

Chartered Institute  
of Ergonomics  
& Human Factors

# Annual Report 2018.

# STRATEGIC REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

**The Chartered Institute of Ergonomics & Human Factors is the professional membership body for human factors in the United Kingdom. Formed in 1949, CIEHF was the first such body in the world and remains the only body able to award a chartered qualification in the discipline.**

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Proud to be governed by Royal Charter, CIEHF is home to over 1700 members, of which at any time approximately 100 members volunteer time free of charge in support of its work across six key sectors.

The terms ‘ergonomics’ and ‘human factors’ are used interchangeably within this report. We are an evidence-based and enabling discipline, able to evidence what people can safely and comfortably achieve, both in terms of physical and cognitive capability. Design based on that capability from the very outset results in better, safer, more productive ways of working and living, and in better process and systems design.

CIEHF is the counterpart of similar bodies located around the world. Like CIEHF, many of these peer organisations are members of the International Ergonomics Association (IEA), an umbrella body. The Federation of European Ergonomics Associations (FEES) acts within IEA as a point of co-ordination for human factors initiatives in Europe. CIEHF contributes finance and expertise to both IEA and FEES on an annual basis.

Our current **vision** is of a world in which the discipline is recognised, valued and applied to the benefit of people, organisations and society.

Our **mission** is to develop and share an understanding of the discipline, to demonstrate the benefits for well-being and organisational success and to bring about the adoption of the discipline in everyday life.

CIEHF develops and delivers events, content, sets standards for education and training and administers memberships, benefits, awards and entitlements. Embracing obligations under our Charter and mindful of our status as a charity, CIEHF encourages, welcomes and inspires any non-member to learn about the discipline via national and regional events, webinars and free content.

Where opportunities are identified and where resources allow, CIEHF will lobby for the more effective integration of human factors and ergonomics within the sectors in which human factors makes a measurable difference, currently in manufacturing, transport, defence, energy, work and life and in healthcare.

At the start of 2018 trustees agreed together to spend more than CIEHF planned to earn during the year, drawing on funds from previous years to deliver events, work and projects. Our achievements during the year included:

*The publication of 'Human Connection II',* a set of case studies illustrating the benefits of human factors.

*The delivery and launch of a White Paper* on human factors in health and social care.

*The launch of the first CIEHF Ergonomics and Human Factors Careers Guide.*

*Career Pathway illustrations* to encourage applications and progression for professional members.

*The accreditation and delivery of a Technical Specialist Learning Pathway* for the energy sector.

*Streamlining processes* for membership and training applications, accreditations and assessments.

*The launch of an e-Bulletin, 'Spotlight'* alongside our member magazine, 'The Ergonomist'.

*The launch of a new free-to-access publications website for CIEHF conference papers.*

*The launch of a website, 'Designing for People'* alongside a User-Centred Design Teachers' Guide.

*An online system for members* in compiling CPD records necessary for retaining Chartered status.

*A secure online election, nomination and voting system*

*A group facility within the member portal* enabling members with similar interests to meet.

*An inaugural President's Dinner* bringing together members to discuss the state of the discipline.

*Support for the triennial International Ergonomics Association Conference in Florence, Italy.*

*A report on behalf of Health Education England* to evidence the impact of human factors training.

*A national conference at the NEC, Birmingham attracting over 60 papers given to 200 delegates*

*The formation of a Strategic Working Group* to deliver a strategy to Council for 2020-2024.

*Planning for our 70th anniversary in 2019.*

*Over 100 new Associate Members.*

*Over 100 new Graduate or Student Members.*

*Almost 50 renewals* by companies who value our branded endorsement of 'Registered Consultancy'.

*Near to 35 applications and licences for training courses.*

*6 national events,* attracting over 600 bookings.

*17 Regional events,* attracting over 300 bookings.

*16 webinars,* attracting 540 registrations.

## In our Annual Report 2017 we noted the following for 2018.

- We believed that income from membership subscriptions in 2018 would exceed £190k. This was achieved.

