Trustees’ Annual Report and Financial Statements
For the year ended 30 June 2016

Company Limited by Guarantee
Registration Number: 5310696

Charity Registration Number: 1107666
Registered in England and Wales
CONTENTS

Reports
President’s statement 4
Chief Executive’s report 6
Aims and Objectives 7
Public benefit 7
Review of activities
   Technical 8
   Member services 9
   Branches 10
   Communications and awareness 11
   Events 12
   Education 13 - 14
Staff and volunteers 15
Health and safety 15
Equality and diversity 15
Financial review 16
Plans for the future 18
Reference and administrative details 20 - 21
Structure, governance and management 22 - 24
Independent auditor’s report 28 - 29
Financial statements 30 - 32
The Members of Council (the Trustees) present their Annual and audited Financial Statements of the International Institute of Risk and Safety Management for the year ended 30 June 2016. The Financial Statements comply with the Charities Act 2011, the governing documents and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015.

The Institute is in the midst of a period of great change, not only in the relationships we hold with industry and our main regulator in the UK, the Health and Safety Executive, but also with the services we provide and the focus we give to what we do and what we represent.

IIRSM must continue to work with governments and regulators wherever our members reside, but we need to do this mindful of Council’s recent decision to focus our activities around the wider risk management industry. The journey we have started will be challenging and must be done with our members and the general public’s interest at the forefront. To help us on this journey we have agreed to establish an Education and Training Committee, headed by Paul Simpson, so that we have in place the appropriate mechanisms to develop our educational base. I am delighted that Paul will work with our newly appointed Director of Professional Development, Sophie Williams who together, with the support of industry will develop our public education on risk management.

Partnerships with other organisations, inside and outside our traditional health and safety base, are increasingly central to how we work and have enabled us to widen the appeal of the work of the Institute. This year we signed an MoU with the Association for Project Safety (APS) in the UK. This MoU was designed with specific deliverables that we believe will help shape the debate around the recent changes that have particular concern to the construction industry in the UK.

I was delighted to see the Institute become an active supporter of the Health in Construction Leadership Group, through Council Member Clive Johnson. This group has really taken on the HSE’s request for industry to do more about long latency occupational health issues. Following the initial meeting in January 2016 it is satisfying to see that the impetus has not been lost and industry is still heavily engaged.

"Together we can help the nation work well."
During the year IIRSM and IIRSM members all took active roles within the HSE’s strategy workshops.

This engagement and the subsequent collaboration with other professional bodies does set the tone for a positive way forward showing that, together, we can help the nation work well.

I had the privilege to visit the Middle East in March 2016 and I am grateful to all the members and friends of IIRSM who made me and my colleagues welcome and the visit so worthwhile. There is a real appetite for quality education in the region and support in the regulatory sector. I do feel that our members are making a huge difference to the lives of workers and the public in the region. There are numerous obstacles and cultural differences but our positive and collaborative approach with our members at the heart is bearing rich rewards.

Collaboration is certainly the watchword for IIRSM. We worked well with the Institution of Occupational Safety and Health (IOSH), British Occupational Hygiene Society (BOHS) and others to deliver an excellent event in Cardiff this year and I would like us to be in the position to do something similar in Edinburgh and Belfast in the near future. As the UK changes, so we must ensure that IIRSM’s voice continues to be heard in all the devolved regions.

Finally, I would like to offer thanks to all those who make the Institute the success that it is. Firstly, our staff in London led by Phillip Pearson. We welcomed two senior appointments in Sophie Williams, who I mentioned earlier, and Peter Hall who stood down from Council to join the Institute as Technical Director. These new appointments were sadly followed by the death of Barry Holt, Director of Policy and Research, in May 2016. Barry had been with the Institute for six years, following an illustrious career in industry. We will miss him and our thoughts continue to be with his wife Mavis. Secondly, I offer thanks to all those who work as our volunteers, running committees and branches in the UK and across the world. You are the lifeblood of the Institute and we would never be able to achieve what we have without you. I would particularly like to thank my colleagues on Council. I welcome Andrew Butt, Ian Harper and Anne Mallory who joined us in 2015 and I thank Simon French, Peter Griffin, Paul Hopkins, Keith Scott and Russell Slack who all retire from Council in 2016, for all they have contributed.

