

**SGUK NATIONAL**

**HEALTH AND SAFETY**

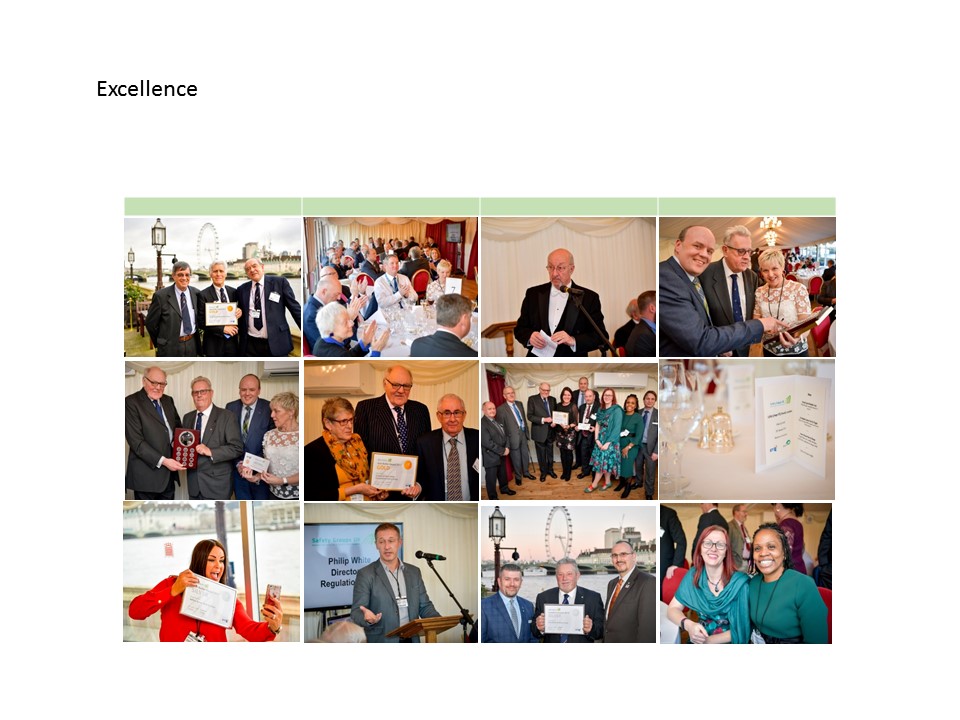
**AWARDS**

**2024**

Excellence Awards

Entry Pack

Incorporating the Alan Butler Awards



**Form 02**

**SGUK**

**NATIONAL HEALTH AND SAFETY AWARDS**

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| **Excellence Awards 2024** |

# Entry Form

# Submission deadline – 16.00 hrs Friday 31st May 2024

# 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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| 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, what did you do in response to the pandemic? |
| Please provide a title for your Excellence award submission |
| ***This will be added to the award certificate provided to winners. This is to certify that the Award has been awarded to XXX for their entry [ 60 characters maximum ]*** |

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| Please provide a summary description of your Excellence award submission |
| ***Where possible, please use a maximum of one side of A4 for your answer*** |
| Supporting information |
| ***You must provide additional supporting information, sufficient for the judges to understand your summary and provide confirmation of what you are stating. Please list information provided and explain what it will show the judges, you are welcome to use hyperlinks.*** |

*One entry will be selected to receive the Alan Butler Award.*

*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 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. No additional rules

**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 achievements, 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 any challenges you have met, your successes and why you are proud of this achievement. 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, not including the question itself and the title. 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, depending on circumstances the judging may take remotely. In each case the judges would have access to a computer and 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 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.