We noted in 2017 that growth in future years will depend on the development of alternative methods and models of learning, including online learning, support for a viable Degree Apprenticeship, growth in membership located outside the UK and in new subsets of the existing Technical Membership Grade. A new Technical Specialist qualification for the energy sector was introduced this year, and a recognised qualification for healthcare and UX is envisaged in 2019.

- We believed that income from journal publishing, our second largest income stream, would grow during 2018 but at rates just below that seen in the past two years. In fact, income fell amid continuing uncertainty over 'open access' publishing, particularly in Europe.

Royalty income is not controllable by the Institute and this shortfall is a timely illustration. We noted that we would examine the existing contractual position with publishing partners and the real value of journal access to members during 2018. Based on this and on the results of the membership survey, journal access was re-negotiated with one of our two partners during 2018. Revised arrangements for journal access are in place with further changes envisaged that aim to deliver the right access to all members.

- We believed that income from events would be about the same as in previous years, but with venues, catering and facilities improved.

Income from events was higher than planned, with venues, catering and event support all to a commendable standard. However, higher costs were incurred in staging events than we had envisaged.

- We planned on the basis that income from sponsorship, advertising, training and from professional registrations would be broadly similar to previous years.

This income was achieved, except on income from sponsorship and exhibition space, which fell below that of the previous year. Consequently, CIEHF renegotiated with the partner responsible for this revenue and have agreed revised arrangements to apply from January 2019. This includes taking back some sponsorship activities in-house.

- We confirmed that arrangements were in train ahead of the expiry of the premises lease in Loughborough in May 2019.

CIEHF moved its Registered office to Birmingham and established a new administrative office in Warwickshire on schedule, on budget and without interruption of services.

- We said that an effective PR/Media capability will be supported and monitored to raise the visibility of the discipline and to highlight individual member success.

With the endorsement of the PR Champion the existing contract for PR activities was terminated in December 2018 and a new contract drawn up to commence on 1 January 2019. This change aims to raise the quality and reduce the cost of our PR and Social Media activities, which have now been combined.

- We gave a continuing commitment to project funds linked to the ability to generate a surplus.

Funds made available for projects during 2018 outstripped demand for such funds. Projects concerning the role of human factors in learning from incidents and a 'Designing for People' website, a redevelopment of the 'Ergonomics 4 Schools' website, were advanced.

- We undertook that bringing volunteers together would be augmented by remote conferencing options, with the quality and accessibility of venues raised where face to face meetings are necessary.

Some meetings routinely used technology to bring people together, but most other meetings continued face-to-face. There is appetite for technology to enable more remote meeting in 2019, and this, and the viability of technology appropriate to a body of our size, will be given a higher priority.

- We noted that the introduction of the General Data Protection Regulations (GDPR) in May 2018 would present a challenge for organisations such as CIEHF to implement.

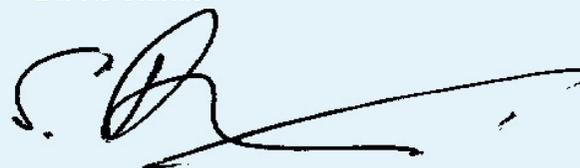
Preparatory work was initiated for GDPR in mid-2017 with the appointment of a Data Protection Officer, a position not required in law for a body of our size.

We conclude that the expertise of partners and staff who provide the enabling framework within which our volunteer members can excel is a significant asset to the Institute. Accordingly, the efforts of Sarah Tapley (Membership), Sally Hawkes (Events), Louise Boulden (Social Media), Ian Houseman (IT), Amanda Towns (Support) and our Chief Operating Officer, Tina Worthy, are acknowledged here.

Approved by trustees on 7 March 2019 and signed on their behalf by



Dr. N. Gkikas



Stephen Barraclough  
Chief Executive.