Siobhan Donnelly
President
IIRSM ended the year with a membership of 7,500. In addition 92% of those who were members in 2014/15 and could renew their membership did so in 2015/16.

The Institute continues to focus its recruitment on young members. We introduced the new Affiliate membership route for those who may not yet be qualified or be at the start of their career in risk management to receive the support they need.

This year I would like to draw attention to our Communications Team. We have successfully developed and delivered our new website, which has already enabled us to improve our interaction with members and the public. I am grateful for the work that has gone into improving our presence on social media so that we may engage more effectively with a growing percentage of our members, and make our non-UK members feel at home with the Institute.

During the year we successfully bid for work to support the European Patent Office (EPO) on part of a significant change management project. We thank our partners in this project and I would like to pay particular thanks to my colleague Peter Hall in ensuring this challenging, but ultimately worthwhile project is delivered.

IIRSM will move its focus to the wider risk management sector and we have spent much of this year developing a five-year plan that will ultimately enable the Institute to deliver and support a range of educational activities to a wider community in a business and public sense. We hope that this new focus will grow our membership base wider than our traditional health and safety membership and enable us to work more effectively in collaboration with other groups.

The new business plan will allow the Institute to put additional resources into developing new services for members and increase the value of membership of the Institute to those that have supported us for many years. We are also relaunching our branch network in the UK, with a particular focus on Scotland, Wales and Northern Ireland. Outside the UK we have launched a group in Oman and will look to establish groups in the Republic of Ireland, Singapore and Hong Kong.

We continue to encourage member participation in the activities of the Institute and I invite members and non-members to get involved in our work. Over the next year we will seek new Council members and Committee members particularly covering the areas of Membership, Technical and Finance and General Purposes.

The Institute is strong – 2015/16 delivered a financial surplus and the investment from our volunteers and in our IT, education and governance structures will enable us to grow even further over the next five years.

A number of Council members will be stepping down having served their full terms in 2016. I would like to thank all of them for the support they have given me since I joined the Institute three years ago. I know that they will continue to promote and be actively involved with the Institute in some capacity.

I offer my sincere thanks to the Institute’s Presidents during this financial year, Peter Hall and Siobhan Donnelly, our governing Council and the IIRSM staff for their support. Finally, I would like to pay tribute to my colleague Barry Holt who died in May 2016. Barry’s death was a significant blow to all who knew him. A practical academic; his many thought leadership pieces challenged the status quo. He was extremely well connected within the world of safety, risk and insurance and we are all the greater for knowing him and poorer for losing him.

Phillip Pearson
Chief Executive
Aims & objectives

The objects of the charity are to advance public education and provide recognition, information, support and professional enhancement to our worldwide membership.

To achieve the objects it:

- Encourages individuals to adopt best practice in risk management
- Provides advice and resources to the public, members and others, including those starting a career in a risk management discipline
- Provides educational magazines, Health and Safety at Work and Insight, free of charge to its members
- Facilitates a Branch network and provides training opportunities
- Runs committees that provide expert comment and develop resources on relevant topics
- Provides technical support helplines to provide workplace support to its members
- Works in partnership with others to increase the awareness and recognition of the importance of risk management throughout the world.

Public benefit

The Council has considered the guidance published by the Charity Commission and concluded that the Charity’s core activities satisfactorily address the principles of identifiable public benefit and demonstrates that the charity has fulfilled the public benefit requirement under Section 17 of the Charities Act.

The activities described in the committee report on pages 7-10 highlight how IIRSM acts in the furtherance of its charitable objectives for the benefit of the public and aims to deliver excellence by advancing or enhancing knowledge in the areas of occupational health and safety and risk management.

Notable examples include research with a major insurer to provide comprehensive advice on cyber security issues both to the general public and small to medium sized businesses. The Institute continues to approve training courses supplied by third parties across the globe to ensure the education provided meets key criteria and is an active participant in the UK Health and Safety Executive’s #HelpGBWorkWell campaign. The Institute has also supported the Health in Construction Leadership Group in order to raise awareness about occupational health issues within the construction industry.

