEO & Company Secretary
Mrs Sera Martorana	Training & Centre Executive

### Ex-officio

Mr Robert Hackett	President
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### Principal Advisors

**Auditors** – Fuller Spurling Chartered Accountants, 58 Guildford Street, Chertsey, Surrey KT16 9BE.

**Bankers** – Barclays Bank, PO Box 193, 8 – 12 Church Street, Walton on Thames, Surrey KT12 2YW

**Investment** – CCLA, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

# Trustees' Annual Report (incorporating director's report for the year ended 31 December 2021)

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements of Construction Health and Safety Group (the Charity) for the year ended 31 December 2021. The Trustees confirm that the annual report and the financial statements comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) FRS102 Statement of Recommended Practice Charities (July 2014)

The Construction Health and Safety Group is a leading provider of health and safety training and information to the UK Construction Industry. CHSG has 250+ members of its safety group and has over 69 years' experience in helping the construction and associated industries to understand and meet health and safety requirements and implement national standards.

## Significant Activities

During 2021, the Group suffered a degree of turbulence both with respect to health and safety training, but also with respect to its investments, due to the impact of the ongoing Covid pandemic.

The training impact was not quite as severe as the previous year, due to the centre being able to offer online/remote training for a number of its courses. Also, Clients have become familiar with the ability to use Zoom/Teams and therefore some courses were able to run, over the official lockdown period. However, the lockdown at the beginning of 2021 did impact on the group, with a reduced income ability impacting on the performance of the group.

Nevertheless, the Staff used this lockdown opportunity, with respect to time, to develop and action a number of initiatives, that have proved to be useful in ensuring that we have a sound base from which to develop in the coming year (2022):

- 1) The Group invested in the VR headsets and a 360 camera. We have started to film bespoke content that we hope to enrich some of our training courses with site footage. We aim to start with the Diploma in Construction Fire Safety and Fire Risk Management Course.
- 2) We also successfully achieved SQF accreditation, that has given our Diploma Fire course an academic recognition for the diploma level and has given us an additional nationally recognized logo that will be included in all of our marketing and course literature. This course is also now being reviewed to determine the level of acceptance with respect to evidence for an IFE membership application.
- 3) The Diploma Fire course, has also gained Diploma recognition level from the IFSM and the Group also achieved Centre Approval status during the year, this means that we are able to submit further courses to the IFSM for recognition, this has already been successfully used for a particular Client who has two fire related courses bespoke to their business, where the CHSG approved Centre status has been used to gain recognition for their companies course, provided by CHSG.
- 4) The office team are also developing a new section of the CHSG website, which will be entirely devoted to fire content and will be a separate area – CHSG Fire Safety Academy. This will be launched in Q1 2022. This special area will have general access to all web browsers, but there will then be additional content available to members only, using the members portal, as per the main construction area of the website.
- 5) The staff and our Senior Fire Trainer are also involved in developing further Fire Courses, which are also going to be available early in 2022.

- 6) CHSG continues to work closely with the CONIAC risk management working group, and we are pleased to confirm that we are still hosting the Construction Fire Safety Responsibility and Competence Matrix., work in this sphere has continued throughout 2021, and further documentation is planned for 2022.
- 7) Further work has been undertaken with various CITB working groups and again this will continue in the year ahead. All of these working groups have now successfully moved to online meetings and thus the lockdowns did not impact on the work underway.
- 8) The centre has successfully delivered a number of bespoke courses for Clients, in the areas of Temporary Works, Fire and Scaffolding. Again, a number of these have successfully been migrated to online/remote. This is an area that the Group are working on developing going forwards.
- 9) Audit performance throughout the year has been very positive. The Group successfully completed the BSI, SQF, IFSM, CISRS, and CITB audits with no non – conformities noted. The audit procedure is always a useful event, which ensures you review your systems and procedures in depth, but it also leads to some positive pro-active reviews and again, the centre has identified areas that it can positively develop, that will hopefully enhance the experience that both Clients and Delegates have when using and being trained by the Group.

For the second year the digital membership certificates have been positively embraced and further certification bodies are now moving this way, with more of the commercial and training documentation being developed using this format. This has proved to be far more efficient and effective.

It has also meant that the filing/storage of all of this data has now become far easier to manage and has significantly reduced our stationery budget and paper storage at the centre.

## Centre Maintenance

The 2016 refurbishment gave the centre the ability to use the layout in a more dynamic manner, this has proved to be a really useful format for maintaining a safe and secure training space for our face- to- face delegates, during this Covid pandemic period. However, when the refurbishment was undertaken the flat roofs were not included in the work. During 2021, the three flat roofs were completely replaced, and the cold roofs were replaced with warm roofs which significantly, improved roof insulation. At the same time the old air conditioning equipment was also removed. The new flat roofs were completed in 2021 and have a 30- year guarantee.

We have also replaced two of the fire doors, one was an external door, where we have been able to improve the security by replacing an old wooden door with a new steel one. The second door is internal, we have worked with a new product producer, who has created a new fire door format for the construction industry and we have had one of these new format doors installed internally. We have also been able to include this in the Fire courses, as a point of discussion.

With the ongoing Covid situation, the centre was having to prop open internal doors, to a) aid airflow and b) to reduce the number of surfaces that visitors to the centre touched. We were very aware that this would not conform to the fire requirements for the building and so we have installed automatic closers on all of the interior fire doors, so that we can conform to the fire requirements of the building, but also enhance the usage of the centre with respect to Covid best practice.

Again, with the ongoing Covid situation, to ensure the staff can utilize the most dynamic setup of the centre, we ordered some additional folding tables, this meant that we could easily accommodate changing numbers of delegates, changing room sizes and the use of different room shapes. The centre also had new office chairs for the office staff and had two “new” second- hand desks – to accommodate the new staff working layouts and to replace very old office furniture.

The administrative office areas were also re-structured thus providing individual office space for staff members, again with sufficient natural ventilation in all areas.