## Statement of Trustees' Responsibilities

The trustees (who are also directors of Chartered Institute of Ergonomics & Human Factors for the purposes of company law) are responsible for preparing the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

**1 January to 23 April**

**23 April to 31 December**

### Executive Board

<i>President</i>	<i>Claire Dickinson</i>	<i>Neil Mansfield</i>
<i>Past President</i>	<i>Ian Randle</i>	<i>Claire Dickinson</i>
<i>President Elect</i>	<i>Neil Mansfield</i>	<i>Robert Bridger (co-opted)</i>
<i>General Treasurer</i>	<i>Nick Gkikas</i>	<i>Nick Gkikas</i>

### Committee Chairs or Champions

<i>PAB Co-Chairs</i>	<i>Fiona Cayzer</i> <i>Sue Hignett</i>	<i>Fiona Cayzer</i> <i>Sue Hignett (to 30 November)</i>
<i>Membership Committee Chair</i>	<i>Samantha Porter</i>	<i>Samantha Porter</i>
<i>PR/ Communications Champion</i>	<i>Ella-Mae Hubbard</i>	<i>Ella-Mae Hubbard</i>
<i>Events Champion</i>	<i>Nora Balfe</i>	<i>Rebecca Charles</i>

### Grade Representatives

<i>Graduate Member</i>	<i>Rebecca Cooke</i>	<i>Rebecca Cooke</i>
<i>Associate Member</i>	<i>Terry Woolmer</i>	<i>Brian Edwards</i>
<i>Technical Member</i>	<i>Ella-Mae Hubbard</i>	<i>Ella-Mae Hubbard</i>

### Ordinary Members

<i>Rebecca Charles</i>	<i>Rebecca Charles</i>
<i>Ron McLeod</i>	<i>Ron McLeod</i>
<i>Will Tutton</i>	<i>Will Tutton</i>
	<i>Mark Young</i>

### Ex Officio Members

<i>Registrar</i>	<i>David Rumens</i>	<i>Richard Graveling</i>
<i>CEO</i>	<i>Stephen Barraclough</i>	<i>Stephen Barraclough</i>
<i>COO</i>	<i>Tina Worthy</i>	<i>Tina Worthy</i>

## Independent Examiner's Report to the trustees of Chartered Institute of Ergonomics & Human Factors

I report on the accounts of the charity for the year ended 31 December 2018 which are set out on pages 4 to 12 .

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts

and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Hurd  
Ask Accountancy Ltd  
154 Rothley Road  
Mountsorrel  
Leicestershire  
LE12 7JX

March 7th 2019

**Statement of Financial  
Activities for the Year Ended  
31 December 2018**

**Including Income and  
Expenditure Account  
and Statement of Total  
Recognised Gains and Losses**

	<b>Note</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2018 £</b>
<b>Income and Endowments from:</b>				
Charitable activities	3	491,245	-	491,245
Investment income	4	777	-	777
Total Income		492,022	-	492,022
<b>Expenditure on:</b>				
Raising funds		(19,549)	-	(19,549)
Charitable activities	5	(540,525)	-	(540,525)
Total Expenditure		(560,074)	-	(560,074)
Net expenditure		(68,052)	-	(68,052)
Transfers between funds		-	(846)	(846)
Net movement in funds		(68,052)	(846)	(68,898)
<b>Reconciliation of funds</b>				
Total funds brought forward		324,606	25,540	350,146
Total funds carried forward	15	256,554	24,694	281,248

	<b>Note</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2017 £</b>
<b>Income and Endowments from:</b>				
Charitable activities	3	479,204	-	479,204
Investment income	4	968	-	968
Total Income		480,172	-	480,172
<b>Expenditure on:</b>				
Raising funds		14,662	-	14,662
Charitable activities	5	(454,830)	-	(454,830)
Total Expenditure		(440,168)	-	(440,168)
Net income		40,004	-	40,004
Net movement in funds		40,004	-	40,004
<b>Reconciliation of funds</b>				
Total funds brought forward		284,602	25,540	310,142
Total funds carried forward	15	324,606	25,540	350,146

## Balance Sheet as at 31 December 2018

		2018	2017
Fixed assets	Note	£	£
Tangible assets	11	620	929
Investments		134,289	153,838
		<u>134,909</u>	<u>154,767</u>
Debtors			
- due within one year	12	7,569	7,843
Cash at bank and in hand		153,411	220,889
		<u>160,980</u>	<u>228,732</u>
Creditors: Amounts falling due within one year	13	(14,641)	(33,353)
Net current assets		<u>146,339</u>	<u>195,379</u>
Net assets		<u>281,248</u>	<u>350,146</u>
Funds of the charity:			
Restricted funds		24,694	25,540
Unrestricted income funds			
Unrestricted funds		<u>256,554</u>	<u>324,606</u>
Total funds	15	<u>281,248</u>	<u>350,146</u>

For the financial year ending 31 December 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to the small companies regime.