The Institute offers free Student membership and a low cost Affiliate membership option in order to support and educate the next generation in different risk disciplines globally, including safety, health and wellbeing, business continuity, construction, engineering, environment, occupational health and quality management.
Review of activities

During the past year the Technical Committee has supported the work of the central team in providing speakers for events and reviewing the Institute’s technical publications. The Committee have also worked with a major insurance company on a cyber security research project which produced a number of outputs to support small and medium size enterprises (SMEs) in managing cyber security and protecting their business data. A Practical Guide was produced along with supporting documentation that gives guidance on managing this ever increasing risk.

The Committee’s remit continues to develop and in order to attract additional skills it will be restructured in order to widen member and expert participation. Following delivery of the cyber project the committee will consider the requirements for research into areas of significant risk to business and infrastructure, such as terrorism.

We have recognised that to support the Institute’s focus on issues of risk wider than our traditional health and safety base the Technical Committee requires input from a larger pool of volunteers. We are mindful of the pressures on all our members and volunteers and plan to establish a number of sub committees that can focus on specific areas. These sub committees will meet virtually, allowing our experts to play an effective role within their professional body in the most efficient way.

The Committee’s main focus will be on delivering the most up to date knowledge on risk issues to our members. We want to be a source of support that allows IIRSM members access to world experts in a range of fields, and to provide best practice and useful guidance on how to manage and mitigate risk, whatever their industry or role.

During the year we have received positive feedback with regards to the technical briefings the committee provides and we have been at the forefront in supporting the Communications team at IIRSM with useful guidance via the IIRSM website, much of which is also available to the general public.

We look to continue our work and encourage feedback and engagement with members and industry.

“...We hope to consider the requirements for research into areas around the risk of terrorism to businesses and infrastructure.”
Member services

IIRSM’s members are its heart and delivering a good service to them is of paramount importance.

Members of the Institute receive a range of benefits to support them in their risk management career. As well as the industry recognised designatory letters, member benefits include monthly magazines; access to technical, legal and HR helplines; discounted events, training, publications and resources, legal updates and information. The technical helpline and magazines remain the most popular benefits. The helpline is delivered by a team of qualified practitioners who advise on law and best practice and enables our members to ensure that they are implementing the law correctly and protecting the safety of their workforce. In addition, the Technical Committee are available to answer more unusual queries via the Ask the Expert facility on the website. Queries received via this route are escalated to a panel of experts with answers being provided within a short timescale.

Insight magazine content has been developed to include a greater number and range of educational features and content to support our members whatever their sector or role. Content is written by experts in their field and articles are often submitted by members of the Institute. Subjects covered have included manufacturing management controls, PPE, leadership skills, sentencing guidelines, fire safety, communications and influencing skills. The variety of information provided is intended to acknowledge the diversity of our membership, help to develop their technical and soft skills to enable them to serve the public and their workforces effectively.

IIRSM’s Member Services team continued to provide support to those applying for membership as well as our existing members. Targets on response times have been consistently met and the number of complaints remains low.

A total of 820 new members joined the Institute and we were delighted that the number of Fellows of the Institute increased from 529 to 617.

“Membership of IIRSM at the end of the year was 7,500.”
The Branch network is key to IIRSM’s growth and influence. We currently have 25 Branches in the UK and internationally run by members voluntarily which provide local networking and learning opportunities to members and non-members throughout the year. During the year, a Branches Handbook was developed to provide guidance and a new Branch election process was implemented. New representatives were appointed to join previously elected committee members or to fill vacancies.

Branches have held a variety of CPD and AGM events, including our UAE branch which ran a very well received exhibition and seminar programme alongside their AGM. The central team has continued to dedicate time and resources to supporting Branches and organised meetings in areas that were under served. We are proud to say that our Wales Branch embraced IIRSM’s values of collaboration by organising and delivering a conference in partnership with IOSH, BOHS, the South Wales Safety Groups Alliance and other key health and safety groups in the area. They delivered an exceptional day of seminars and an exhibition which was well attended.

