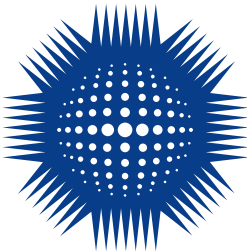


Annual Report and Financial Statements

2018



nebosh



Globally recognised safety, health and environmental qualifications

Registered Office

Dominus Way
Meridian Business Park
Leicester
LE19 1QW

Telephone: +44 (0)116 263 4700

Email: info@nebosh.org.uk

www.nebosh.org.uk

Registered in England and Wales
Company Number 2698100
Registered Charity Number: 1010444

Jessica Disney

Safety, Health and Environmental Advisor,
Diamond Light Source

**NEBOSH National General Certificate
in Occupational Health and Safety**

**NEBOSH Certificate
in Environmental Management**

**NEBOSH National Diploma
in Occupational Health and Safety**



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Adam King

Head of SHEQ, Renewi UK Services Ltd

**NEBOSH National Diploma
in Occupational Health and Safety**

**NEBOSH National Diploma
in Environmental Management**

**NEBOSH National General Certificate
in Occupational Health and Safety**

**NEBOSH Certificate
in Environmental Management**



Chair's Foreword

As a charity, our purpose and our value come from building the knowledge and skills which save lives, prevent life-changing injuries and ill health and protect our environment for future generations. To achieve our charitable vision, we believe working together is key.

In 2017, alongside our partners in INSHPO (International Network of Safety & Health Practitioner Organisations), we were signatories to the Singapore Accord; an agreement to use the global professional capability framework developed by the member organisations. In the future, we – and the other professional and certification bodies – will map the content of our qualifications to the knowledge and skills specified within this framework. It paves the way for Health and Safety to be recognised as a global profession with portability of credentials across national boundaries.

March 2018 saw a project that we have been actively supporting for the previous 4 years come to fruition, with the launch of the new international management standard for health and safety, ISO 45001. We are proud to have worked with international colleagues on the steering committee, at times leading the UK delegation.

We continued our strategic partnership with Great Britain's regulator, the Health and Safety Executive (HSE) by launching a new qualification in Process Safety Management. As a former Chair of the Health and Safety Commission, (whose function is now performed by HSE), I am particularly proud of this joint working; I believe it will extend the competence of those working in higher hazard industries and prevent the recurrence of events such as the fire at the Buncefield oil storage terminal in 2005.

Around 25,000 people worldwide hold a NEBOSH Diploma level qualification. Many of them have now chosen to join our Alumni. We are distilling key research findings to allow them to continue to develop their professional practice and holding events both in the UK and overseas to support them. In return, they are working with NEBOSH to ensure that our qualifications continue to provide the skills and knowledge that underpin competent performance as a safety professional, focusing on the interventions that are proven to work in real-life workplaces.

I am grateful to our 620 plus course provider partners across the globe, who help us to deliver our charitable vision. Among them are organisations that are household names, who have chosen, not just to use NEBOSH qualifications to raise the capabilities of their staff and safety professionals; but to become accredited as providers in their own right. Their number include United Nations, the Metropolitan Police, KPMG, Tata Group, Babcock, Thames Water and BAE Systems.

I would like to thank our Board of Trustees for helping to steer our vision, the Members of NEBOSH Council for their sound advice, the employers who help to design our syllabuses, our Examiners, and the NEBOSH staff for their contributions to our ongoing success.



Sir Bill Callaghan
Chair

Strategic Report

NEBOSH is a charitable organisation firmly focused on saving lives, protecting people from injury and illness and supporting sustainability worldwide.

We achieve this through our range of qualifications, which are designed to give students the skills and knowledge they need to make a difference. Our network of over 620 course providers play a pivotal role because they deliver the high quality education that supports our students to success.

In 2017/18 people from 132 countries registered to take a NEBOSH qualification, emphasising the role our qualifications play in raising standards in global health, safety and environmental workplace management.

The appointment of Barry Wilkes – Director of Strategy – to the post of Vice President of INSHPO (International Network of Safety & Health Practitioner Organisations) is another demonstration of NEBOSH's global influence. INSHPO brings together professional health and safety practitioner organisations from across the world to tackle workplace risks. Barry's appointment, after a member organisation vote, recognises the valuable contribution NEBOSH is making to raising global standards in the profession.

Our annual income of £8,435,000 in 2017/18, although slightly less than achieved in the previous year, means we remain in a strong financial position. This will allow us to carry on investing heavily in the achievement of our vision, in accordance with our not-for-profit charitable status.

As you read this year's Annual Report, you will see it is full of examples of how we work collaboratively with employers, health and safety professionals, our alumni, our course providers and other partner organisations to achieve our vision - to preserve and improve health, safety and the environment in workplaces worldwide.

Our Qualifications

This year NEBOSH jointly launched a qualification with the Health and Safety Executive (HSE), the body responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare in Great Britain. The two organisations have a shared view that everyone has the right to come home safe and well from their job and our jointly developed qualifications support this objective.

NEBOSH HSE Certificate in Process Safety Management

This qualification focuses on process safety management, an area of key importance to HSE. It was launched in September 2017 after a successful pilot involving representatives from the oil and gas, chemicals, utilities and manufacturing industries. Global major hazard industries are now using this qualification to ensure that process risks are managed effectively as it covers the principles and best practice associated with process safety management.

"Working alongside NEBOSH on this qualification has been a pleasure and provides us with another opportunity to meet our mission. By combining our strengths, this qualification will help to significantly improve understanding and further reduce health and safety risks in the process industries worldwide."

Karen Russ, Science and Commercial Director,
Health and Safety Executive (HSE)

**Robert Williams**

Health, Safety and Environmental Manager
(Operations), Wales & West Utilities

**NEBOSH HSE Certificate
in Process Safety Management Certificate**

**NEBOSH National Certificate
in Construction Health and Safety**

**NEBOSH National General Certificate
in Occupational Health and Safety**

Case study**Robert Williams**

Robert's background is in construction, having previously worked as a civil engineer. He was encouraged by colleagues to take the NEBOSH National General Certificate in Occupational Health and Safety and then the NEBOSH National Certificate in Construction Health and Safety. These qualifications helped him to advance his safety career and also played a big part in him securing his current role with Wales & West Utilities, where qualifications are highly valued.

Robert was given the opportunity to add to his NEBOSH qualifications by taking the NEBOSH HSE Certificate in Process Safety Management. After taking the qualification Robert can see that it would be beneficial for some of his colleagues.

"Two colleagues here have just come to the industry from a construction background like me. It would be good for them to take this new NEBOSH qualification now when they are new to process safety as it provides the core knowledge they need."

Karl Simons

Head of Health, Safety, Security and Wellbeing,
Thames Water



During 2017/8 NEBOSH also began to develop two further qualifications in partnership with HSE.

NEBOSH HSE Certificate in Health and Safety Leadership Excellence

This new Certificate – launched in April 2018 – is for senior business leaders or anyone aspiring to this role. It highlights the key areas that business leaders should focus on to become a better health and safety advocate and influencer on safety performance. Built around HSE research into key leadership competencies and behaviours, the qualification has already been welcomed by business leaders and other key stakeholders.

“People at the top need to lead by example. I often hear fellow business leaders say that their biggest asset is their people. If that’s the case, prove it! This new NEBOSH HSE qualification will only take up one day of your working year, but it can show how, as a leader, you recognise that protecting people from ill health and injury is one of your core business objectives.”

Ronnie Miles, Managing Director, Bells Food Group

Case study

Thames Water

In 2013 the UK’s largest water supplier, Thames Water decided to use the NEBOSH National General Certificate in Occupational Health and Safety to upskill its frontline managers. Four years later 500 managers have completed this qualification. Karl Simons, the company’s Head of Health, Safety, Security and Wellbeing explained the positive impact this qualification has had at Thames Water.

“The impact on safety culture and performance has been significant. We’ve reduced injuries, illness and high potential incidents leading to loss by more than 60% in four years. We are saving lives – it’s that simple”

NEBOSH HSE Incident Investigation Qualification

Still under development, this new qualification will introduce managers, supervisors, union representatives and aspiring health and safety practitioners to incident investigation. Students who take this qualification will be able to investigate incidents and produce a risk control plan to help reduce the likelihood of a recurrence.