During 2020, the staff numbers were reduced at the centre, but with the changes in 2021 and to ensure that the Group continues to grow and develop, we have recruited two new members of staff. The roles are very different from the previous staff roles and we are delighted to confirm that we now have a fulltime Digital Developer and Content Marketing Manager and a well-qualified support administrator with excellent IT skills and administrative experience to help with our training development and day to day delivery. This means that the office team have a much stronger set of skills and expertise to now support the Trainers and to be able to support the members and Clients from Construction and associated industries, with respect to health, safety and wellbeing training and support requirements.

Also, last year we identified that the bellcote on the top of the building, a very individual and important Victorian part of the beautiful building that we own, required refurbishment. We went back through the centre records, but we do not believe that it has ever been repaired or renovated, in the last 40 years, at least. The team therefore, requested a specialist contractor to assess the construction, as it has both wood and lead that needed replacing. This was confirmed by the Contractor and the work, which should be finished by the end of January 2022, has been included in the 2021 accounts. The bell was removed many years ago and is now housed within the reception area of the centre, but the bellcote is fairly unique and so it was agreed that although the building is not listed, we should try and preserve the wonderful Victorian architecture.

We would also like to take this opportunity to thank all of the delegates who attended the centre during this difficult year of 2021, for being so adaptable, accommodating and for making sure that they and all of their training colleagues remained safe and well. Their conformance with humour and resilience, has been much appreciated and we thank you all for helping us to achieve a safe and secure training facility throughout this pandemic year.

## **Charitable Support and Donations**

At the start of the COVID-19 pandemic, it was agreed that the charity must support its members during the uncertain times ahead, the board of Trustees agreed that the annual (2020/2021) membership fee would be waived for all current members. This equated to £72K (inc VAT) as we wanted to try and provide our members with as much support with respect to cash flow and being able to provide a value with respect to bids and other benefits that the CHSG membership provides. Therefore 50% of this total was identified for the 2020 accounts and 50% was apportioned to the 2021 accounts. The Group felt it was important to support the Members and to be able to support some difficult cash-flow situations.

The Group has also, wherever possible supported attendees training that has had to be cancelled at short notice due to the pandemic. The Group have waived the T&C's and have wherever possible re-booked delegates as soon as they can return to work. This again has been much appreciated by certain companies and/or individuals.

The Group did not donate to Glass Door in 2021, as the charity was still being supported by the local councils and they have also been able to purchase their own hostel. But this situation will be reviewed with respect to 2022 and also the possibility of working more closely again with their centre at Clapham, where additional training courses were being considered FOC. But again, given the current Covid situation, this has not been possible to return to at the current time. But we are still communicating with the Charity and will reconsider the situation later in the year, when the shelters will/are due to re-open.

The Group continued to heavily discount Mental Health First Aid courses leading to formal qualifications, for the one day, three day and half day refresher courses. This year the Group are pleased to confirm that they have supported the highest number of courses. This year we offered the courses to any company and/or individual, as

we decided as a Group that it was not just the construction and associated industries that needed support and training with respect to mental health awareness and support.

The majority of these courses were successfully held as distance learning.

The Group continues to support the Lighthouse charity, this year the Group donated £350 to the digitalized Christmas Card send-out, which was a great way to link up with all our members, colleagues and supporters and donate at the same time.

Also as detailed above (section 4, page 6), the work on providing members in particular with a specific area on the website dedicated to fire risk management and fire safety in construction, has all been developed in-house and will be provided to members FOC.

This last year, we were unable to hold the annual dinner and awards ceremony. Sadly, the Pandemic meant that this was not an option available to the Group. However, the Group will be celebrating their 70<sup>th</sup> Anniversary along with their 40<sup>th</sup> Anniversary of being based in Chertsey in 2022. So, we hope that this great celebration may be able to combine with the awards ceremonies that we have missed to ensure that we celebrate the great legacy we have all been part of and to also celebrate some of the best training and delegate achievements from the Construction and Associated Industries at the same time.

We continue to be actively involved in the CONIAN meetings hosted by HSE, where we are representing our members and industry SME's in particular. In 2020 we were involved in the committee who designed the "Construction Fire Safety Responsibility & Competence Matrix", which has been uploaded and is now hosted on the CHSG website. This is now referenced across from the HSE website. Both Martin Lovegrove and Debbie Clarkson continue to be part of the "Working Well Together" committee. Our involvement with the CONIAN working groups provides a positive link for both larger and more importantly SME's to be represented and for them to also request information and support. So CHSGs' role is as an important conduit.

## **ACHIEVEMENT & PERFORMANCE**

### **Investment performance**

The sum of £660,000 invested in 2016 has grown to £979,178.64 with an investment growth of £119,700 achieved in 2021. Despite the impact of the market uncertainties around the COVID-19 pandemic, BREXIT and the group withdrawing £100,000 because of the additional lockdown at the beginning of 2021. In accordance with the annual financial review undertaken by the Board, it was agreed that this investment account will continue for 2022. It was also agreed that CHSG will use the ROI (£25,915.00 in 2021) to support our charitable activities. The other investment is managed by CCLA under a deposit account and at the end of 2021 the total in this investment was £33,547.86. Therefore, all of the investment structures will remain exactly the same. Investment performance in our current account is insignificant. Our total investments earned the charity £145,659 in 2021.

## **FINANCIAL REVIEW**

### **Financial Position**

Although our revenue increased in 2021 and was more on a par with both 2019 and 2018, the overhead costs were significantly higher. This increase in overheads can be covered by a number of increases over the last year:



- a) Staff salaries, as the centre recruited two additional members of staff. Staff recruitment costs were also therefore much higher than the previous few years.
- b) Post print and stationery has increased compared to last year, due to the Covid situation, but has significantly reduced compared to previous years as we have undertaken more remote training and have gone digital on certificates and much of the financial /accounting has been actioned using Xero.
- c) Our website and software costs have increased, due to our improved digital changes and the improvement in the web facilities, again a very positive move.
- d) Our cleaning and waste costs have reverted to pre- covid levels, due to the earlier return of the cleaning company to the centre, after lockdown.
- e) The costs for maintenance of the centre, although lower than last year, have still been significant, but due to the age of the building, it is important to maintain a healthy maintenance budget to hopefully keep a good quality of building repairs and improvements.
- f) Finally, the accreditation bill has significantly increased, again there has been a definitive change in the level of academic courses being presented at the centre. We have also been investing in the development of new courses, which we hope to present over the coming year, which should provide a return on this investment going forwards.
- g) The Board noted that the revenue for the year was slightly lower than the last three years. This resulted in more of the cost development and resourcing being covered by the deposit investment account. Net incoming resources before overheads, or in other words "gross operational profit" was 49% again a decrease on last year (50% in 2019). It is also important to note that the potential to earn profit was significantly impacted by the Covid 19 pandemic and the Q1 lockdown.