Branch meetings are the perfect platform for risk, safety and health professionals to network with their peers, share their knowledge and expertise. Our branches are run by our members and offer the opportunity to take part in training, hear a varied range of guest speakers and discuss the issues which may impact their profession. We thank our Committees for their continuing work and our members for attending.
Communications and awareness

A new website was launched in November 2015 based on a Windows design and with improved functionality and content. It enabled us to automate the application process and includes e-commerce to manage event bookings and purchases. It features an information hub full of resources and information, which continues to grow. Renewals can now be managed online and the member profiles give members ownership of their personal details. The efficiencies achieved have allowed the team to focus on other areas of development.

IIRSM Insight and Health and Safety at Work magazine are provided to our members every month. These magazines cover news, businesses models, legislative changes etc. More importantly, these magazines allow our members to broaden their knowledge and career potential. Contributions to the magazine come from the IIRSM team, committees and members.

We have supported a number of industry campaigns and initiatives by disseminating information via our networks to raise awareness and support. This has allowed us to showcase our members and our new brand in a variety of ways throughout the year.

We remained active on social media and enjoyed a marked increase in support on Twitter (42%), LinkedIn (13%) and Facebook (29%). This is key to engage with our membership and networking.
Events

IIRSM organised or was represented at many events during the year both in the UK and overseas. Our President delivered a speech at the Occupational Safety and Health Middle East Conference in Abu Dhabi and we remain very grateful to OSHAD for their support in that region. Representatives of the Institute spoke at many conferences around the world, sharing their expertise and experience.

IIRSM’s UK Conference, in partnership with Health and Safety at Work magazine, delivered a varied programme of practical insights and featured a keynote speech by HSE Chief Executive, Richard Judge. The value of the conference cannot be understated. Our members appreciated the ability to hear and directly challenge a senior regulator on issues that have a significant impact on working lives. The Institute also delivered a Live Events Competence Conference, a collaboration between IIRSM, Safety Advisers Group for Entertainment (SAGE), STAGESAFE and Buckinghamshire New University, that provided CPD to the events safety sector.

In partnership with the British Safety Council, IIRSM provided speakers for the educational programme at the Health and Safety Event in Birmingham. This is a free to attend event and as well as developing the programme, IIRSM was in attendance to meet with members and non members on its stand.

The Institute supported Construction Health Leadership Group Summit in April 2016 organised by Construction Industry Council. Over 250 business leaders attended the summit where a range of issues were discussed and debated to reduce injuries and suicide cases. Action plans have been developed and progress will be reviewed in April next year. IIRSM played a key role during the summit.

Our annual events - the President’s Reception and House of Lords Luncheon – were again successful in bringing together stakeholders and building relationships. Judge Barry Cotter QC provided a keynote speech giving a fascinating insight into the legal complexities of understanding and passing law relating to personal and occupational risks.

We were also pleased to be a supporting partner for many industry events, helping us to raise our profile and secure preferential arrangements for our members across the globe.
Major events once thought unlikely, such as climate change, food security, wide-spread terrorism, and cyber-crime have manifested and changed the way business, society and governments operate. Today, in this complex world, few executives have the capacity to manage all the risks and opportunities they and their organisations face.

We want to work collaboratively to provide risk management education and training to support career development and organisational growth through equipping people and organisations with the skills and knowledge to make a significant impact on managing these risks – from life threatening events to creating new opportunities.

In December 2015, IIRSM’s Council agreed a new learning and development strategy to develop a ‘learning journey’ from a basic risk awareness eLearning course to a master’s level qualification.
To provide members and non-members with the right education and training, it is critical we thoroughly understand the risk landscape today and in the future. We have undertaken a major research programme - including interviewing risk managers, professionals specialising in different risk aspects, as well as senior general business leaders from various sectors and organisations. We also surveyed our membership and completed substantial desk research.

Our research gives many examples of how and why risk management fails in organisations. A lack of knowledge or oversight at board level, the way risks are tackled in silos, a lack of organisational flexibility, the shortage of skilled staff and an ongoing ‘in the wake of events’ culture all contribute to the unsuccessful management of risks and opportunities at both strategic and operational levels.

This research has fed into the development of a set of professional standards of competence for individuals in the management of risk.