The financial statements were approved by the trustees, and authorised for issue on 7th March 2019 and signed on their behalf by:



Dr N Gkikas, General Treasurer

# 01

## Charity status

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

# 02

## Accounting policies

### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 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.

### Basis of preparation

Chartered Institute of Ergonomics & Human Factors 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 trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 exempting a cash flow statement in these financial statements.

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Depreciation and amortisation

Fixed assets are stated at cost less depreciation. Individual assets costing less than £500 are not capitalised. Depreciation is calculated to write off fixed assets over their estimated useful lives.

Asset class	Depreciation method and rate
Fixtures and fittings 2	5% cost

### Fund structure

Unrestricted income funds are general funds that are available for use at the discretion of trustees in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## 03 Income from charitable activities

		Unrestricted funds		
		General	Total	Total
		£	2018	2017
		£	£	£
	Subscriptions	196,170	196,170	191,059
	Journal Income	143,049	143,049	156,681
	Professional Register, Consultancy and CREE	14,098	14,098	15,744
	Short and Qualifying Course Accreditation	9,270	9,270	6,314
	Advertising, knowledge and content sales	759	759	4,053
	Event delegate fees	116,008	116,008	93,127
	Sponsorship and Exhibitors	11,891	11,891	12,226
		<u>491,245</u>	<u>491,245</u>	<u>479,204</u>

## 04 Investment income

		Unrestricted funds		
		General	Total	Total
		£	2018	2017
		£	£	£
	Interest receivable and similar income;			
	Interest receivable on bank deposits	777	777	335
	Other income from fixed asset investments	-	-	633
		<u>777</u>	<u>777</u>	<u>968</u>

## 05 Expenditure on charitable activities

		Unrestricted funds		
		General	Total	Total
		£	2018	2017
		£	£	£
	Subscriptions	319,421	319,421	241,867
	Allocated support costs	199,149	199,149	200,302
	Governance costs	21,955	21,955	12,661
		<u>540,525</u>	<u>540,525</u>	<u>454,830</u>

## 06 Analysis of governance and support costs

	Unrestricted funds		Total 2017 £
	General £	Total 2018 £	
Other governance costs	21,955	21,955	12,661
	<u>21,955</u>	<u>21,955</u>	<u>12,661</u>

## 07 Net incoming/outgoing resources

	2018 £	2017 £
Other non-audit services	3,700	6,936
Depreciation of fixed assets	309	310
Operating lease payments	-	6,582
	<u>-</u>	<u>6,582</u>

## 08 Staff costs

	2018 No	2017 No
Average number of employees	2	2
	<u>2</u>	<u>2</u>

2 (2017- 2) of the above employees participated in an Auto Enrolment Pension Scheme. Contributions to the pension scheme for the year totalled £5,338 (2017- £4,103).

One employee received more than £60,000 during the year.

During the year the charity paid the sum of £350 (2017- £nil) to one volunteer for work provided.

## 09 Independent examiner remuneration

	2018 £	2017 £
The examining of the charity's accounts	3,700	3,700
	<u>3,700</u>	<u>3,700</u>

## 10 Taxation

A registered charity exempt from taxation.

## 11 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 January 2018	8,367	8,367
At 31 December 2018	8,367	8,367
<b>Depreciation</b>		
At 1 January 2018	7,438	7,438
Charge for the year	309	309
At 31 December 2018	7,747	7,747
<b>Net book value</b>		
At 31 December 2018	620	620
At 31 December 2017	929	929

## 12 Debtors

	2018 £	2017 £
	7,569	7,843

## 13 Creditors: amounts due within one year

	2018 £	2017 £
Trade creditors	115	115
Other taxation and social security	3,584	-
VAT	6,163	1,201
Other creditors	170	-
Accruals	3,999	7,396
Deferred income	610	24,641
	14,641	33,353

## 14 Contingent assets

The Institute holds 50% equity in the journal 'Applied Ergonomics'. This holding was valued in 2015 at £1,200,000. A contractual relationship exists with the journal 'Ergonomics' but without equity holding. Both journals together generate the royalty income shown. The total value of contingent assets is £1,200,000.