In addition to these costs, there was the loss of the membership income that has impacted from the agreement to not charge for membership for the year 2020/2021, so half of 2021 did not receive any membership payments. Finally, depreciation is still a significant annual cost, and this was increased with the purchasing of IT equipment and furniture in particular in 2021.

This year has also seen, the VAT able income reduced from 10% last year to 7% this year, this is the lowest figure for many years (which was consistently about 16%) and can be directly attributable to the pandemic.

But, taking everything into account this year, with all of the positives and negatives the Group was able to report a profit of £39,450. Although the operating loss was £ £80,250, the sound investment basis has helped the Group to invest in the future, support the members, continue to provide charitable support and deliver a positive performance overall.

## **Investment policy and objectives**

The charity operates a low- risk strategy for the investments it holds. The funds in the short-term deposits and investment funds support the group to function on a day- to- day basis, and in 2021 provided the essential funding to cover the costs of running the centre during both the lockdown periods but to also support the training income that has been significantly impacted because of the reduced capacity, over the last year, due to the Covid pandemic. All maintenance work was scheduled and no emergency costs were identified for the year. The aim is to continue to run the investment accounts as per the previous year.

## **Reserves Policy**

The charity considers its reserves policy on a regular basis, and the Board undertook an annual strategic financial review during one of the Board Meetings in 2021. The strategy was reviewed and confirmation was detailed in the Board documentation, to ensure that appropriate reserves are maintained to support the Group through this

difficult economic pandemic period. The strategy of maintaining the ability to fund future course development costs, any necessary upgrades to the centre and its facilities, and any unforeseen repairs and maintenance requirements, remains the same. At 31st December 2021 the net assets of the Group, excluding property and other fixed assets were £1,041,712 (2020 £991,992).

## **FUTURE PLANS**

We have and will continue to monitor the Government and industry guidance on COVID-19 management, where necessary we will adapt the training centre, enhance IT provision and expand our resources to deliver training in line with our goals and objectives.

The number of courses held remotely/distance learning has increased during the last year; the intention is to maintain this provision post -Covid, as it has proved to be beneficial and a more effective and efficient way to provide some courses for some companies/ delegates. The courses that have been particularly well supported through this new format have been the temporary works (all three courses) and we will continue to provide both formats going forwards, as currently detailed on our website.

Continued charitable support is planned as the Group remains in a healthy financial position. However, market conditions will be closely scrutinised, particularly in light of the as yet unknown impact that Brexit may bring. The Group will continue to be guided by the CCLA in terms of the performance of the Group's investments.

To undertake the NEBOSH Gold audit to conform to the highest level of training provision. The centre has been providing NEBOSH courses since the training provision was established and so they will be ensuring this first-class provision is maintained.

When COVID restrictions enable us, we plan to organize at least one, one- day seminar that will be free to members and a small fee for non- members. We also aim to organize another mock trial to be hosted in a London Court room, this will be presented by Pinsent Mason, when Covid restrictions permit.

In support of the Government Review of Building Regulations and Fire Safety, we are considering developing further Fire Safety courses and training to meet proposed new roles and competency requirements. We will also be communicating with the IFE to hopefully achieve a good position with respect to our Fire Diploma course and the content being accepted as evidence towards IFE membership.

## **Structure, Governance and Management**

### **Governing Document**

Construction Health and Safety Group is a company limited by guarantee and was incorporated on 8th July 1981. It is governed by its Memorandum and Articles of Association, which is reviewed on a regular basis. These were reviewed and updated in 2017 and were submitted at the AGM and passed. These have now been signed and recorded and a copy was sent through to the Charity Commission (charity number 283249). This was the most recent amendment. Therefore the 2017 document remains the current Memorandum and Articles of Association.

The AGM as the name implies is an annual meeting that has to be held with a detailed minimum attendance and the last year (2020) saw the first AGM run remotely due to the pandemic. In 2021, this was again the case, where attendees were both in person at the centre and on remote links. Again a full AGM was successfully held, within the time scale detailed in the Memorandum and Articles of Association.

## **Recruitment and appointment of new trustees**

Martin Hall the Vice Chair offered his resignation in December 2021.

At least one third of the elected members of the Board retire at each Annual General Meeting of the Group and are eligible for re-election. The members of the Board to retire in every year are those who have been longest in office since their last election.

The Trustees agree what skills, experience and knowledge are needed and the process for recruitment is formalised. The delegation of approaching potential directors/trustees may be undertaken by delegated members of the Board but the whole trustee board are in full control of the process and decisions. Prospective trustees are approached by a member of the board and their interests in joining the Board, together with the responsibilities such appointment entail, are discussed. Terms and conditions of the appointment are also communicated to the nominees.

Persons eligible for election to the Board of Trustees should complete an application form and their application is then proposed and seconded by two current Board members who have voting rights. These are to be submitted at least 28 days before the Annual General Meeting for election by the member.

## **Organisational structure**

### **Board of Directors/Trustees**

The Board of Trustees are the Directors of the company and consist of the Officers: Chair (currently two Co-Chairs), Vice-Chair, Immediate Past Co-Chairs, Company Secretary and elected members of the Board.

## **Other Honorary Officers**

The Board has the power at any time to appoint any person to be President and any person to be Vice-President for a period of not more than three years. The current President is Mr Robert Hackett.