Everyone who takes decisions needs to take responsibility for managing risks, with the greatest responsibility lying with managers, departmental heads, boards and frontline workers. How these risks are managed has a direct impact on financial performance, operational efficiencies and reputation. Therefore, the standards have been developed at three levels setting out the expectations of those working at junior/entry level, managerial level and director level and will underpin our new qualifications and training.
Staff and volunteers

The Council recognises that building and developing skills, competencies, teamwork and motivation of employees is key to achieving IIRSM’s charitable aims.

Employees are responsible for providing an effective and efficient service to members and ensuring that Committees are able to function successfully. The average number of full or part time staff employed by the Institute in the year was 13 (2015 – 10).

IIRSM members, affiliates and students are encouraged to become involved in the activities of the Institute and there are over 75 unpaid volunteers on Committees, Sub-Committees, Working Parties and Branches. The Institute is not only grateful for their input but also to their firms who may ultimately bear the financial cost. IIRSM is also thankful to all the firms and bodies that have provided office space and utilities for meetings. The value to be placed on these resources cannot be reasonably quantified and measured and is not therefore recognised in the statement of financial activities.

Health and safety

The nature of the Institute’s activities means that employees and volunteers do not encounter many hazards in the workplace.

However, safety receives regular management attention and a general policy statement on health and safety is included in the Employee Handbook. The ongoing responsibilities include assessment and management of areas of exposure to organisational and remote workers’ risk assessments, first aid provision, issuing statutory information and increasing employee awareness of their role in maintaining a safe environment.

Equality and diversity

The Institute is committed to providing equal opportunities to job applicants, staff, students and volunteers regardless of sex, sexual orientation, marital status, age, race, ethnic origin, religion or belief or disability. The Institute seeks to conduct all its activities in compliance with this principle and in full adherence to all applicable laws prohibiting discrimination in employment or service provision and develop and maintain a diverse workforce of staff and volunteers at all levels within the Institute.
Financial review

The Institute established a break-even budget at the beginning of the financial year. However, there was a small surplus at the end of the year.

During the year, trustees decided to invest £57,171 (2015: nil) in developing the Institute's own core set of qualifications which are aimed at educating the public and business in the increasingly important field of risk management. This project will play a significant role in the future of IIRSM. The investment will ultimately have a global impact with the support of our industry partners. Out of this project will stem a series of new member services and it is planned that membership of the Institute will grow significantly over the next five years. It is expected that the return from this investment will start from 2017/18. The development cost has been capitalised and therefore appears in the Balance sheet as designated funds.

Trustees also approved £25,000 to re-develop their website which allows members to have better access to our technical outputs and thereby helping them to develop their knowledge of risk management. The new website has enabled us to use the cost efficiencies to invest in improvements to member services, especially via our branch network which is open to members and non members.

Membership subscriptions are the main income of the Institute. The income for the year to 30 June 2016 was £1,260,854 (2015: £1,072,162). Resources expended were £1,261,920 (2015: £1,075,192) resulting in a net surplus of £10,176 (2015: £10,021). The balance sheet as at 30 June 2016 shows total funds of £243,340 (2015: £233,164) of which £133,963 (2015: £55,946) is designated for tangible and intangible fixed assets. The remaining free reserves at the end of the year were £109,377 (2015: £177,218).

The Finance and General Purposes Committee and senior management team are responsible for reviewing IIRSM’s business and financial performance. A Balanced Score Card has been utilised to measure performance and support the business strategy of the Institute.
Audit committee

The Committee is responsible for the review of IIRSM's internal control processes, plans and strategy. The Charity Commission's Internal Control Check list is utilised for our annual internal audit.

The check list covers the financial and non-financial control processes of the Institute. Any issues identified during the course of audit are mitigated and reported to the Council.
Plans for the future

The Institute’s new 5 year business plan, agreed at the Council meeting in July 2016 confirmed our new vision and mission statements as IIRSM focusses its activities on promoting and developing an understanding of the wider risk field.

Our vision

Our members lead the way in managing risks to benefit people, society, government and business.
To be the international Institute of choice for everyone involved in the management of risk by supporting our worldwide membership and building meaningful partnerships through education and industry-wide collaboration.