In common with all NEBOSH qualifications, we are working with a panel of safety experts from leading employers to ensure that this new qualification fits with their needs for those investigating incidents at work.

“We are delighted to be working with NEBOSH on this qualification. We believe it will make a huge difference to those investigating incidents; providing the skills to prevent a recurrence.”

Roger Schulp, Lead Investigator, BP

NEBOSH Environmental Awareness at Work in Arabic

Three years after its official launch, the NEBOSH Environmental Awareness at Work qualification, is now available to study in Arabic. This qualification provides an introduction to environmental hazards and controls and is suitable for employees at all levels. It is ideal for organisations that are implementing or maintaining an environmental management system and meets a key requirement for ISO 14001. By making the qualification available in Arabic, even more people will be able to make a contribution to help their organisations reduce waste, improve energy efficiency, achieve cost savings and help protect the environment.

Working in Partnership

Partnership working has always been at the heart of NEBOSH. Our charitable status places a strong emphasis on collaboration rather than competition. Whether it is through our close ties with our course providers or our broader alliances, NEBOSH's core objective is always to improve understanding and further reduce health, safety and environmental risks by sharing best practice to prevent accidents and ill health.

Working with other organisations who are aligned with our goal of improving health, safety and the environment in workplaces is a key part of our ongoing work.

Health and Safety Executive (HSE)

The Health and Safety Executive is the body responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare in Great Britain.

NEBOSH has always worked closely with HSE. Previously we co-developed the NEBOSH Diploma in Regulatory Occupational Health and Safety, a qualification at Masters level, designed specifically for newly appointed HSE inspectors. We have been the awarding body for this qualification since inception and congratulate the newly-qualified inspectors at our annual graduation ceremony.

This year we have jointly launched a new qualification for the process industries. A further two qualifications are in development (described on pages 6–9).

International Network of Safety & Health Practitioner Organisations (INSHPO)

INSHPO is the global voice for the occupational safety and health profession and acts as a forum for international collaboration among professional organisations to improve safety and health at work.

Over the past few years NEBOSH has been working as one of the other thirteen INSHPO Members from eleven countries on the Occupational Health and Safety Professional Capability Framework. The global Framework aims to provide greater clarity around the generalist occupational health and safety professional role. The Framework defines the role of the OHS professional as well as the requisite knowledge and skills, drawing upon evidence-based best practices from around the world.

The culmination of this work was our signing of the Singapore Accord in September 2017 at the World Congress on Safety and Health at Work. The Accord commits signatories to using the Framework for setting professional standards, and paves the way for Health and Safety to be recognised as a global profession. It means NEBOSH and other member organisations will be able to map the content of all qualifications to the knowledge and skills specified within the framework; increasing the portability of credentials across national boundaries.

Following the launch of the professional capability Framework, INSHPO has continued to develop tools based on the Framework for both HR professionals and safety practitioners.

One tool assists recruiting HR professionals to build a role profile based on the level of the safety role. The tool builds the profile, using key descriptors of typical duties. It is fully editable and can be used with the organisation's usual templates for job descriptions. This new tool will launch in 2018.

Using the principles of reflective or experiential learning, a tool for safety professionals is in development which identifies low or no cost methods that they can use to develop their "soft skills" to become a more effective practitioner. NEBOSH Chief Executive, Teresa Budworth has led on this development, which is based on her book on reflective learning for safety and health practitioners.

The INSHPO Board is made up of representatives of the member organisations for health and safety professionals from across the world. Following a vote by member organisations, Barry Wilkes, NEBOSH Director of Strategy, was appointed Vice President of INSHPO in January 2018. He will succeed to the Presidency in 2020.

"Barry's track record, international experience, and contacts in the profession make him an excellent choice for Vice President and we are thrilled to have him on board. Attracting someone of his calibre is a great endorsement of our strategy and ambition."

Terrie Norris, President of INSHPO

"Barry brings with him incredibly strong knowledge and experience which will be vital as INSHPO continues our ambitious plans to grow and develop."

Eldeen Pozniak, Past President of INSHPO

Debbie Wilkinson

Environmental, Health & Safety Advisor,
PPG Architectural Coatings

**NEBOSH HSE Certificate
in Process Safety Management Certificate**

**NEBOSH National Diploma
in Occupational Health and Safety**

**NEBOSH National General Certificate
in Occupational Health and Safety**





Emily Peat
Director of Operations, NCC Events

**NEBOSH National Certificate
in Fire Safety and Risk Management**

**NEBOSH National General Certificate
in Occupational Health and Safety**

United Arab Emirates Ministry of Education

NEBOSH has signed a Memorandum of Understanding (MoU) with the Ministry of Education of the United Arab Emirates; strengthening the existing partnership between the two organisations. The MoU aims to support the achievement of excellence in education and training in the United Arab Emirates. NEBOSH will continue to work with the Ministry of Education to develop a joint strategy aimed at bringing the best health, safety and environmental practice to the region. This is partly being achieved through a training programme incorporating two NEBOSH qualifications.

"We chose to work with NEBOSH as it offers one of the best international and well recognised EHS qualifications available in this field. It will give our people the required competency level needed to fulfil their roles, responsibilities and duties as set in the UAE Education Sector Environment, Health and Safety Management System General Framework (EDS EHSMS GF) that the Ministry of Education is implementing.

"This comprehensive campaign specifically targets government and private schools. Up to 600 people, including appointed and nominated EHS specialists and officers, will undertake the qualifications over a period of six months.

"At an individual level, our people will acquire internationally recognised qualifications that build their capacity in occupational health, safety and environmental management and give them the skills to successfully implement our framework in educational institutions across the UAE."

Eng. Hamdan Al Saedi
Director, Environment, Health & Safety at the
Ministry of Education

Case study

Emily Peat

Emily Peat is Director of Operations at NCC Events, a subsidiary company of the National Caravan Council (NCC). Her role means she is responsible for delivering two of the biggest annual consumer events in the UK.

Emily believes that holding both the NEBOSH National General Certificate in Occupational Health and Safety and the NEBOSH National Certificate in Fire Safety and Risk Management have helped her to advance her career.

"Since I've been made Director of Operations, I now also look after health and safety for the entire NCC Group," Emily told us. "Previously we would outsource much of that, but now it's part of my wider role. Thanks to NEBOSH I've always been able to draw on my knowledge, or at least know where to turn to for the right information."

International Organization for Standardization (ISO)

NEBOSH has long provided a committee member to HS1; the health and safety committee of the British Standards Institution (BSI). The focus over the past 4 years has been the development of ISO 45001. In conjunction with delegates from all over the world, NEBOSH has played a key role in bringing this standard into being. The project came to fruition in March 2018 with its worldwide launch.

We sponsored the BSI launch event of ISO 45001. Held in London, the conference was led by experts from the international committees who developed and drafted the new standard, including NEBOSH. As part of our sponsorship package we were also able to offer discounted places to our students and Alumni at this event.

More than 300 people also signed up for a free webinar – recorded and now published on NEBOSH's YouTube channel – where our experts discussed the standard in more detail.

“ISO 45001 was created to make it easier for organisations to create and maintain a safe and healthy working environment for all. OH&S impacts every organisation, irrespective of how big it is, the sector or where in the world it is located.”

Anne Hayes, Head of the Governance and Resilience Sector, BSI

The Royal Society for the Prevention of Accidents (RoSPA)

The Royal Society for the Prevention of Accidents (RoSPA) is a British charity that aims to save lives and prevent life-changing injuries which occur as a result of accidents.

In 2017, NEBOSH was the headline sponsor of the annual RoSPA Awards for the twelfth consecutive year. The Awards contribute to the promotion of higher health and safety standards through recognition and by inspiring others to improve safety performance. Sector winners are exemplars and highlight excellent and innovative practice. Our support enables RoSPA to publicise and raise awareness more widely, bringing the benefits to more organisations, both in the UK and around the world.

“The RoSPA Awards enable organisations across the world to keep their employees, customers, clients, contractors and supply chain safe. This is made possible by the continued support of NEBOSH, for which we are extremely grateful.”