## **Honorary Life Members**

The Board also has the power to award Honorary Life Membership to any individual in recognition and appreciation of exceptional service rendered to CHSG. The honour is considered to be the most prestigious the Group can award. In 2019 the Board awarded an Honorary Life Membership to Robert Hackett from Ferrovia Construction.

## **Special Members**

Special membership is awarded to individuals/companies that the charity is in partnership with and includes the HSE, Construct, FMB and Construction News. It is hoped to further develop these working relationships in the future.



## **Decision making**

Board Meetings take place on the third Wednesday of each Month (except during August). A quorum must be present for decisions to be made in line with the Group's Articles of Memorandum

## **Induction and training of new trustees**

New Trustees are generally co-opted to the Board which means they have no voting rights until the next AGM if they are then proposed and accepted as Board members. This period allows them to be fully inducted into the workings of the Group and for the Board to get to know them before committing to the final decision.

## **Key management remuneration**

All Board members give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the financial statement.

## **Risk management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to ensure sustainability and to provide reasonable assurance against fraud and error.

The Board of Trustees regularly review the major risks to which the charity is exposed and ensure that systems are in place to mitigate those risks. The approach to this was made more robust in the review of the Group's Management Systems and the risk policy and risk register have been updated accordingly.

The Board of Trustees are responsible for ensuring appropriate financial controls are in place to provide against risk of errors or fraud.

As part of the monthly Board meetings, monthly management reports are produced and reviewed against forecast.

The Group is exposed to a small risk as most sales are credit sales and the majority of income is from companies (not individuals) so this is considered modest. An aged debtors' procedure is in place to minimise the risk. Also, with the website booking facility where payment by card for all non- members is immediate, the Group has seen a reduction in the number of debtors and this new booking system has further reduced the debtor risk to the Group.

## **Policy Statement, Our Vision and Objectives**

It is the Policy of the Construction Health and Safety Group (CHSG) to provide a service to our member organisations, our clients and to our trainees that is of a high standard that meets our declared objectives as well as the details contained within the Memorandum and Articles of the Company.

CHSG is a commercial business and a registered charity holding Charitable Status. In pursuit of providing services to the highest standards in a sustainable manner, CHSG is committed to and operates a management system in accordance with the requirements of BS EN ISO 9001:2015.

## **Objectives (as agreed by the Board at the 2021 Strategy meeting)**

The Strategic Action Plan was reviewed in 2020 and the three- year plan was correctly completed and the document updated to ensure compliance with the required status of this work. The Board then confirmed a new three- year strategy plan which has been the main focus of the Board programme going forwards. This was signed off in 2021 and will be regularly reviewed and updated at the appropriate Board meeting(s).

N.B. Although the Board had confirmed a detailed three- year strategy plan in 2019, the Covid pandemic meant that the Board needed to review the current plan and place some of the strategic aims agreed in 2019 into a reserve document (three- year strategy plan), so that the aims and objectives have not been lost, but held in reserve. A more short- term "survival document" was agreed for the forthcoming year.

The Board ensured that both documents, the "emergency Covid strategy plan" and the existing three- year strategy plan were reviewed and that all the right completing information was included, but where some actions remained open for Covid reasons, these were either included in the new 2021 Strategy document or were detailed for closure with additional information available. This was all covered in the appropriate Board meeting of 2021.

The key aims of the 2021 Strategy Plan remain pertinent for both documents and are detailed below:

### **Key Aims:**

#### **1. Protect and Preserve**

To protect and preserve occupational health, safety and wellbeing in the construction and associated Industries.

#### **2. Continuously Improve**

To study those aspects of the industry and related operations necessary to improve occupational health, safety and wellbeing and arrange and provide suitable training to meet those needs.

#### **3. Develop Co-Operation**

To foster and develop co-operation between government, employers and trade unions in matters concerning health, safety and wellbeing. Work closely with the Health & Safety Executive (HSE) to support the construction and associated industries, assist them with maintaining legislative compliance and promoting safe working practices.

### **To do this we:**

- Maintain close and regular contact with organisations and bodies such as the Health & Safety Executive (HSE), including CONIAN. The British Standards (BSI), other health and safety organisations such as the British Safety Council, ROSPA, IOSH, CISRS, NEBOSH and CITB. For specific fire related information: IFE, IFSM and the FPA.
- Ensure that our training courses are current and valid and meet industry needs and, where appropriate, are accredited to the appropriate examining bodies.
- Ensure our trainers are competent, i.e. have the right mix of qualifications, industry experience and training skills, and that they keep up to date with legislative and industry changes through CPD.
- Engage with our members to make sure we are providing the level of training and support that they require.
- Work closely with the Health & Safety Executive (HSE) to support the construction and associated industries, assist them with maintaining legislative compliance and promoting safe working practices.



## Public benefit

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charities Commission relating to public benefit in Section 4 of the Charities Act 2011 and, in particular, to its supplementary public benefit guidance on the advancement of health or saving of lives.

We have developed short, medium and long term strategic action points for these sections these are being monitored and documented at the monthly Board meetings.

We are committed to working with industry stakeholders such as the HSE, NEBOSH, IOSH, British Safety Council, CITB, IFE, British Standards Institute and Trade Unions to foster and develop co-operation and improve knowledge in matters relating to health & safety.

We shall actively seek participation and consultation with industry health & safety organisations to further and improve health & safety standards and deliver associated training to the highest standard.





## Board of Directors/Trustees

The Board of Trustees are the Directors of the company and consist of the Officers: Chairman, Vice-Chairman, Immediate Past Chairman and Company Secretary and elected members of the Board.



### **Robert Hackett – President**

HSEQ Director at Ferrovial Construction UK & Ireland  
Robert is a Health and Safety Practitioner with over 23 years' experience in managing safety, health, environment and quality in the construction industry, 11 as HSQE Director for Ferrovial Construction UK & Ireland. He is a graduate member with IOSH, a member of the International Institute of Risk and Safety Management and IEMA. Robert has been involved with a number of high-profile projects including Tideway Central Section, HS2 Early Works, Northern Line Extension, Crossrail Farringdon Station and Heathrow T2A Terminal. In addition to the CHSG, Robert represents Ferrovial Construction UK & Ireland, on a number of Health and Safety Groups including the London Health & Safety Leads Group and the European Network of Construction Companies for Research and Development (ENCORD).