Specifically, we will:

• Ensure our member designatory letters are recognised as the ‘gold standard’ in the field of risk management.

• Build an environment in which our members feel valued and have opportunities to develop professionally and expand their skills, knowledge and competence.

• Provide practical and accessible education, resources and networking opportunities to support career progression.

• Work collaboratively to create meaningful partnerships which advance awareness and the knowledge, skills and competence of everyone involved in the management of risk.

• Provide quality products and services and deliver excellence in our customer service.

• Work transparently and adhere to good practice and governance in all that we do.

The IIRSM’s ambitions are to enhance our current members with skills and capabilities that will allow them to influence business activities outside their traditional health and safety area, and to attract, influence and educate a significantly larger pool of potential members from the wider business world.

Key plans for 2016/17 include:

• Engage with our members and communicate the change of vision

• Develop our member services offering to increase the value of membership to existing and new members

• Develop our new standards in conjunction with industry

• Continue to develop our qualifications outputs

• Renew our governing and support structure to ensure the Institute has the right skills to deliver its long term strategy

• Increase the level of volunteer activity

• Continue to support our collaborative work on long term health issues in the construction industry

• Review our routes to membership and CPD requirements

• Build our branch network
Legal and administrative details

Council

Mr Andrew Butt FIIRSM (Appointed 8 December 2015)
Professor Simon French Honorary FIIRSM (2013)
Dr Peter Griffin FIIRSM MB, MRCP, MFOM, CMIOSH, FCEM, MATSS, RCOG, DplIMC (2005) - retired July 2016
Mr Paul Hopkins FCIS, Honorary Treasurer (2005) - retired 14 July 2016 as a trustee
Mr Ian Harper FIIRSM (Appointed 8 December 2015)
Mr Clive Johnson MIIRSM, CMIOSH (2014)
Ms Anne Mallory BSc(Hons), ARCS, MSc, Dip SM, FIIRSM, CFIOSH. EuroOSHM (Appointed 8 December 2015)
Mr Keith Scott MSc, MSc, FIIRSM, EurOSHM, CFIOSH, SBCI, ACIPD (2007)
Mr Paul Simpson BSc, MBA, FIIRSM, CQP, SFIIRSM, FCQI, DMS, Dip M (2014)
Mr Russell Slack FIIRSM, RSP, FCMI, FRSPH, FISQEM, CSMP, MInstLM, LCGI, (2007)
Dr Su Wang BA MBBS, DPH, DIH, MSc Occupational Medicine, SIIRSM, FFOM, DMS, M Erg S (2009)

(Year of appointment to Council shown in brackets).
Management team

Phillip Pearson MA, BA(Hons)
Chief Executive

Damodar Acharya MSc, FCMA, CGMA
Director of Finance and Operations and
Company Secretary

Sophie Williams BA(Hons), ACIPD, MIRM
Director of Professional Development

Peter Hall MA, DipSM, DipM, FIIRSM,
FInstLM, FIoD, CMIOSH, MBIFM
Technical Director

Clare Fleming
Director of Membership and
Communications

Legal and administrative details:

Registered Office:
No. 1 Farrier’s Yard
77-85 Fulham Palace Road,
London
W6 8JA

Bankers:
1 Churchill Place,
London,
E14 5HP
CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent ME19 4JQ

Investment: Barclays Wealth
1 Churchill Place,
London,
E14 5HP

Advisors:
Old Mutual Place
2 Lambeth Hill
London
EC4V 4GG

Auditors:
Kingston Smith LLP
60 Goswell Road
London
EC1M 7AD

020 8741 9100
020 8741 1349
www.iirsm.org
The Trustees present their statutory report with the financial statements of IIRSM for the year ended 30 June 2016.

The report has been prepared in accordance with Part 8 of Charities Act 2011.

The report is also a Directors’ Report required by s415 of the Companies Act 2006. All of the Trustees are also Directors of the charitable company.

The annual accounts have been prepared in accordance with the accounting policies and comply with the charitable company’s Memorandum and Articles of Association, applicable laws and requirements of the Statement of Recommended Practice on “Accounting and Reporting by Charities” issued in January 2015.

