

**SGUK NATIONAL**

**HEALTH AND SAFETY**

**AWARDS**

**2024**

Health and Safety Hero Awards

Entry Pack



#

**Form 05**

**SGUK**

**NATIONAL HEALTH AND SAFETY AWARDS**

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| **Health and Safety Hero Awards 2024** |

# Nomination Form

# Submission deadline – 16.00 hrs Friday 31st May 2024

# By Email to: safetygroupsuk@rospa.com

**Private & Confidential (when completed)**

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| **Name of H&S Hero:** |  |
| **Their contact details****(email, phone and address):** |  |
| **Organisation and job title** **(if applicable):** |  |
| **Your Name (s):** |  |
| **Your contact details****(email, phone and address):** |  |
| **Relationship to Hero:** |  |

**Please ensure any evidence is clearly cross referenced, you are welcome to use hyperlinks**

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| **Section 1. Personal profile of Hero** |
| Provide a description of the Nominee Hero’s personal profile:*Give sufficient information about them that will enable someone who does not know them to understand who they are and their profile in relation to the nomination.* |
| *(Enter text here in Tahoma 10, 250 words should be sufficient. If there is an attachment refer to the attachment and abbreviate the text appropriately)* |

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| **Section 2. Context of nomination – what makes the Nominee a Hero** |
| Evidence in what way the Nominee is a Health and Safety Hero:*Give examples of the actual* ***impact*** *that has been achieved by the Nominee.****For example:*** *being a model and inspiration to others,**expressing personal fortitude in a challenging situation and succeeding, ‘going the extra mile’ to improve health and safety, stepping up and doing something extraordinary. What sets them apart from others.* *Explain in* ***practical*** *terms* ***what they did and the outcomes****.****For example:*** *visible leadership, encouraging others to participate in making a difference to health and safety, problem solving, mentoring others and supporting career development.* **Provide evidence to support this part of your nomination** |
| *(Enter text here in Tahoma 10, 500 words should be sufficient. If there is an attachment refer to the attachment and abbreviate the text appropriately)* |

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| **Section 3. Endorsement** |
| *Provide brief details with supporting evidence - including testimonials, statements, reports or other material - which shows that the Nominee has* ***support*** *and* ***recognition by third parties*** *for their personal achievement and nomination as a Health and Safety Hero.****For example:*** *a statement on the Nominee’s activities as a Health and Safety Hero, confirming how the Nominee has inspired them. Statements from third parties endorsing the nomination of the Nominee for the Health and Safety Hero Award.* |
| *(Enter text here in Tahoma 10, 150 words should be sufficient. If there is an attachment refer to the attachment and abbreviate the text appropriately)*  |

*By submitting an entry for this award I/we agree to be bound by the SGUK Awards Rules of Entry.*

## Rules of Entry SGUK Awards

## General rules of entry:

1. Entries must be submitted by the entry date in the format required by the entry form.
2. All entries will be given equal consideration.
3. Permission for entries to be shared and copied or adapted **Free of Charge** by Safety Groups and other organisations is a condition of entry.
4. All entries may be used to create interest in the Awards through specialist press and the SGUK website and/or case study material by the HSE, and other partner organisations.
5. A panel appointed by the SGUK Board will judge the entries and allocate awards. The decision of the panel will be final.

## Rules of entry for Health and Safety Hero Awards:

1. Nominations must be for someone based or operating in the UK. This includes individuals in member organisations of local Safety Groups. *See the SGUK Outstanding Service Awards for individuals within a local Safety Group.*
2. Nominations must not be for someone fulling their normal duties in a health and safety role, unless the way they are fulfilling them is exceptional.

**Guidance on completing the entry form, providing information and the entry process**

Please remember that you are completing an entry form to enable the judges to analyse your nomination, determine in what way the nominee is an exceptional individual who is making a difference in the world of health and safety. How you complete the entry form should assist this process.

One of the important aspects of the process is that you need to **communicate** to the judges the impact the nominee has made – what they did and the outcomes. This means that if you are going to do this well you will need to carefully explain this in your entry form. This is sometimes best done by drafting the explanation and another person who was not involved reading it to see how well your answer communicates what you intended. If no one else is available, put your entry form away for a few days and then come back and read it, you may then be able to see how it could be clearer or more convincing.

Make every word count and limit your explanation to the quantity of words advised for each section. Keep your explanation simple, using relatively short sentences and explaining technical terms/ abbreviations.

Your entry form will need to be **supported by evidence**. Supporting evidence should be sufficient for the judges to understand your explanation and provide confirmation of what you are stating. When referring to evidence in your answers ensure you explain what the evidence will show the judges and how it meets the requirements of the section. For example, if you have included a copy of a seminar programme explain why. If the seminar programme is used to illustrate the exceptional contribution made by your nominee, explain this in your answer to the question.

Evidence is best provided in a form that is referenced, there is not just one way to do this, but the judges will find it easier to understand your entry if they can quickly identify the evidence you are referring to.

Judges will have access to entry in electronic form, so your evidence can also be in electronic form including weblinks to evidence provided in your entry as part of your explanation. If you want the judges to note a particular part of the weblink to support your entry it may be easier to provide this as a separate piece of evidence and identify what you want them to consider instead of relying on the judges to find the information on your website.