	<p><b>Andrea Smith – Joint Co-Chair</b></p> <p>Andrea is Safety, Health &amp; Environmental Manager for the London &amp; Home Counties Region of Morgan Sindall Construction. She holds a BSc (Hons) in Occupational Hygiene, is a Chartered Member of IOSH and has 34 years' experience in managing health and safety in the Construction Industry. As a key player in policy making and establishing and implementing procedures, Andrea has extensive experience in all aspects of training provision. She was instrumental in developing the suite of Temporary Works courses offered by CHSG, and the Fire Diploma course which has since been recognised by the Institute of Fire Engineers (IFE) and the Institute of Fire Safety Managers (IFSM). Andrea has been a Trustee of CHSG since 2010 and was Co-Chair 2014-2019 and again 2021- to current. She also served on the London and South East Working Well Together Committee for 12 years and was Chair from 2008 - 2012.</p>
	<p><b>John King - Joint Co- Chair</b></p> <p>John has over 15 years' experience within the Construction Industry, from a client support, contractor and main contractor perspective. He is a Fellow with the International Institute of Risk &amp; Safety Management and a Chartered member of IOSH. John now works as Head of Wellbeing, Health &amp; Safety for BW: Workplace Experts an interior fitout main contractor. He is responsible for Health &amp; Safety management and brings with him a wealth of managerial knowledge and experience across several sectors. With experience across a range of organisations, John represents BW at several forums and is also a trustee of the London Health &amp; Safety Group.</p>
	<p><b>Declan Davis – Immediate Past Joint Co- Chair</b></p> <p>Declan Davis a Chartered Member of IOSH with over 30 years year experience in the construction industry, with an operational background in civil engineering, he made a move into functional role of Health, Safety, Quality &amp; Environmental in 2011. He is the Assistant HSQE Director for Ferrovial Construction UK &amp; Ireland and is involved in some of the largest infrastructure projects in the UK such as T5 &amp; T2 at Heathrow Airport, Crossrail, Thames Tideway Tunnel and on HS2.</p>
	<p><b>Jeff Russell – Immediate Past Joint Co- Chair</b></p> <p>Jeff is an IOSH Chartered Health &amp; Safety practitioner with over 25 years' experience in Safety, Health and Environment within the construction industry, the majority of which have been with Spadeoak. He is a member of the IIRSM and holds certification from various industry bodies. Working with specialist surfacing, sports and civils contractor Spadeoak, Jeff has been involved in highly prestigious projects ranging from the London 2012 Olympics to Crown Estates together with numerous well-known main contractors. Part of Jeff's role on the CHSG board is to represent SME contractors; his interests include travelling and competitive swimming.</p>





#### **Martin Hall – Vice Chairman**

As a Former mechanical engineer and safety practitioner with 31 years' experience within the construction industry, I am SHE Director for Morgan Sindall Construction the Construction sector of Morgan Sindall Group. I bring tested managerial experience within the Health, Safety and Environmental department and hold responsibility for the strategic development of the organisations SHE Management Systems. Having been formally employed as a trainer for a H&S consultancy, I bring understanding and knowledge of industries training needs and requirements, both within SMEs and large multi-functional business. Additionally, I represent Morgan Sindall at a number of industry steering groups, enabling me to better understand the growing needs and demands of the modern construction environment. I am passionate about innovation within the industry, improving the knowledge around health and safety. I have been a board member at CHSG for 7 years.



#### **Sean Elson**

Partner with Pinsent Masons LLP an international law firm that has worldwide reputation for construction related law. After qualifying as a solicitor in 1994 he now specialises in health and safety law and has been for the past 20 years. Sean is also the secretary for the Health and Safety Lawyers Association.



#### **Gavin Bye**

Gavin joined Costain in 2013 and has led both the Natural Resources and Infrastructure Divisions as Director of Safety, Health and Environment. From January 2017 he became Costain Group SHE Director. He leads a team of over one hundred and fifty professionals working across Costain's diverse operations. Prior to joining Costain Gavin spent 24 years with HSE as an Inspector, Principal Inspector and Head of Operations. His last role in HSE from 2009 was to lead HSE's Construction Sector and Policy Unit leading the delivery of the evaluation, review and revision of CDM including leading negotiations with the European Commission.



#### **Martin Lovegrove**

Martin has worked in health and safety for the last fifteen years for a number of organisations covering agriculture, civil engineering, engineering, telecommunications, utilities and construction. Prior to that, he was in Farming and Estate Management for twenty-six years. He is a Chartered Member of IOSH, Member of IFE, Member of IIRSM and Practitioner Member of IEMA. Since May 2013, he has worked for the Berkeley Group where he is currently Head of Health, Safety & Build Quality Assurance which includes involvement in setting the strategic direction for the group in health and safety, as well as an operational supporting role across the sites. Recently he has taken up leading a team in Build Quality Assurance.

## **Election Procedure**

At least one third of the elected members of the Board retires at each Annual General Meeting of the Group and are eligible for re-election. The members of the Board to retire in every year are those who have been longest in office since their last election.

All Board members give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the financial statement.

The Trustees agree what skills, experience and knowledge are needed and the process for recruitment is formalised. The delegation of approaching potential directors/trustees may be undertaken by delegated members of the Board but the whole trustee board are in full control of the process and decisions. Prospective trustees are approached by a member of the board and their interests in joining the Board, together with the responsibilities such appointment entail, are discussed. Terms and conditions of the appointment are also communicated to the nominees.

Persons eligible for election to the Board of Trustees should complete an application form and their application is then proposed and seconded by two current Board members who have voting rights. These are to be submitted at least 28 days before the Annual General Meeting for election by the members.