Governance and administration

The governing document of the charitable company is the Memorandum and Articles of Association.

The charitable company is administered by a Board of Trustees (known as Council), members of which constitute Directors for the purposes of company legislation and Trustees for the purposes of Charity legislation. New Trustees can only be appointed by the Council at an Annual General Meeting. The desired profile of members is reviewed periodically by the Trustees and appropriate appointments are made to ensure a balanced board; no external bodies have the power to appoint Trustees, and the Council is ultimately responsible for the charitable company. The names of Trustees who served during the year are included in this document.

An amended version of the Memorandum of Association was adopted at an Extraordinary General Meeting on 24 March 2014. These continue to be reviewed annually.
Appointment of trustees

The Trustees (Council Members) are elected at the Annual General Meeting. Each Trustee (Council Member) is appointed for a term of three years and may be reappointed for a further two terms before retiring from office. Trustees are elected from the membership at large.

Trustees’ responsibilities

(In relation to these financial statements) The Trustees (who are also Directors of IIRSM 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 trustees to prepare financial statements for each financial year. These give a true and fair view of the state of the 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 apply them consistently;
• Observe the method and principles in the Charities SORP;
• Make judgements 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 comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence must take reasonable steps for the prevention and detection of fraud and other irregularities.
Auditor information

So far as the Trustees are aware:

- There is no relevant audit information of which the charitable company’s auditor is unaware of 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.

Induction and training of trustees

A formal induction process is provided for all new Trustees. The programme includes: familiarisation with the role of IIRSM, the structure, governance and charitable objectives as well as the role and responsibility of being a charity Trustee.

Courses are held annually for all Trustees to enhance their understanding and to update their developments in corporate governance.

Organisation

The affairs of IIRSM are managed by the Council Members (the Trustees), who meet at least quarterly. They are responsible for matters related to the policy and strategy.

The Trustees may delegate any of their powers to sub-committees; sub-committees have been established to cover Audit, Finance & General Purposes, Membership, Technical and Education & Training.

A Chief Executive is appointed by the Council to manage day to day operations of IIRSM.
We have audited the financial statements of International Institute of Risk and Safety Management for the year ended 30 June 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. 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) including FRS 102 ‘The Financial Reporting Standard Applicable in the UK and Ireland’.

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 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 any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements.

In addition we read all the financial and non-financial information in the Trustees’ Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.
Opinion on financial statements

In our opinion the financial statements:

• give a true and fair view of the state of the charitable company’s affairs as at 30 June 2016 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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Trustees’ Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees’ Annual Report and from preparing a Strategic Report.

Nicholas Brooks (Senior Statutory Auditor)
for and on behalf of Kingston Smith LLP, Statutory Auditor
Devonshire House
60 Goswell Road
London
EC1M 7AD
## Financial Statements

### Statement of financial activities

*For the year ended 30 June 2016*

<table>
<thead>
<tr>
<th>INCOME AND EXPENDITURE</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income from charitable activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Services</td>
<td>977,586</td>
<td>945,885</td>
</tr>
<tr>
<td>Policy and Research</td>
<td>170,544</td>
<td>-</td>
</tr>
<tr>
<td>Course and Training Approval</td>
<td>38,732</td>
<td>27,736</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td><strong>1,260,854</strong></td>
<td><strong>1,072,162</strong></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure on Raising Funds</td>
<td>2.5</td>
<td>(100,886)</td>
</tr>
<tr>
<td><strong>Charitable activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Services</td>
<td>2.2</td>
<td>(743,145)</td>
</tr>
<tr>
<td>Policy and Research</td>
<td>2.3</td>
<td>(299,440)</td>
</tr>
<tr>
<td>Education and Qualification</td>
<td>2.4</td>
<td>(118,449)</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>(1,261,920)</strong></td>
<td><strong>(1,075,192)</strong></td>
</tr>
<tr>
<td>Net Expenditure</td>
<td>(1,066)</td>
<td>(3,030)</td>
</tr>
<tr>
<td>Gains on investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net income</strong></td>
<td>11,242</td>
<td>13,051</td>
</tr>
<tr>
<td></td>
<td>10,176</td>
<td>10,021</td>
</tr>
</tbody>
</table>

**Fund balance at 1st July 2015**

**Balance carried forward at 30th June 2016**

**being net movements in Funds**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>243,340</td>
<td>233,143</td>
</tr>
</tbody>
</table>

The Statement of Financial Activities includes all gains and losses recognised in the current and preceeding year.