Julia Small, Head of Qualifications, Awards and Events, RoSPA

Barry Wilkes is a member of RoSPA's National Occupational Safety & Health Committee, a voluntary association of people drawn from organisations representing a broad cross section of occupational safety and health interests. It also acts as an advisory committee to RoSPA.

Case study

Cath Shaw

As Health and Safety Coordinator at the Royal Armouries, Cath Shaw's health and safety responsibilities include events such as jousting displays, wild-west shootouts and sword fights. Cath wanted to take qualifications that would help her in her role and chose to follow the NEBOSH route.

“For me the NEBOSH National General Certificate and National Diploma have been superb. My studies have given me the confidence to know I can deal with any kind of situation. We basically do everything that is covered by the full spectrum of the Diploma, so it has been totally invaluable in my role here. And of course, the framework it gives you for handling anything that is a bit out of the ordinary, such as moving cannons for example, has helped massively too.”

Cath Shaw
Health and Safety Coordinator, Royal Armouries

**NEBOSH National Diploma
in Occupational Health and Safety**

**NEBOSH National General Certificate
in Occupational Health and Safety**



MEN-AT-ARM

Megan Burley
DSM

**NEBOSH National Diploma
in Occupational Health and Safety (studying)**

**NEBOSH National General Certificate
in Occupational Health and Safety**



Women in Health and Safety

Women in Health and Safety is a thriving network of people who support gender equality and want to see women flourish in our profession. NEBOSH Chief Executive Teresa Budworth is one of its founding members. She is an active ambassador and committee member for the network, helping many women – and men – to enter and progress in this most important of professions.

In April 2018 Teresa was a keynote speaker and panel chair at World Women Wellbeing conference hosted by the Bahrain Government. The conference was a forum to bring together many women engaged in safety and health professions. A key focus was the different risks in the workplace to women's health and safety.

Occupational Safety and Health Consultants Register (OSHCR)

The Occupational Safety and Health Consultants Register (OSHCR Ltd) was established in 2011 by HSE and a number of other safety and health bodies to establish a means by which businesses could find a competent consultant. NEBOSH, alongside professional bodies in the field, supported the register from the outset and Teresa Budworth, NEBOSH's Chief Executive is a founding board director.

In 2017, HSE conducted research to assist the board of OSHCR Ltd to evaluate its effectiveness and determine future direction.

The research showed that a significant proportion of businesses surveyed cited OSHCR Ltd as the way they identified the consultant that they subsequently engaged. The board of OSHCR will be focusing on further activities to publicise the register as a service to business, to ensure more people have the benefit of competent safety and health advice.

Learning Occupational Health by Experiencing Risks (LOcHER)

Barry Wilkes, NEBOSH Director of Strategy, has been appointed as Chair of the LOcHER project, an innovation for tackling work-related ill health and managing risk. The LOcHER idea originated at HSE and encourages students and apprentices to identify health and safety risks in their area of study, learn about them, showcase how they can protect their own health and safety and then take their experience into the world of work. Our close partners Safety Groups UK and RoSPA are among the lead facilitators.

"I have delivered training for college students on a number of occasions but using the LOcHER approach was so much more rewarding for myself and the students. They were engaged from the very start, it created a sense of ownership, and it developed a number of transferable skills."

Andy Cathro, Health & Safety Officer,
Dundee and Angus College

Case study

Megan Burley

After leaving school, Megan Burley applied to join DSM Nutritional Products' apprenticeship programme and was offered a role within the Safety, Health, Environment and Sustainability team. One of the first things her mentor suggested was that Megan sign up for a relevant qualification to support her development. After speaking with her new colleagues, Megan discovered that almost all of them had gone down the NEBOSH route. Megan therefore opted to take the NEBOSH National General Certificate in Occupational Health and Safety.

"As someone with no relevant experience, it was exactly what I needed," said Megan. "It gave me all the underpinning knowledge I required to make the most of the opportunity I'd been given. And because the rest of the team were all NEBOSH qualified, I found I could quickly get involved in all the discussions and tasks, and get more hands-on with the work."



Celebrating success

Annual Graduation and Awards

Nearly 1,000 Diploma holders, friends, family and course providers travelled from across the world to join us at the NEBOSH Graduation and Awards Ceremony, held at the University of Warwick.

This annual event is one of the highlights of NEBOSH's year and celebrates the achievements of everyone who has achieved a NEBOSH Diploma in the past year.

"This ceremony marks your success in gaining a well-regarded and sought after qualification, not just here in the UK but worldwide. They are qualifications that will enable you to make a difference to the lives of many people who will benefit from safer and healthier working environments."

Martin Temple CBE, Chair of HSE and Guest of Honour

NEBOSH Top Candidates for the Year 2017/18

The NEBOSH Best Candidate Awards recognise and reward the achievements of the best performing candidates for both Certificate and Diploma qualifications.

NEBOSH International General Certificate in Occupational Health and Safety

Sooraj Jacob

Studied with NIST Institute Private Ltd

NEBOSH National General Certificate in Occupational Health and Safety

Cathryn Lister

Studied with British Safety Council

NEBOSH International Diploma in Occupational Health and Safety

Gregory Chimezem Afube

Studied with SHEilds Ltd

NEBOSH National Diploma in Occupational Health and Safety

Vanessa Hill

Studied with RRC International

NEBOSH National Diploma in Occupational Health and Safety Unit A

Ian Adamson

Studied with Phoenix Health & Safety

NEBOSH National Diploma in Occupational Health and Safety Unit B

Debbie Mitchell

Studied with Astutis Ltd

NEBOSH National Diploma in Occupational Health and Safety Unit C

Noveena Wong Kee Song-Ramgoolam

Studied with Integral Training Institute Ltd

NEBOSH National Diploma in Occupational Health and Safety Unit DNI

Edward Scott

Studied with Northumbria University

NEBOSH National Diploma in Environmental Management

Gilles Nking

Studied with SHEilds Ltd

NEBOSH Certificate in Environmental Management

Michael Heathcote

Studied with CCAS Ltd

NEBOSH National Certificate in Construction Health and Safety

William Dunster

Studied with W S Training Ltd

NEBOSH National Certificate in Fire Safety and Risk Management

Christina Simpson

Studied with West Anglia Training Association

NEBOSH International Technical Certificate in Oil and Gas Operational Safety

Maria Konovalova

Studied with RRC International

Safety and Health Excellence Awards

We added our support to the newly launched Safety and Health Excellence (SHE) Awards. The awards celebrated innovation and achievements in the health, safety, security and fire sectors. NEBOSH was proud to sponsor the inaugural Health & Safety Team of the Year category, won by Wills Bros Civil Engineering Ltd.

“We are proud to partner with a brand that has the reputation and stature of NEBOSH. It is fantastic to see the industry rally around and support the SHE Awards in its inaugural year. This is another example of the appetite from within the industry to reward people for the great work they do to keep us safe.”

Tim Else, Director, SHE Awards

Future Water Association

The Future Water Association provides support to organisations working in the water sector. Health and Safety is one of the categories the Association has chosen to highlight as part of its annual awards programme, recognising excellence among its membership.

This year NEBOSH sponsored the Future Water Association's Health and Safety Award, which was won by blu-3 (UK) Ltd. Finalists had to demonstrate well-developed occupational health and safety management systems and culture, outstanding control of risk, very low levels of error, harm and loss and above all, the ambition to maintain continual improvement.

Providing Support

Our Course Providers

NEBOSH are indebted to our accredited course providers who, as well as preparing students for assessments, play a significant role in the development and promotion of our qualifications to our worldwide audience.

Because of NEBOSH and its accredited course providers, people across the globe are acquiring vital health, safety and environmental knowledge. Perhaps more importantly, they are also learning how to apply this knowledge in a practical sense.

Communication is at the forefront of the support we provide to our course providers, whether it is through our programme of conferences, workshops or online updates.

Annual Course Provider Conferences took place in the United Kingdom, Singapore, United Arab Emirates and India in 2017/18. Designed to provide supportive information to course providers, these events also give us useful feedback around their emerging needs. Overall the conferences are really well received and post-event feedback revealed that more than 96% of participants rated the conference as either 'good' or 'excellent'.

“A very useful and informative overview outlining the things to come. We attended to understand more about NEBOSH and from this briefing we have decided to engage further to help create a greater awareness within our existing national and international client base.”