## **Achievement and Performance**

### **Monthly Meetings**

As part of the strategic review undertaken during 2021, the Board of Trustees agreed to re-establish the monthly meetings during Q1 of 2022 and undertake regular communication with members and to introduce quarterly seminars, if the pandemic situation allows. But during the year the office team have been developing the ability to use on-line facilities, such as Webinars, podcasts and using social media sites eg LinkedIn. The podcast platform was successfully launched in 2021 and the ability for members to join the monthly meetings via Zoom/Teams will now be available from 2022. The development of alternative means of communication have therefore been very pertinent for linking up with our members, as detailed in this report.

Monthly meetings with the Board of Trustees have continued during the period, to increase participation of the board, CHSG have upgraded the IT facilities to enable the meetings to take place using virtual facilities eg MS Teams / Zoom. But going forwards the centre will aim to upgrade both software, but in particular the hardware during 2022.

The level of accreditation and recognition for all of the CHSG courses has continued and will continue into 2022. We have also seen a significant benefit of using the various digital platforms and the use of mailchimp to advertise courses and inform our members of articles of interest and to engage with them especially during the Covid lockdown periods has been invaluable. The trainers have now become very competent at training both face to face and via other remote platforms such as Zoom and Teams and we believe that this will remain going forwards. We look forward to enriching some of our courses with VR footage from various Construction site scenarios.

The Group has again been delighted to welcome representatives from the HSE to update members and guests on the latest initiatives and issues originating from the Health & Safety Executive, this year we will have both



face- to- face presentations, that will be filmed for webinar access after the event, as well as remote attendance at the meeting. The Trustees look forward to continuing this close association with HSE, but also developing new relationships with others, who we look forward to meeting in the year ahead.

## Membership Services

The Board were pleased to accept 10 new members to the Group; the total membership during the year. The totals are as follows:

Category	2021
Members'	250+

CHSG has over 69 years' experience in the preparation and presentation of health and safety courses; all standard courses are quality assured to BS EN ISO 9001:2015.

All our courses are audited annually by internal auditors and course appraisal forms are collated, for evaluation and are detailed in the monthly administration report reviewed at Board Meetings.

CHSG members are invited to take advantage of their membership by making use of the courses that the Group has to offer, whether it is one of our own standard courses or an externally accredited course.

### Courses run at Chertsey Training Centre 2021:

CISRS Basic Scaffold Inspection (3 days) CISRS One day Scaffold Awareness CHSG Scaffold Inspection Course (1 day) CHSG Fire Diploma in Construction Fire Safety & Fire Risk Management SQF (level 10 with 50 points),IFSM & IFE accredited SMSTS SMSTS Refresher Bespoke TW Refresher Course Bespoke TW DI course	CITB Temporary Works Co-Ordinator CITB Temporary Works Supervisor CITB Temporary Works General Awareness Bespoke Scaffolding Course (2 days) Bespoke Fire Risk Management Awareness in Construction Bespoke Fire Safety Co-ordinators Course
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### Courses delivered as Remote Learning in 2021:

CITB Temporary Works Co-Ordinator CITB Temporary Works Supervisor CITB Temporary Works General Awareness CHSG Fire Diploma in Construction Fire Safety & Fire Risk Management SQF (Level 10 with 50 Credit Points),IFSM & IFE accredited (some units due to Covid) SMSTS Refresher	Mental Health First Aid (1day) Mental Health First Aider (3 days) Mental Health First Aider Refresher (0.5 Day) Bespoke Fire Risk Management Awareness in Construction Bespoke Fire Safety Co-ordinators Course
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N.B No face to face training undertaken from January 2021 – March 2021 inc due to the Covid 19 pandemic.  
 No on- site courses were delivered during 2021, again due to the Covid 19 pandemic.





## Construction Health & Safety Group

### Report of the Trustees For The Year Ended 31 December 2021

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Construction Health & Safety Group for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### AUDITORS

The auditors, Fuller Spurling, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on 16 March 2022 and signed on its behalf by:



Ms Andrea Smith - Trustee



## **Report of the Independent Auditors to the Members of Construction Health & Safety Group**

### **Opinion**

We have audited the financial statements of Construction Health & Safety Group (the 'charitable company') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 16 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.





**Report of the Independent Auditors to the Members of  
Construction Health & Safety Group**

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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



## **Report of the Independent Auditors to the Members of Construction Health & Safety Group**

### **Our responsibilities for the audit of the financial statements**

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory frameworks that are applicable to the Company and determined that the most significant are those that relate to the Companies Act 2006 and the Regulations of the Financial Conduct Authority as they directly impact way the entity conducts its affairs and presents information in its financial statements.

We assessed the risks of material misstatement in respect of fraud by making enquiries of management and those charged with governance. The audit team discussed and identified particular areas that were susceptible to misstatement as part of their fraud discussion.

Based on the results of our risk assessment we designed our audit procedures to identify non-compliance with such laws and regulations identified above and made enquiries of management and those charged with governance. We corroborated our enquiries through the review of appropriate documentation. We did not find any contradictory evidence.

We considered the risk of fraud through management override and in response we incorporated testing of manual journal entries, both during the year and at year end, into our audit approach.