All activities are derived from continuing operations.
## Balance sheet

For the year ended 30 June 2016

<table>
<thead>
<tr>
<th>Notes</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Assets</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Intangible fixed assets</td>
<td>4</td>
<td>128,412</td>
</tr>
<tr>
<td>Tangible fixed assets</td>
<td>5</td>
<td>5,551</td>
</tr>
<tr>
<td>Investments</td>
<td>6</td>
<td>282,223</td>
</tr>
</tbody>
</table>

Total Fixed Assets | 416,186 | 326,927 |

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventories</td>
<td>-</td>
<td>5,431</td>
</tr>
<tr>
<td>Prepayments</td>
<td>21,579</td>
<td>18,650</td>
</tr>
<tr>
<td>Other Debtors</td>
<td>156,628</td>
<td>36,299</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td>254,063</td>
<td>374,066</td>
</tr>
</tbody>
</table>

Total Current Assets | 432,270 | 434,446 |

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Creditors</td>
<td>142,710</td>
<td>75,406</td>
</tr>
<tr>
<td>Tax and social security</td>
<td>13,598</td>
<td>11,875</td>
</tr>
<tr>
<td>Accruals</td>
<td>23,995</td>
<td>7,323</td>
</tr>
<tr>
<td>Subscriptions in advance</td>
<td>424,813</td>
<td>433,605</td>
</tr>
</tbody>
</table>

Total Current Liabilities | 605,116 | 528,209 |

Net Current Liabilities | (172,846) | (93,763) |

Net Assets | 243,340 | 233,164 |

**Reconciliation of Funds:**

<table>
<thead>
<tr>
<th>Notes</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Funds</td>
<td>11</td>
<td>109,377</td>
</tr>
<tr>
<td>Designated funds</td>
<td></td>
<td>133,963</td>
</tr>
</tbody>
</table>

Total funds | 243,340 | 233,164 |

The accounts were approved by the Board of Trustees and authorised for issue on 12 December 2016 and signed on their behalf.

Siobhan Donnelly  FIIRSM
President of the Council

Paul Hopkins FCIS, FFA
Honorary Treasurer of the Council

Company Limited by Guarantee number: 05310696
# Statement of cash flow

For the year ended 30 June 2016

<table>
<thead>
<tr>
<th>Notes</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash flows from operating activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash generated from operations</td>
<td>(10,481)</td>
<td>61,220</td>
</tr>
<tr>
<td><strong>Net cash (outflow)/inflow from operating activities</strong></td>
<td>(10,481)</td>
<td>61,220</td>
</tr>
<tr>
<td>Cash Flow from Investing Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase of property, plant and equipment</td>
<td>(109,522)</td>
<td>(18,815)</td>
</tr>
<tr>
<td>Purchase of investments</td>
<td></td>
<td>(346,959)</td>
</tr>
<tr>
<td>Proceeds from sale of investments</td>
<td></td>
<td>214,450</td>
</tr>
<tr>
<td><strong>Net Cash used in investing activities</strong></td>
<td>(109,522)</td>
<td>(151,324)</td>
</tr>
<tr>
<td>Change in cash and cash equivalents in the reporting period</td>
<td>(120,003)</td>
<td>(90,104)</td>
</tr>
<tr>
<td>Cash and cash equivalents at the beginning of the reporting period</td>
<td>374,066</td>
<td>464,170</td>
</tr>
<tr>
<td>Cash and cash equivalents at the end of the reporting period</td>
<td>254,063</td>
<td>374,066</td>
</tr>
<tr>
<td>Cash and cash equivalents consist of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at bank</td>
<td>254,063</td>
<td>374,066</td>
</tr>
</tbody>
</table>