NEBOSH Course Provider based in the UAE

Mark Richardson

Health and Safety Manager, Vue Entertainment

**NEBOSH International Technical Certificate
in Oil and Gas Operational Safety**

**NEBOSH National Diploma
in Environmental Management**

**NEBOSH National Diploma
in Occupational Health and Safety**

**NEBOSH National Certificate
in Fire Safety and Risk Management**

**NEBOSH National General Certificate
in Occupational Health and Safety**



We have recently launched a 'Course Provider Update'; a new monthly email bulletin. Course providers told us they would like helpful news, information and support all available in one place. Our new email bulletin will also make it easier for course providers to save and refer back to important communications. Course providers have also been working with us closely on the soon to be launched Web Portal, which will allow course providers to access their students' data and statistics more readily to provide useful management information.

NEBOSH recognise that our course providers are based across the globe and it is important that the training and support we provide is accessible to them. We are therefore increasingly offering training, which would have previously been offered in person, online. This reduces the time our partners have to spend away from their own business to travel and attend NEBOSH events.

Case study

Mark Richardson

Mark works as Health and Safety Manager for Vue Entertainment after many years in similar roles in the retail sector. Mark says he would not have been selected for his current position without a broad range of qualifications, because environmental, quality, hygiene and fire safety are equally important in his role.

"For me it is important to have gained 'the best' because as a result of readily available information, employers seem to now understand more than ever the level of effort and depth of knowledge and understanding it takes to hold a NEBOSH qualification and the advantages and benefits they bring."

Darren Culshaw

Health, Safety and Security Manager,
Royal Yacht Britannia

**NEBOSH Certificate
in Environmental Management**

**NEBOSH National Diploma
in Occupational Health and Safety**

**NEBOSH National General Certificate
in Occupational Health and Safety**



Our Students

Our qualifications, and those who achieve them, help organisations across the globe to protect their people and preserve our environment for future generations. We provide events, articles and offers to support them in their studies and in their ongoing careers.

In 2017/18, we teamed up with HSE to sponsor the live stream of its Work-Related Musculoskeletal Disorders Summit. We were able to offer our students, Alumni and course providers access to the live stream, as well as on-demand videos, free-of-charge. Over 2,000 people from more than 100 countries joined us online for the programme, which included presentations from business, academia and government representatives. Those attending or viewing online were also eligible to receive a CPD Certificate.

Throughout 2017/18 our close working relationship with *Health and Safety at Work* magazine has continued. Articles are published every two months, focusing on topics from the NEBOSH Diploma syllabus. Our articles are written by experts within the health and safety field and are intended to support both students and practitioners to further their knowledge and develop their professional practice. Over the past 12 months we have covered a variety of subjects including mental health at work, noise, dust explosions and emergency preparedness.

We have recently launched a 'Student Newsletter'; a new monthly email bulletin, for students. The email provides students with helpful news, information and support all available in one place.

Case study

Darren Culshaw

After serving the British Royal Family for 44 years, the Royal Yacht Britannia is now permanently berthed in Edinburgh. Darren Culshaw is Britannia's Health, Safety and Security Manager; a role he was promoted to after completing NEBOSH Certificates and a Diploma back to back. However, NEBOSH means so much more to Darren than simply qualifications on his CV.

"There's no way I would have the knowledge or confidence to deliver what I have done in recent years without NEBOSH. Every time I returned to work after studying I felt inspired to take on more and the Diploma took me to the next level. That's why I went on to it so quickly after the General and Environmental Certificates. I wanted to become a professional. For me the NEBOSH Diploma is the recognised qualification of a safety professional."

Our Alumni

We have continued to expand the support and services we provide to our Alumni. Members have access to a range of free, exclusive benefits designed to help them continue their professional development, network with their peers, advance their careers and remain informed of the latest in health and safety thinking.

In turn, our Alumni provide an invaluable service to us. Their knowledge of our curriculum puts them in a unique position to advise us on what needs to change as the world of work evolves. They play an important role in our consultations on new and existing qualifications and many have returned to give something back to the profession by becoming NEBOSH Examiners.

We are proud of their achievements and value their on-going support.

Members of the NEBOSH Alumni benefited from a briefing by two eminent health and safety legal experts in November 2017 at St Martin-in-the-Fields close to Trafalgar Square. The event focused on the implications for companies of the 2016 UK Health and Safety Sentencing Guidelines.

"The seminar was very useful indeed and provided me with valuable information I will be sharing with my Board of Directors. The NEBOSH Alumni provides an excellent platform to network and share experiences with fellow professionals."

George Lawlor, Group HSE Manager, Scott Group

Following the success of our UK Alumni networking and seminar sessions, we held our inaugural international Alumni event in Dubai at the beginning of 2018.

100% of attendees rated the relevance and usefulness of the session as 'excellent' and comments received from those attending the event included:

- "It was a fantastic experience meeting the team from NEBOSH."
- "First class. A very well organised NEBOSH Alumni team-building event."
- "A remarkable day. Thank you very much."

EPIC (Employers, Project Induction Centre) is a dedicated centre in London operated by Tideway – the organisation responsible for London's huge sewerage infrastructure and system upgrade. Everyone who works on its infrastructure project goes through its health and safety training day there, which is fully-immersive and interactive.

There is a scenario that escalates into a very serious incident, which everyone on the induction witnesses. Participants engage with the characters on a personal level, which often leads to a strong emotional response. As a result, Tideway has found its accident frequency rate is much lower than previous large infrastructure projects that have taken place.

NEBOSH staff were given the opportunity to attend the programme and were so impressed by its innovative approach and outcomes that we sponsored eight members of the Alumni to attend.

"I found the day to be a very powerful experience. It definitely brought home the reality of not following safety procedures, and the complexity of the different factors that contribute to an accident. The behavioural safety techniques were particularly useful, as I have studied these in theory but not seen them put into practice like this before. I would now like to apply these immersive learning techniques in my workplace when delivering training to site operatives by taking realistic situations and bringing them to life."

Simone Eveson, Health and Safety Professional and member of the NEBOSH Alumni

Alumni members have exclusive access to *Research to Practice*, our review of current occupational health and safety research. In each issue we focus on specific subject areas, translating academic findings and thinking into ways of practically improving professional practice. Topics covered in the past year include *Brexit: what will it mean for health and safety?* and *Leadership in health and safety*.

Balbinder Garcha

Health and Safety Officer, Clovemead

**NEBOSH National Diploma
in Occupational Health and Safety****NEBOSH National Certificate
in Construction Health and Safety****NEBOSH National Certificate
in Fire Safety and Risk Management****NEBOSH National General Certificate
in Occupational Health and Safety****Case study****Balbinder Garcha**

Aged 39 years, Balbinder decided he wanted to be a health and safety practitioner because he wanted to make a difference. So he did the one thing everyone around him told him he needed to do; signed up to take the NEBOSH National General Certificate in Occupational Health and Safety. He has since also achieved the NEBOSH National Certificate in Construction Health and Safety, NEBOSH National Certificate in Fire Safety and Risk Management as well as the NEBOSH National Diploma in Occupational Health and Safety.

*"Throughout my NEBOSH studies I have found that what I was learning in the classroom could be transferred directly onto site. **My company and I really valued the immediate practical application that NEBOSH qualifications offer.**"*

Charitable Activities

As a UK registered charity (No.1010444), our core purpose is:

“The preservation of health by the promotion of high standards of health, safety and environmental protection at work in particular, but not exclusively, through study and competence in risk management.”

Our approach is simple. By helping individuals achieve competence in health, safety and environmental management, they in turn are equipped to protect others from the hazards arising from workplace activities.

We are committed to working with other charities and non-profit organisations to promote health, safety and environmental excellence both in the UK and throughout the world, particularly through education and training.

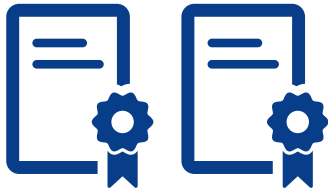
Much of our charitable activity has been described above. In addition, NEBOSH works with the Charities Safety Group (CSG) to support individuals from the charitable and voluntary sectors who are studying for their NEBOSH National General Certificate in Occupational Health and Safety. We waive our fees for these individuals and our course providers provide free places to candidates who apply through the CSG.

