

**SGUK NATIONAL**

**HEALTH AND SAFETY**

**AWARDS**

**2018**

Outstanding Service Award

Entry Pack

Incorporating the Maurice Adamson Award



**Form 03**

**SGUK**

**NATIONAL HEALTH AND SAFETY AWARDS**

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| **Outstanding Service Award 2018** |

# Nomination Form

# Submission deadline – Friday 23rd November 2018

# By Email to: safetygroupsuk@rospa.com

**Private & Confidential (when completed)**

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| **Name of Nominee:** |  |
| **Safety Group:** |  |
| **Name of Group Member Nominating:***Must be a member of the Group’s Committee* |  |

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

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| **Section 1. Contribution** |
| Evidence that Nominee has made a substantial, practical contribution to the Group:*Give examples which focus on the* ***substantial*** *nature of the contribution and its* ***practical*** *application to the group.* ***For example:*** *taking on significant responsibility or office, organising, attendance and representation at meetings and other groups, communications, promoting the group and effecting change (what was their involvement, in what way was this substantial, what were the results and how did the group benefit?). This should also include how long the Nominee has been active in the group.* |
| *(enter text here in Tahoma 10 no limit on the text, but if there is an attachment refer to the attachment and abbreviate the text appropriately)* |

**Private & Confidential (when completed)**

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| **Section 2. Impact** |
| Evidence that Nominee has made an impact on the Group:*Give examples of the actual* ***impact*** *that has been achieved by the Nominee.****For example:*** *related to membership increase, arranging events/awards, supporting other members, making significant changes, collaboration with other Groups, presenting, organising speakers, organising visits, arranging events/awards, supporting other members, and supporting SGUK promotions (what impact the nominee had and what was the outcome?)* |
| *(enter text here in Tahoma 10 no limit on the text, but if there is an attachment refer to the attachment and abbreviate the text appropriately)*  |

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| **Section 3. Example** |
| Evidence that Nominee has set an example for others and has acted as **exemplar/mentor** to other members or other Groups, in order to encourage them to improve their own activity and delivery.***For example:*** *visible leadership, encouraging other members to participate or become part of the management of the group, mentoring management members as part of succession planning, supporting others with tasks, creating interaction with members and others, problem solving and guidance including supporting career or promotion decisions (what was the positive outcome for the individuals and the Group)* |
| *(enter text here in Tahoma 10 no limit on the text, but if there is an attachment refer to the attachment and abbreviate the text appropriately)*  |

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| **Section 4. Endorsement** |
| *Provide supporting evidence including statements, reports or other material which shows that the Nominee has* ***peer support*** *and* ***recognition by third parties*** *for the work they have done for the Group.****For example:*** *a Group statement on the Nominee’s activities, statements from members of the Group confirming how the Nominee or**their work has inspired them, with an account of how this inspiration manifested itself, and statements from third parties endorsing the nomination of the Nominee for the Maurice Adamson award* |
| *(enter text here in Tahoma 10 no limit on the text, but if there is an attachment refer to the attachment and abbreviate the text appropriately)*  |

## 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 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 Outstanding Service Awards:

1. The nomination must be made by at least one elected member of a Safety Group’s Committee.
2. The winner of the Maurice Adamson Award will be invited to present the award to the winner of the Maurice Adamson Award at the SGUK Awards Ceremony in the following year.

**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’s service is outstanding in support of the Safety Groups movement and decide an overall winner of the Maurice Adamson Award. 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 contribution your nominee has made and the impacts they have had on Safety Groups and individual. This means that if you are going to do this well you will need to carefully explain how you have met each of the questions. This is sometimes best done by drafting the answer 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.

Where possible, please use a maximum of one side of A4 for your answer to each main question, not including the question itself and the helpful hints. Make every word count.

Your entry form will need to be **supported by evidence**. Supporting evidence should be sufficient for the judges to understand your answer 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 question. For example, if you have included a copy of a seminar programme explain why. If the seminar programme is used to illustrate the 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.

Your entry form and evidence is usually printed and prepared for the judges in a pack that can be easily considered by a number of judges on the day of the judging. However, the judges do have access to a computer and the internet at the time of judging so your evidence can be in electronic form if this is necessary. If you want the judges to note a particular part of your website to support your entry it may be easier to print this part and identify what you want them to consider instead of relying on the judges accessing your website via the internet.