Based on the results of our risk assessment we designed our audit procedures to identify and address material misstatements in relation to fraud in relation to the possibility of fraudulent or corrupt payments given the size of the entity and the limitation on the segregation of certain duties

We incorporated an element of unpredictability in the selection of the nature, timing and extent of our audit procedures.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Harvey (Senior Statutory Auditor)  
for and on behalf of Fuller Spurling  
Statutory Auditors  
Mill House  
58 Guildford Street  
Chertsey  
Surrey  
KT16 9BE



Date: 11/4/2022



**Construction Health & Safety Group**  
**Statement of Financial Activities**  
**(Incorporating an Income and Expenditure Account)**  
**For The Year Ended 31 December 2021**

		31.12.21 Unrestricted fund £	31.12.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
<b>Charitable activities</b>	3		
Membership subscriptions		31,716	25,502
Training course fees		425,977	220,592
Room hire and other income		31	20,505
Investment income	2	<u>25,959</u>	<u>28,195</u>
<b>Total</b>		483,683	294,794
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>	4		
Membership subscriptions		11,983	16,225
Training course fees		363,918	307,178
Governance costs		188,032	169,305
<b>Total</b>		<u>563,933</u>	<u>492,708</u>
Net gains on investments		<u>119,700</u>	<u>57,676</u>
<b>NET INCOME/(EXPENDITURE)</b>		39,450	(140,238)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		1,351,820	1,492,058
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>1,391,270</u></u>	<u><u>1,351,820</u></u>

The notes form part of these financial statements



**Construction Health & Safety Group**

**Balance Sheet  
31 December 2021**

	Notes	31.12.21 Unrestricted fund £	31.12.20 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	10	349,558	359,828
Investments	11	<u>979,179</u>	<u>959,479</u>
		1,328,737	1,319,307
<b>CURRENT ASSETS</b>			
Debtors	12	60,312	30,990
Cash at bank and in hand		<u>98,853</u>	<u>102,376</u>
		159,165	133,366
<b>CREDITORS</b>			
Amounts falling due within one year	13	(96,632)	(100,853)
<b>NET CURRENT ASSETS</b>		<u>62,533</u>	<u>32,513</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>1,391,270</u>	<u>1,351,820</u>
<b>NET ASSETS</b>		<u>1,391,270</u>	<u>1,351,820</u>
<b>FUNDS</b>	14		
Unrestricted funds		<u>1,391,270</u>	<u>1,351,820</u>
<b>TOTAL FUNDS</b>		<u>1,391,270</u>	<u>1,351,820</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on

16th March 2022 and were signed on its behalf by:

  
Ms Andrea Smith - Trustee

The notes form part of these financial statements





**Construction Health & Safety Group**

**Cash Flow Statement  
For The Year Ended 31 December 2021**

	Notes	31.12.21 £	31.12.20 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(63,253)</u>	<u>(147,214)</u>
Net cash used in operating activities		<u>(63,253)</u>	<u>(147,214)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(40,314)	(6,254)
Sale of fixed asset investments		100,000	-
Interest received		<u>44</u>	<u>574</u>
Net cash provided by/(used in) investing activities		<u>59,730</u>	<u>(5,680)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>(3,523)</u>	<u>(152,894)</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>102,376</u>	<u>255,270</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>98,853</u>	<u>102,376</u>

The notes form part of these financial statements





**Construction Health & Safety Group**

**Notes to the Cash Flow Statement  
For The Year Ended 31 December 2021**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	31.12.21 £	31.12.20 £
<b>Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)</b>	39,450	(140,238)
<b>Adjustments for:</b>		
Depreciation charges	50,584	46,776
Gain on investments	(119,700)	(57,676)
Interest received	(44)	(574)
(Increase)/decrease in debtors	(29,322)	28,777
Decrease in creditors	<u>(4,221)</u>	<u>(24,279)</u>
<b>Net cash used in operations</b>	<u><u>(63,253)</u></u>	<u><u>(147,214)</u></u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.1.21 £	Cash flow £	At 31.12.21 £
<b>Net cash</b>			
Cash at bank and in hand	<u>102,376</u>	<u>(3,523)</u>	<u>98,853</u>
	<u>102,376</u>	<u>(3,523)</u>	<u>98,853</u>
<b>Total</b>	<u><u>102,376</u></u>	<u><u>(3,523)</u></u>	<u><u>98,853</u></u>

The notes form part of these financial statements



## Construction Health & Safety Group

### Notes to the Financial Statements For The Year Ended 31 December 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities Act 2011 and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Annual subscriptions are apportioned to the relevant accounting period and the future element is treated as deferred income, together with course fees received or invoiced in advance for the next accounting period, and are shown within creditors.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of organising and running publicity events.
- Expenditure on charitable activities include the costs of running training courses and other educational activities undertaken to further the purposes of the charity, associated support costs and governance costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### **Allocation and apportionment of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel payroll and governance costs which support the group's training programmes, membership and other activities. These costs are all attributable to expenditure on charitable activities. Staff costs have been allocated to headings based upon the directors' best estimate of the proportion of time spent by staff on those activities. Other costs have been apportioned, where appropriate, on the basis of the budgeted income at the start of the year.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- at varying rates on cost
Teaching equipment	- 30% on cost
Fixtures and fittings	- 15% on cost
Computer equipment	- 30% on cost

No depreciation is provided on freehold land. Original buildings are depreciated at 1% on costs whilst refurbishment costs are depreciated at 10% on cost.

##### **Investments**

Investments are stated at the mid-market value of the underlying securities within the managed funds at the Balance Sheet date. Unrealised gains or losses on revaluation are taken to the Statement of Financial Activities.





## Construction Health & Safety Group

### Notes to the Financial Statements - continued For The Year Ended 31 December 2021

#### 1. ACCOUNTING POLICIES - continued

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash at bank and in hand, and demand deposits with banks.

##### **Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### **Financial Instruments**

The Charitable Company has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value, except for Investments which are measured at their market valuation at the balance sheet date.

##### **Taxation**

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

##### **Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### 2. INVESTMENT INCOME

	31.12.21	31.12.20
	£	£
Investment fund income	25,915	27,621
Deposit account interest	<u>44</u>	<u>574</u>
	<u>25,959</u>	<u>28,195</u>





**Construction Health & Safety Group**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2021**

**3. INCOME FROM CHARITABLE ACTIVITIES**

		31.12.21	31.12.20
	Activity	£	£
Membership subscriptions	Membership subscriptions	31,716	25,502
Training courses - fees	Training course fees	425,977	220,592
Room hire and other income	Room hire and other income	<u>31</u>	<u>20,505</u>
		<u>457,724</u>	<u>266,599</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5) £	Support costs (see note 6) £	Totals £
Membership subscriptions	-	11,983	11,983
Training course fees	200,546	163,372	363,918
Governance costs	<u>363</u>	<u>187,669</u>	<u>188,032</u>
	<u>200,909</u>	<u>363,024</u>	<u>563,933</u>