As part of our ongoing support of the CSG we sponsored its 21st Anniversary Conference, which covered health and safety competency and training for charity and voluntary workers.

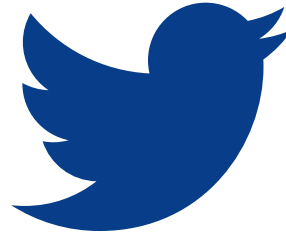
“It has been exciting helping to put together this conference programme, which will be so beneficial to those working in health and safety in the charity sector.”

Claire Guise, Health and Safety Manager for Marie Curie and a member of the organising committee for the CSG conference. Claire also holds five NEBOSH qualifications and is an active NEBOSH Alumni member

Our Year in Numbers



25,000
people now hold
a NEBOSH Diploma



Nearly **17,000**
new followers
on social media

1,027,727

visits to our
website in
2017/18



97% of students
would recommend
our qualifications

Assessments
taken in



132

countries

Over

280,000

people worldwide now hold
a NEBOSH General Certificate



113,830

enquiries to our Customer
Services team

620

Accredited
Course Providers

Supported or ran **34 events** in **9 countries**



Financial Review

Income for the year was £8.4m, which represented a 2% decrease on the previous year. Our overseas markets performed at a similar level to 2016/17, demonstrating a slowdown in the effects of the economic pressures from low oil prices and volatility in the markets that were experienced from 2016 to 2017. UK economic growth slowed in 2017/18 compared with 2016/17, inflation rose, the value of sterling depreciated and uncertainty was felt amongst the market over the UK's future outside the EU, which resulted in a reduction in income from the UK compared to 2016/17.

Expenditure for the year rose by £1.1m to £10.1m compared to 2016/17 as a result of continued investment in strategic projects and new systems that will help improve our internal processes, gain efficiencies and result in enhanced services to customers. Investment was also made in employee headcount, with the average full time equivalent staff numbers increasing from 95 to 107 during the year.

Investments performed well in the year but were hit by increased market volatility (day to day fluctuations) in comparison to last year. After taking into account investment gains and (losses), both realised and unrealised of £675k (2017: £1.8m) the fair value of investments was £15.2m at the year-end (2017: £15.7m).

A deficit was recorded for the year, driven primarily by funding the improvement of systems across the company, the benefits of which will be felt by customers and internally in the future. The balance sheet remains very healthy with reserves of £16.4m, with investments representing £15.2m of the reserves. Cash held at the year-end has reduced by £300k to just under £700k, which meets our operating needs. The investments include a further £1.9m cash held as a short term deposit.

The reserves include designated funds of £3.9m held for both development work and strategic investment.

Financial key performance indicators that the Trustees consider include performance against budget and registrations against each qualification.

Investment Policy

After giving due consideration to the Charity's financial position, the Trustees have decided that its investment assets, which comprise its surplus reserves, should be split between two portfolios: short term reserves with a target level of £2million and a minimum level of £1million to be held on short term deposit providing immediate access, and those funds which can be invested for the longer term and are likely to include a mixture of equities, fixed interest and other investments to achieve a balance between capital growth and sustainable income.

The investment objective for the long term investments is to achieve a balance between generating sufficient income to support the ongoing activities of NEBOSH whilst maintaining the real capital value of the investments over the long term. The investment objective for the cash deposits is security of capital with easy access and an attractive rate of interest. The Trustees review the Charity's investment policy annually.

The Charity's Investment Portfolio is entrusted to CCLA, an investment management company solely for not-for-profit organisations, with an investment management agreement. CCLA are leaders in ethical and responsible investment with a highly respected team of specialists dedicated to this area. Responsible investment: environmental, social and governance (ESG) is built into CCLA's investment process as the firm believes high standards in these areas are important contributors to the sustainability of income flows and their assessment is an integral factor in the investment decisions. The Trustees have asked CCLA to adopt a benchmark of RPI+4% over rolling five year periods for long term performance measurement and to use an appropriate composite benchmark for reviewing annual performance.

Portfolio Review Services have been appointed by the Trustees to conduct regular monitoring of the performance of our investment managers. Our strategy is reviewed on a regular basis. Furthermore, an Investment Committee has been established to advise the Trustees on the investment policy and make recommendations regarding the investment portfolio. A representative from the investment managers may be invited to a Board meeting as required.

Reserves Policy

The Trustees have a standing policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserves) should be available to meet anticipated resources expended and provide funding to expand our range of qualifications. The Trustees consider that in the light of plans to continue to develop charitable activities and manage risks, reserves should equate to between no less than 9 months and no more than 18 months annual resources expended. The Reserves Policy is reviewed annually in March.

At 31 March 2018, the charity had £11.1m of free reserves, after a deduction of £3.9m designated by the Trustees for further development of the Charity's infrastructure, which equates to 13 months' annual expenditure based on current levels of expenditure. The Trustees believe that this level of reserves is appropriate at the present time due to planned project costs and the potential volatility of our investments. In addition, NEBOSH operates solely in the field of education in health, safety and environmental management, which is sensitive to fluctuations in demand caused by political and economic factors. The Trustees have borne in mind that NEBOSH has no significant income or prospect of financial support other than that derived from its own fees and charges.

Donations

No charitable or political donations were made during the year (2017: £Nil).

Policy on Payment of Creditors

It is the policy to abide by the terms of payment agreed with its suppliers; either their standard terms or special terms where agreed beforehand.

Policy on Benefits Payable to Key Management Personnel

The key management personnel of the Charity are those having authority and responsibility, delegated to them by the Trustees, for planning, directing and controlling the activities of the Charity. Salary for key management personnel is set by the remuneration committee considering factors including inflation and occasionally benchmarking against similar organisations.

Governance Report

Legal Status and Constitution

The National Examination Board in Occupational Safety and Health (hereafter referred to as NEBOSH) is a company registered in England (No. 2698100) limited by guarantee and having no share capital. NEBOSH is a registered charity (No. 1010444). As a charity, the company is exempt from corporation tax.

Chief Executive Officer

Mrs Teresa Budworth BSc (Hons) Dip IoD
MBA CMIRM CFIOSH C.Dir

Company Secretary

Mr Peter Ryan BSc (Hons) MBA FCCA

Registered Office

NEBOSH
Dominus Way
Meridian Business Park
Leicester LE19 1QW

Auditors

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

Bankers

National Westminster Bank plc
5 The Parade
Oadby
Leicester LE2 5BB

Trustees

The Trustees serving during the year and since the year end were as follows:

Sir Bill Callaghan BA (Oxon) MA
Chair

Mr Derrick Farthing BSc CEng FIMechE FIIRSM FEI
Vice Chair from 1 October 2016
Independent Trustee

Mr Darren Brunton CFIOSH
Representing Course Providers
Appointed from 1 October 2017

Professor Mariane Cavalli BA (Hons) M.Ed.
MBA PGDip(CE) Cert.Ed(FE) FCMI FRSA
Independent Trustee
Appointed from 1 October 2017

Mr Ian Coombes CMIOSH CSPA
Representing Course Providers
Resigned 8 June 2017

Ms Susan Cooper FCIPD
Independent Trustee
Term ended 30 September 2017

Mr Gary Fallaize
Representing Course Providers
Resigned 30 May 2017

Mr Brenig Moore BSc (Hons) MPH MEd CMIOSH MCIEH
CEnvH PIEMA
Representing Course Providers
Appointed from 1 October 2017

Mr David Morgan MA (Oxon) MBA
Independent Trustee

Dr Bill Nixon BSc (Hons) PhD
Independent Trustee

Mr Leslie Philpott MSc CPFA
Independent Trustee
Appointed from 1 October 2017

Mrs Emma Roach BSc DipFM CMIOSH ICIQB SIIRSM
Representing Course Providers

Ms Tonia Sulkhova CRSP CSP Grad IOSH
Representing Course Providers

Mr Mike Weaver MSc CPFA
Independent Trustee
Term ended 30 September 2017



Mrs Teresa Budworth



Mr Peter Ryan



Sir Bill Callaghan



Mr Derrick Farthing



Mr Darren Brunton



Professor Mariane Cavalli



Mr Ian Coombes



Ms Sue Cooper



Mr Gary Fallaize



Mr Brenig Moore



Mr David Morgan



Dr Bill Nixon



Mr Leslie Philpott



Mrs Emma Roach



Ms Tonia Sulkhova



Mr Mike Weaver

Structure, Governance and Management Governing Document

Governing Document

NEBOSH, a company limited by guarantee, is governed by its Memorandum and Articles of Association dated 5 March 1992.

