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**SGUK NATIONAL**

**HEALTH AND SAFETY**

**AWARDS**

**2018**

Excellence Awards

Entry Pack

Incorporating the Alan Butler Awards



**Form 02**

**SGUK**

**NATIONAL HEALTH AND SAFETY AWARDS**

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| **Excellence Awards 2018** |

# Entry Form

# Submission deadline – Friday 23rd November 2018

# By Email to: safetygroupsuk@rospa.com

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| **Group Name** |  | | **Approximate no. of members** | |  |
| **Geographical area covered:** |  | | | | |
| **Specialisms or important features of the Group:** |  | | | | |
| **Submitted by:** |  | |  | | |
| **Contact details:** | Tel: |  | Email: |  | |

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| Please provide a summary of your award submission |
| ***Maximum of 50 words*** |

**Please answer the following 6 Key Performance Questions**

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

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| **1** | How is your group organised and run? |
| **Where applicable you should include and provide evidence of:** Who is most involved in organising and running the Group and how this is effective?  How do you attract volunteers:   * from group members? * from professional health and safety organisations, e.g. IOSH, IIRSM, CIEH, HSE, BOHS? * from the wider health and safety community? * from other professional organisations, e.g. CIPD, IOD?   Do you:   * invite potential volunteers to meetings? * appoint deputies to important roles? * arrange for successors to ‘shadow’ roles?   How do you review the activities, performance and effectiveness of the Group and identify improvements opportunities, set aims and objectives? | |
| ***Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating*** | |

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| **2** | How does your group communicate with your members, other Health and Safety organisations and the wider community? |
| **Where applicable you should include and provide evidence of:** Describe   * What information you communicate * How you communicate * Who you communicate to * And how effective your communication is   Are representatives from other health and safety organisations invited to speak/attend Group meetings, updated on Group news/meetings? Do you respond to HSE consultations?  Do you have joint meetings with other Safety Groups or IOSH branches?  Do you provide health and safety advice to SMEs?  Do you invite target groups to relevant meetings?  Do you promote events in the local press? Do you fundraise for other local causes?  Do you promote health and safety to the wider community? | |
| ***Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating.*** | |

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| **3** | What topics and speakers were included in your Group’s annual programme and / or seminar and why? |
| **Where applicable you should include and provide evidence of:**   * the topics chosen and the background for the choice *(request from Group Members, SGUK initiatives ‘Health Risks at Work’, ‘LOcHER’ HSE priority topic, Euro-week topic, helpful to SMEs or local Group members, update or new legislation)* * the speakers chosen and the background for the choice *(recommendation, knowledge of H&S topic)* * the effectiveness of your programme (seminar or similar)   *(positive feedback from members, increase of attendance at meetings)*   * Lessons learned*(what you would change / keep the same in future and why)* | |
| ***Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating.*** | |

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| **4** | How does your group support the HSE priorities? |
| **Where applicable you should include and provide evidence of:**  How do you raise awareness and promote HSE priorities to your members and the wider community?  Does your programme or seminar/conference support the HSE priorities?  How do you promote Health Risks at Work?  Do you reach out to SMEs?  How effective is the support you give – do you gain feedback?  Do you communicate with the HSE, do you invite the HSE as a speaker or to attend meetings? | |
| ***Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating.*** | |

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| **5** | How does your group encourage retention and recruitment of members? |
| **Where applicable you should include and provide evidence of:** Have you carried out successful incentives that support retention and recruitment *(awards schemes, social events, networking opportunities)*?  Do you actively recruit members *(advertising the Group, using other publicity)*?  Do you have a website that provides advice and information for members?  Does your programme satisfy your member’s needs?  Do you have regular health & safety and legal updates?  Do you invite guests to attend presentations of interest?  Do you promote the group at H&S events? | |
| ***Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating*** | |

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| **6** | What single achievement is your group most proud of in the last 12 months and why? |
| Please tell us about the highlight of your Group’s year:  Did you have a special event, social gathering, did you launch a new website, did you sponsor a NEBOSH student, did your membership increase, did you celebrate an anniversary? | |
| ***Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating*** | |

## 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 Excellence Awards:

1. The winner of the Alan Butler Award will be invited to give a short summary of the entry at the SGUK Awards Ceremony.

**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 group’s strengths, place your group in the bronze, silver or gold categories and to decide an overall winner of the Alan Butler Awards. 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 your strengths, any challenges you have met and your successes. 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 your meeting programme explain why. If your programme is used to illustrate the speakers you have chosen or the topics, explain this in your answer to the question. If you want the judges to understand that the speakers and topics were good and relevant explain this and why they were.

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.