# 15 Funds

	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2018 £
<b>Unrestricted funds</b>					
<b>General</b>	(324,606)	(492,022)	560,074	-	(256,554)
<b>Restricted funds</b>	(25,540)	-	-	846	(24,694)
<b>Total funds</b>	<u>(350,146)</u>	<u>(492,022)</u>	<u>560,074</u>	<u>846</u>	<u>(281,248)</u>

	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Balance at 31 December 2017 £
<b>Unrestricted funds</b>				
<b>General</b>	(284,602)	(480,172)	440,168	(324,606)
<b>Restricted funds</b>	(25,540)	-	-	(25,540)
<b>Total funds</b>	<u>(310,142)</u>	<u>(480,172)</u>	<u>440,168</u>	<u>(350,146)</u>

# 16 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	620	620
Fixed asset investments	134,289	134,289
Current assets	160,980	160,980
Current liabilities	(14,641)	(14,641)
Total net assets	<u>281,248</u>	<u>281,248</u>

# 17 Analysis of net funds

	At 1 January 2018 £	Cash flow £	At 31 December 2018 £
Cash at bank and in hand	220,889	(67,478)	153,411
Net debt	<u>220,889</u>	<u>(67,478)</u>	<u>153,411</u>

<b>Income</b>	<b>2018</b>	<b>2017</b>
Member Subscriptions	196,170	191,059
Professional Register, Consultancy and CREE	14,098	15,744
Journal Royalties and purchases (net)	143,049	156,681
Short and qualifying Course accreditation	9,270	6,314
Advertising, knowledge and content sales	759	4,053
Event delegate fees	116,006	93,127
Sponsorship and exhibitors	11,891	12,226
Investment income	777	968
	<u>492,021</u>	<u>480,172</u>
<b>Expenditure</b>		
Events and support	131,273	101,410
Marketing, content and communications	-	4,000
'Ergonomist' magazine and 'Spotlight' e-zine	25,884	25,137
	<u>157,157</u>	<u>130,547</u>
<b>Governance costs</b>		
Audit fees	3,700	3,700
External support and advice	6,462	1,824
Committee expenses	11,794	7,137
	<u>21,955</u>	<u>12,661</u>

<b>Membership costs</b>	<b>2018</b>	<b>2017</b>
Membership and support costs	40,991	30,591
Professional standards, awards and CPD	827	856
Committees	6,185	3,452
External affiliations	14,509	10,987
PR and Social Media	55,764	44,702
Marketing and promotion	11,921	5,208
Regional and sector groups	5,955	11,681
Projects	26,114	3,843
	<u>162,264</u>	<u>111,320</u>
<b>General costs</b>		
Staff costs and training	138,179	143,525
Workspaces and storage	9,858	10,273
IT and support	42,087	30,731
Accountancy	2,308	3,236
Insurance & Legal	500	362
Bank charges	5,906	4,908
Depreciation	309	310
Irrecoverable VAT	-	6,958
	<u>199,147</u>	<u>200,303</u>
John Wilson Bursary expense	846	-
<b>Total expenditure</b>	<u>541,369</u>	<u>454,831</u>
<b>Net operating profit/loss</b>	<u>(49,349)</u>	<u>25,341</u>



[www.ergonomics.org.uk](http://www.ergonomics.org.uk)

**CIEHF sets and maintains professional standards and is the only body able to award a **Chartered** qualification in ergonomics and human factors.**

**Human factors is a scientific, evidence-based discipline that takes a **people-centred** approach to design.**

**Human factors and ergonomics are two terms that describe **one** discipline.**

Company 01923559

Charity 1161870

Registered office: Edmund House, 12-22 Newhall Street, Birmingham, B3 3AS

Administrative office: The Courtyard, Wootton Park, Wootton Waven, Warwickshire, B95 6HJ