An amended version of the Memorandum of Association was adopted by Special Resolution passed at the Annual General Meeting, dated 4 September 2007. An amended version of the Articles of Association was adopted by Special Resolution passed at the Annual General Meeting, dated 27 September 2017.

NEBOSH is registered as a charity with the Charity Commission.

There were 22 registered Members as at 31 March 2018 (2017: 24 Members), each of whom has undertaken to contribute £1 in the event of NEBOSH being wound up.

Appointment of Trustees

The Trustees are elected by all the Members at the Annual General Meeting; the Members constitute an advisory committee known as NEBOSH Council.

The Chair of NEBOSH Council is appointed as a Trustee and serves as Chair of the Board of Trustees. The Chair is appointed for a term of three years and may be re-appointed for two further terms of three years before retiring from office. Four Trustees are elected from NEBOSH Council to represent course providers. Each Trustee appointed on this basis serves a term of two years and may be re-appointed for two further terms before retiring from office.

On the recommendation of the Trustees, the Annual General Meeting may elect up to five other Trustees. Each Trustee is appointed for a term of three years, and may be re-appointed for one further term of three years before retiring from office.

Induction and Training of Trustees

A formal induction process exists for new Trustees. The programme includes familiarisation with the role of NEBOSH in health and safety competence, its charitable objects, structure and governance and the role and responsibilities of a charity trustee.

Additional briefings are arranged from time to time for both Trustees and other Members of NEBOSH Council on key issues which may impact on the work of NEBOSH or their role.

Organisation

The affairs of NEBOSH are managed by the Trustees, who meet quarterly. They are guided by the NEBOSH Council on matters related to policy and direction of the Charity. There is a scheme of delegated authorities.

The Trustees may delegate any of their powers to sub-committees. Sub-committees have been established to cover Audit, Nominations to the Board of Trustees, Remuneration, Investment and Strategy Review.

Technical aspects of NEBOSH's work are overseen by a Qualifications Governance Council. The chair is appointed by the Trustees and its membership comprises four individuals appointed for their expertise in assessment methodology or qualification governance.

A Chief Executive Officer is appointed by the Trustees to manage the day-to-day operations of NEBOSH. To facilitate effective operations, the Chief Executive Officer has delegated authority for all operational matters.

Third Party Indemnity for Trustees

Qualifying third party indemnity provision is in place for the benefit of all Trustees of NEBOSH.

Risk Assessment

The Trustees are responsible for overseeing the establishment and implementation of a sound framework for management of risk by NEBOSH.

Mark Heggs

Clerk of Works, University of Leicester

**NEBOSH National General Certificate
in Occupational Health and Safety****NEBOSH National Certificate
in Construction Health and Safety**

The Trustees have a formal policy on the Management of Risk which is reviewed annually. The significant risks to NEBOSH include those which threaten our reputation for integrity in the awarding of our qualifications, the political volatility of some of the regions where a high proportion of our candidates are based and the impact of economic uncertainty and recession on the uptake of health, safety and environmental qualifications.

Risk management is an inherent part of the strategy review process and is considered in the formulation of the annual business plan.

The major risks to which NEBOSH is exposed have been systematically reviewed and recorded in a risk register. The management team review risks regularly, identifying new risks arising, the factors impacting on the likelihood and potential severity and review the actions to prevent, control and mitigate those risks. In addition, the sources

of assurance that control measures are in place for each significant risk are mapped within the risk register. An internal audit programme gives assurance to the Trustees that control measures are fit for purpose. We are committed to continual improvement in management of risk which forms part of our Business Continuity and Quality Management Systems.

The risk register is reviewed three times per year by the Audit Committee on behalf of the Trustees, and reviewed by all Trustees annually. Corporate governance arrangements in place to minimise strategic risks are reviewed by our Internal Auditors biennially.

The Trustees are confident that sufficient steps have been and are being taken to reduce and manage those risks.

Objectives and Activities

Objects

The objects of NEBOSH shall be the preservation of health by the promotion of high standards of health, safety and environmental protection at work in particular, but not exclusively, through study and competence in risk management.

In setting our objectives and aims and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance for charities, whose aims include the advancement of education and the guidance for those charities that charge fees.

Aims

NEBOSH's aims are:

- to encourage the provision, in collaboration with other organisations, of facilities for training and education of people throughout their careers in safety and health and environmental management;
- to promote appropriate and uniform qualifications and standards of examinations in safety and health and environmental management as affected by work activities and seek to co-ordinate international standards;
- to assist in the development of facilities to enable those intending to pursue careers that involve responsibilities for the health and safety of those affected by work activities, or managing the environmental impacts of work activities, to acquire appropriate qualifications;
- to provide qualifications based on examinations or other systems of assessment to be used in association with their other requirements as a basis for membership of professional bodies concerned with safety and health of those affected by work activities and/or environmental management; and to provide other qualifications to meet the needs of employment and the requirements of safety and health and environmental legislation;
- to set and mark examinations or other systems of assessment leading to NEBOSH's qualifications, to authorise other organisations to set and mark examinations or other systems of assessment leading to NEBOSH's qualifications and to establish conditions for such authorisation;
- to form, where appropriate, part of a national framework of vocational qualifications;
- to issue evidence of NEBOSH's awards of qualifications to successful candidates; and
- to establish syllabuses related to NEBOSH's qualifications.

Strategies for achieving NEBOSH's Objectives

NEBOSH achieves its objectives by:

- publishing syllabuses for health and safety, environmental and related risk management qualifications;
- accrediting course providers to run courses preparing candidates for assessment for NEBOSH qualifications;
- setting and marking examinations and assessments;
- issuing Unit Certificates and Qualification Parchments to candidates successful in assessment; and
- maintaining approved awarding body status with Scottish Qualifications Authority (SQA) Accreditation.

Trustees' Responsibilities

The Trustees, who are also Directors of The National Examination Board in Occupational Safety and Health for the purposes of company law, are responsible for preparing the Report of the Trustees and the incorporated Strategic Report 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the National Examination Board in Occupational Safety and Health website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is 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 auditor is aware of that information.

Auditors

A resolution to re-appoint RSM UK Audit LLP, Chartered Accountants, as auditors will be proposed at the Annual General Meeting, to be held on 10 September 2018.

Report of Trustees Approval

The Report of the Trustees, incorporating both the Strategic Report, the Financial Review and the Governance Report, is approved by the Trustees, by whose authority it is signed below:



Sir Bill Callaghan
Chair of the Board of Trustees

9 August 2018

Independent Auditor's Report to the Members of the National Examination Board in Occupational Safety and Health

Opinion on financial statements

We have audited the financial statements of the National Examination Board in Occupational Safety and Health (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 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 Auditor's 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report other than the financial statements and our auditor's report 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 there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion 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 Trustees' Report and the incorporated Strategic Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and

- the Trustees' Report and the incorporated Strategic Report have been prepared in accordance with applicable legal requirements.

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 Trustees' Report and the incorporated Strategic Report.

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.

Responsibilities of Trustees

As explained more fully in the Statement of Trustees' responsibilities set out on page 35, 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.

Auditor's responsibilities for the audit of the financial statements

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

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

Use of Our Report

This report is made solely to the 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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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.