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.12.21	31.12.20
	£	£
Training course - costs	200,546	137,387
Room hire catering costs	13	8
Donations to other charities	<u>350</u>	<u>250</u>
	<u>200,909</u>	<u>137,645</u>

**6. SUPPORT COSTS**

	Staff & trustee related costs £	Financial & legal £	Office and property management £	Publicity costs £
Membership subscriptions	1,832	3,858	2,877	-
Training course fees	32,977	10,047	51,771	2,708
Governance costs	<u>171,975</u>	<u>1,655</u>	<u>2,420</u>	<u>-</u>
	<u>206,784</u>	<u>15,560</u>	<u>57,068</u>	<u>2,708</u>



# Construction Health & Safety Group

## Notes to the Financial Statements - continued For The Year Ended 31 December 2021

### 6. SUPPORT COSTS - continued

	Office management £	Depreciation and impairment £	Auditors costs £	Totals £
Membership subscriptions	1,106	2,310	-	11,983
Training course fees	19,904	45,965	-	163,372
Governance costs	<u>1,107</u>	<u>2,310</u>	<u>8,202</u>	<u>187,669</u>
	<u>22,117</u>	<u>50,585</u>	<u>8,202</u>	<u>363,024</u>

### 7. NET INCOME/(EXPENDITURE)

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

	31.12.21 £	31.12.20 £
Depreciation - owned assets	50,584	46,776
Auditor's remuneration	<u>8,202</u>	<u>7,224</u>

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

#### Trustees' expenses

There were no travel expenses for trustee's to be reimbursed in connection with their duties in this period or last period. Arrangements were made for appropriate insurance, indemnifying the officers and board members for the year.

### 9. STAFF COSTS

	31.12.21 £	31.12.20 £
Wages and salaries	172,834	160,590
Social security costs	16,186	13,520
Other pension costs	<u>13,831</u>	<u>14,436</u>
	<u>202,851</u>	<u>188,546</u>

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

	31.12.21	31.12.20
Management and operations	<u>4</u>	<u>4</u>

Two employees had employee benefits in excess of £60,000 (2020: One). Pension costs are allocated in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

The key management personnel of the charity comprise the trustees, the chief executive, the Training & Centre Executive and the management accountant. The total benefits of the key management personnel of the Trust were £159,697 (2020: £129,896).





**Construction Health & Safety Group**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2021**

**10. TANGIBLE FIXED ASSETS**

	Freehold property £	Teaching equipment £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>					
At 1 January 2021	582,482	25,258	91,547	24,184	723,471
Additions	-	17,034	16,564	6,716	40,314
At 31 December 2021	<u>582,482</u>	<u>42,292</u>	<u>108,111</u>	<u>30,900</u>	<u>763,785</u>
<b>DEPRECIATION</b>					
At 1 January 2021	249,394	22,530	70,361	21,358	363,643
Charge for year	<u>36,203</u>	<u>4,395</u>	<u>7,692</u>	<u>2,294</u>	<u>50,584</u>
At 31 December 2021	<u>285,597</u>	<u>26,925</u>	<u>78,053</u>	<u>23,652</u>	<u>414,227</u>
<b>NET BOOK VALUE</b>					
At 31 December 2021	<u>296,885</u>	<u>15,367</u>	<u>30,058</u>	<u>7,248</u>	<u>349,558</u>
At 31 December 2020	<u>333,088</u>	<u>2,728</u>	<u>21,186</u>	<u>2,826</u>	<u>359,828</u>

**11. FIXED ASSET INVESTMENTS**

	Managed funds £
<b>MARKET VALUE</b>	
At 1 January 2021	959,479
Disposals	(100,000)
Revaluations	<u>119,700</u>
At 31 December 2021	<u>979,179</u>
<b>NET BOOK VALUE</b>	
At 31 December 2021	<u>979,179</u>
At 31 December 2020	<u>959,479</u>

There were no investment assets outside the UK.



**Construction Health & Safety Group**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2021**

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.21	31.12.20
	£	£
Trade debtors	32,927	14,587
VAT	-	366
Prepayments and accrued income	<u>27,385</u>	<u>16,037</u>
	<u>60,312</u>	<u>30,990</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.21	31.12.20
	£	£
Trade creditors	1,344	42,445
Social security and other taxes	12,048	3,707
VAT	225	-
Other creditors	7,648	638
Accruals and deferred income	<u>75,367</u>	<u>54,063</u>
	<u>96,632</u>	<u>100,853</u>

**14. MOVEMENT IN FUNDS**

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	1,351,820	39,450	1,391,270
	<u>1,351,820</u>	<u>39,450</u>	<u>1,391,270</u>
<b>TOTAL FUNDS</b>			
	<u>1,351,820</u>	<u>39,450</u>	<u>1,391,270</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	483,683	(563,933)	119,700	39,450
	<u>483,683</u>	<u>(563,933)</u>	<u>119,700</u>	<u>39,450</u>
<b>TOTAL FUNDS</b>				
	<u>483,683</u>	<u>(563,933)</u>	<u>119,700</u>	<u>39,450</u>





# Construction Health & Safety Group

## Notes to the Financial Statements - continued For The Year Ended 31 December 2021

### 14. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	1,492,058	(140,238)	1,351,820
<b>TOTAL FUNDS</b>	<u>1,492,058</u>	<u>(140,238)</u>	<u>1,351,820</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	294,794	(492,708)	57,676	(140,238)
<b>TOTAL FUNDS</b>	<u>294,794</u>	<u>(492,708)</u>	<u>57,676</u>	<u>(140,238)</u>

### 15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

### 16. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other entities of our size and nature we use our auditors to assist with the preparation of the financial statements and to provide guidance on VAT matters.

### 17. GENERAL INFORMATION

Construction Health and Safety Group is a charitable company limited by guarantee without share capital. It is incorporated in England and has its registered office at John Ryder Training Centre, St Ann's Road, Chertsey, Surrey, KT16 9DG.