Paul Oxtoby
(Senior Statutory Auditor)

For and on behalf of RSM UK AUDIT LLP,
Statutory Auditor
Chartered Accountants
St Philips Point, Temple Row, Birmingham B2 5AF

9 August 2018

Statement of Financial Activities

(including Income and Expenditure Account)

For the year ended 31 March 2018

	Notes	Unrestricted Funds 2018 £'000	2017 £'000
Income from:			
Charitable activities:			
Operations of Examination Board	3	8,410	8,612
Investments	4	25	19
Total		8,435	8,631
Expenditure on:			
Charitable activities:			
Operations of Examination Board	5	10,082	9,000
Total		10,082	9,000
Net gains on investments	11	675	1,810
Net (expenditure)/income for the year being net movement in funds		(972)	1,441
Reconciliation of funds:			
Total funds brought forward		17,411	15,970
Total funds carried forward	17	16,439	17,411

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Balance Sheet

31 March 2018

		Company number: 2698100	
	Notes	2018 £'000	2017 £'000
Fixed Assets			
Intangible assets	9	11	10
Tangible assets	10	1,491	1,577
Investments	11	15,245	15,745
		16,747	17,332
Current Assets			
Stock	12	17	30
Debtors	13	686	702
Cash at bank and in hand	14	668	953
		1,371	1,685
Creditors: amounts falling due within one year	15	(1,679)	(1,606)
		(308)	79
Net current (liabilities)/assets		(308)	79
Total assets less current liabilities being net assets		16,439	17,411

Represented by:**Funds**

Unrestricted:

General	17	12,589	13,741
Designated	17	3,850	3,670
Total charity funds		16,439	17,411

The financial statements on pages 38–53 were approved and authorised for issue by the Trustees on 9 August 2018 and were signed on their behalf by:



Sir Bill Callaghan
Chair of the Board of Trustees



Derrick Farthing
Vice Chair of the Board of Trustees

Statement of Cash Flows

For the year ended 31 March 2018

	Notes	2018 £'000	2017 £'000
Net cash used in operating activities	21a	(1,448)	(446)
Cash flows from investing activities			
COIF investment income		25	16
Bank interest receivable		–	3
Purchase of tangible fixed assets		(40)	(162)
Sale of tangible fixed assets		8	33
Purchase of intangible fixed assets		(5)	(12)
Purchase of investments		(25)	(515)
Proceeds from sale of investments		1,200	–
Net cash provided by/(used in) investing activities		1,163	(637)
Change in cash and cash equivalents in the year		(285)	(1,083)
Cash and cash equivalents at the beginning of the year		953	2,036
Cash and cash equivalents at the end of the year	21b	668	953

Notes to Financial Statements

31 March 2018

1. Accounting Policies

General information

The Charity is a company limited by guarantee and has no share capital and is a registered charity at the Charity Commission in England and Wales. The liability of each member in the event of winding up is limited to £1.

The address of the Charity's registered office and principal place of business is Dominus Way, Meridian Business Park, Leicester, LE19 1QW.

Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at fair value, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in Sterling which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £'000.

The National Examination Board in Occupational Safety and Health meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis. Having carried out a detailed review of the Charity's resources and the challenges presented by the current economic climate, the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of the approval of the accounts.

There are no significant financial uncertainties that the Trustees consider are a significant risk to the ability of the Charity to trade as a going concern in the foreseeable future.

Income

All income is included in the Statement of Financial Activities when the Charity has entitlement to the funds, it is probable that the income will be received and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- income from charitable activities includes fee income. Fee income represents fees receivable for the provision of examination and accreditation. Income receivable against certain examination schemes has been deferred where it relates to the provision of services not yet undertaken. The income received which does not relate to the current financial year is deferred to subsequent years.
- investment income is recognised on an accruals basis.

Expenditure

All expenditure is accounted for on an accruals basis. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to the expenditure. The following specific policies are applied to particular categories of expenditure:

- charitable activities include expenditure associated with the setting and marking of examination papers, accreditation of training course providers and publication of syllabuses, past papers and Examiners' reports, and include both the direct costs and support costs relating to these activities.
- support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by the time spent and other costs by their usage.

Notes to Financial Statements (continued)

31 March 2018

1. Accounting Policies (continued)

Intangible fixed assets

Research and development

All research and development expenditure is expensed as incurred.

Other intangible fixed assets

Intangible assets are initially recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses. Intangible assets are amortised on a straight line basis over their useful lives as follows:

Software licences – 4 years

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses. Equipment costing less than £1,000 per individual item is recognised as expenditure in the period of acquisition.

Depreciation is calculated so as to write off the cost of an asset to its estimated residual value on a straight line basis over the useful economic life of that asset as follows:

Freehold land	– Nil
Freehold buildings	– 2% on cost
Fixtures and fittings	– 10% / 25% on cost
Office equipment	– 10% / 25% on cost
Computer equipment	– 20% / 25% / 33% on cost
Motor vehicles	– 25% on cost

Stocks

Stocks which comprise printed and other materials are stated at the lower of cost and estimated selling price less costs to complete and sell which is equivalent to the net realisable value. Provision is made for obsolete and slow-moving items.

Investments

Investments are stated at fair value. Movements in the valuation of investments are included within gains and losses in investment assets in the Statement of Financial Activities. The fair value of the investments is the quoted bid price.

Long term investments are classified as fixed assets. Short term investments are classified as current assets.

Financial instruments

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments and are not considered to be of a financial nature. Such financial instruments, except for investments classified at fair value through the Statement of Financial Activities, are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

Fees receivable are recognised at the settlement amount due after any trade discounts offered.

1. Accounting Policies (continued)

Cash at bank and in hand

Cash at bank and cash in hand includes cash and monies on short term deposit, at the bank and other short-term liquid investments with original maturities of three months or less.

Creditors

Creditors 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 are normally recognised at their settlement amount allowing for any trade discounts due.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against resources on a straight line basis over the lease term.

Pension costs

Contributions in respect of the pensions for staff are charged against resources arising for the year in which they are payable to the scheme. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

Funds structure

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general charitable objectives.

Designated funds are unrestricted funds that have been set aside by the Trustees for particular purposes. These funds are reviewed annually.

Foreign currencies

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

2. Critical accounting estimates and areas of judgement

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

Notes to Financial Statements (continued)

31 March 2018

3. Income from Charitable Activities

The income was primarily from the operations of the examination board.

	2018	2017
	£'000	£'000
Income for Assessments		
UK	2,465	2,613
Outside UK	4,363	4,371
	6,828	6,984
Income from Course Providers		
UK	632	675
Outside UK	832	903
	1,464	1,578
Income from Publications		
UK	44	18
Outside UK	74	32
	118	50
Total	8,410	8,612

4. Investment Income

	2018	2017
	£'000	£'000
COIF investment income	25	16
Bank interest receivable	–	3
	25	19

5. Operations of Examination Board

	Examinations £'000	Course Providers £'000	Publications £'000	Total 2018 £'000	Total 2017 £'000
Costs directly allocated to activities:					
Staff costs	2,089	726	14	2,829	2,449
Direct examination board costs	1,844	449	3	2,296	2,267
Support costs allocated to activities:					
Staff costs	1,469	315	25	1,809	1,638
Premises costs	67	14	1	82	94
Office administration	107	23	2	132	157
Travel	91	20	2	113	91
Legal and professional	223	48	4	275	294
Marketing	319	68	5	392	377
Computing	385	82	7	474	480
Development – computing	1,263	271	22	1,556	1,020
Depreciation and amortisation	101	22	1	124	133
Support costs total	4,025	863	69	4,957	4,284
Total	7,958	2,038	86	10,082	9,000

Support costs are allocated on a basis consistent with the use of resources.

6. Net (Expenditure)/Income is Stated after Charging/(Crediting):

	2018 £'000	2017 £'000
Depreciation on owned assets	120	131
Gain on disposal of assets	(2)	(17)
Amortisation	4	2
Auditor's remuneration – for audit services	17	14
Operating lease rentals – plant and machinery	170	37
Trustee indemnity insurance	8	8

Notes to Financial Statements (continued)

31 March 2018

7. Employees

	2018 £'000	2017 £'000
Staff costs consist of:		
Wages and salaries	3,577	3,138
Principal Examiners	3	12
Social security	354	309
Temporary staff	117	77
Pension costs (note 16)	313	277
	4,364	3,813

The number of employees whose emoluments (salaries and benefits in kind) in excess of £60,000 for the year fell within the following bands:

	2018 No.	2017 No.
£60,000 to £69,999	2	1
£70,000 to £79,999	2	5
£80,000 to £89,999	2	–
£120,000 to £129,999	–	1
£130,000 to £139,999	1	–

During the year the Charity paid money purchase pension contributions in respect of the above higher paid individuals amounting to £50,476 (2017: £49,414).

The total employee benefits of the key management personnel, including employers' national insurance contributions and employers' contributions to the pension scheme, were £619,058 (2017: £579,180).

The average number of full time equivalent employees during the year was as follows:

	2018 No.	2017 No.
Governance, finance and office administration	34	30
Qualification development, assessment administration / logistics setting, marking and accreditation	73	65
	107	95

The average number of employees by headcount during the year was 114 (2017: 102).

8. Trustees' Emoluments

The Trustees of NEBOSH received no remuneration for their services as Trustees. During the year, travel, accommodation and incidental expenses amounting to £6,224 were reimbursed to 10 Trustees (2017: £5,935 to 11 Trustees).

During the year, travel, accommodation, subsistence and incidental expenses amounting to £36,675 were paid directly to third parties on behalf of 14 Trustees (2017: £23,227 on behalf of 13 Trustees).

9. Intangible Fixed Assets

	Software licences £'000
Cost	
At 1 April 2017	138
Additions	5
Disposals	(9)
At 31 March 2018	134
Amortisation	
At 1 April 2017	128
Charge for year	4
Disposals	(9)
At 31 March 2018	123
Net book value	
At 31 March 2018	11
At 31 March 2017	10

Notes to Financial Statements (continued)

31 March 2018

10. Tangible Fixed Assets

	Freehold land and buildings £'000	Fixtures and fittings £'000	Office equipment £'000	Computer equipment £'000	Motor vehicles £'000	Total £'000
Cost						
At 1 April 2017	1,678	207	71	269	183	2,408
Additions	–	1	9	10	20	40
Disposals	–	–	–	(57)	(18)	(75)
At 31 March 2018	1,678	208	80	222	185	2,373
Depreciation						
At 1 April 2017	324	194	56	218	39	831
Charge for year	30	11	6	25	48	120
Disposals	–	–	–	(54)	(15)	(69)
At 31 March 2018	354	205	62	189	72	882
Net book value						
At 31 March 2018	1,324	3	18	33	113	1,491
At 31 March 2017	1,354	13	15	51	144	1,577

11. Investments

	Fair value at 01/04/17 £'000	Deposits received £'000	Transfers £'000	Withdrawals £'000	Net gain £'000	Fair value at 31/03/18 £'000
COIF deposit account	3,003	25	85	(1,200)	–	1,913
COIF accumulation units fund	11,957	–	727	–	648	13,332
COIF equity investment fund	785	–	(812)	–	27	–
	15,745	25	–	(1,200)	675	15,245
					2018 £'000	2017 £'000
Historical cost					10,882	12,057

All of the above investments are held primarily to provide capital growth for the Charity.

The net gain above is split as follows:

	2018 £'000
Realised gain on disposal	–
Unrealised gain on revaluation	675

12. Stock

	2018 £'000	2017 £'000
Examination printed stock	10	20
General stationery	1	1
Publications	6	9
	17	30

Notes to Financial Statements (continued)

31 March 2018

13. Debtors

	2018	2017
	£'000	£'000
Fees receivable	407	438
Prepayments and accrued income	279	264
	686	702

14. Cash at Bank and In Hand

	2018	2017
	£'000	£'000
Bank current and business reserve accounts	667	952
Cash balance	1	1
	668	953

15. Creditors: amounts falling due within one year

	2018	2017
	£'000	£'000
Trade creditors	345	337
Taxation and social security	89	92
Accruals	509	391
Deferred income -		
Assessment fees and course provider fees received in advance	736	786
	1,679	1,606

2018
£'000

Movement on deferred income:

Deferred income brought forward	786
Released in year	(786)
Deferred in year	736
Deferred income carried forward	736

16. Pension Contributions

The Charity contributes to a money purchase Group Personal Pension Scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund.

	2018	2017
	£'000	£'000
Contributions payable by the Charity for the year	313	277

17. Reconciliation of Movement in Funds

	At 1 April 2017 £'000	Income £'000	Expenditure £'000	Investment losses £'000	Transfers £'000	At 31 March 2018 £'000
Unrestricted funds						
General fund	13,741	8,435	(8,265)	675	(1,997)	12,589
Designated funds						
Strategic Investment Fund	3,000	–	(77)	–	577	3,500
Development Fund	670	–	(1,740)	–	1,420	350
	3,670	–	(1,817)	–	1,997	3,850
Total funds	17,411	8,435	(10,082)	675	–	16,439

	At 1 April 2016 £'000	Income £'000	Expenditure £'000	Investment losses £'000	Transfers £'000	At 31 March 2017 £'000
Prior Year						
Unrestricted funds						
General fund	11,970	8,631	(7,676)	1,810	(994)	13,741
Designated funds						
Strategic Investment Fund	3,000	-	-	-	-	3,000
Development Fund	1,000	-	(1,324)	-	994	670
	4,000	-	(1,324)	-	994	3,670
Total funds	15,970	8,631	(9,000)	1,810	-	17,411

Development Fund – The purpose of this fund is to fund the replacement of the current management information system.

Strategic Investment Fund – The purpose of this fund is to set aside funds for future strategic investments.

Notes to Financial Statements (continued)

31 March 2018

18. Financial Commitments

The total future minimum lease payments under non-cancellable operating leases for plant and machinery are set out below:

	Plant and machinery	
	2018	2017
	£'000	£'000
Amounts due within 1 year	151	111
Amounts due within 2-5 years	36	53
	187	164

19. Related Party Transactions

Two Trustees received £8,009 during the year in their capacity as Examiners, (2017: Nil). As part of its constitution, NEBOSH Board of Trustees' includes at least four Course Provider Representative Trustees.

During the year, the Charity made sales of £8,305 (2017: £10,082) at market rate to Yamnuska LLC. At 31 March 2018 the amount owed by Yamnuska LLC was £Nil (2017: £Nil).

The Charity made sales of £7,770 (2017: £8,758) at market rate to KBA Training Centre Pte Ltd. At 31 March 2018 the amount owed by KBA Training Centre Pte Ltd was £nil (2017: £545). The Charity made sales of £4,426 (2017: £5,967) at market rate to KB Associates (Europe) Ltd. At 31 March 2018 the amount owed to KB Associates (Europe) Ltd was £10 (2017: £1,465 owed by).

The Charity also made sales of £49,026 (2017: £54,540) at market rate to ACT Associates. At 31 March 2018 the amount owed by ACT Associates was £1,700 (2017: £1,648).

All are companies that were controlled by individuals who were Course Provider Representative Trustees during the year ended 31 March 2018.

20. Capital Commitments

As at 31 March 2018, the Charity had no contractual capital commitments (2017: £Nil).

21. Notes on the Cash Flow Statement

(a) Reconciliation of net (expenditure)/income to net cash flow from operating activities

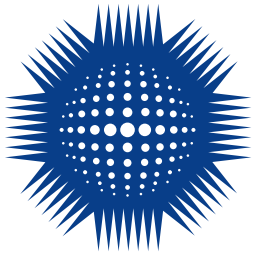
	2018 £'000	2017 £'000
Net (expenditure)/income for the year	(972)	1,441
Adjustments for:		
Investment income	(25)	(19)
Gains on investments	(675)	(1,810)
Depreciation (note 10)	120	131
Amortisation (note 9)	4	2
Gain on disposal of tangible fixed assets	(2)	(17)
Decrease/(increase) in stock	13	(18)
Decrease/(increase) in debtors	16	(30)
Increase/(decrease) in creditors	73	(126)
Net cash used in operating activities	(1,448)	(446)

(b) Analysis of cash and cash equivalents

	2018 £'000	2017 £'000
Cash at bank and in hand	668	953
Total cash and cash equivalents	668	953

22. Financial Instruments

	2018 £'000	2017 £'000
The carrying amount of the Charity's financial instruments at 31 March were:		
Financial assets:		
Debt instruments measured at amortised cost	407	438
Instruments measured at fair value through the SoFA	13,332	12,742
Total	13,739	13,180
Financial liabilities:		
Debt instruments measured at amortised cost	854	728



nebosh

**National Examination Board
in Occupational Safety and Health**

Dominus Way
Meridian Business Park
Leicester
LE19 1QW

Telephone: +44 (0)116 263 4700

Email: info@nebosh.org.uk

www.nebosh.org.uk



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