

Any questions not covered by this document should be sent to [awards@britsafe.org](mailto:awards@britsafe.org).

Each year the British Safety Council invites its members and other organisations around the world to apply for an International Safety Award for their site/business unit. The award recognises commitment to good workplace health and safety management. More than 500 entries are received each year and are adjudicated by an independent panel of chartered health and safety professionals.

The British Safety Council turns 60 in 2017 and so the awards will be presented at our 60<sup>th</sup> Anniversary and International Safety Awards Gala Dinner. This celebration event will take place at Grosvenor House Hotel in London on Friday 5 May 2017 and is open to anyone with an interest in workplace health and safety.

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## Applications

### What are the benefits of applying for an award?

- a. To demonstrate your commitment to good health and safety management
- b. Gain recognition from an independent judging panel
- c. Opportunity to promote your achievement with press coverage and winner's logo
- d. Be a part of something special – celebrating 60 years of improving health and safety standards around the world.

### How do I apply for an International Safety Award?

You complete an online application form which comprises 12 questions about your health and safety management for a particular site/business unit.

Each application addresses the management of health and safety at a **single** site or business unit. Applicants wishing to enter several sites or business units must complete a separate application for each one.

- All applications are submitted via our online system (applicants may wish to draft their responses offline before copying and pasting into their online submission)
- All applications must be submitted in English
- All application questions must be answered
- The response to each question must **not** exceed 500 words
- All questions are designed to be answered in plain text only (submissions must **not** incorporate images, tables, graphs or similar)
- Supporting documents are **not** permitted (adjudicators will not consider supporting documents).

A detailed marking scheme and guidance notes are available which clearly indicate what is required to score high marks. You are strongly advised to familiarise yourself with these documents before starting your application.

### When is the deadline for applications?

The deadline for applications to be submitted is 23:59 GMT on Monday 13 February 2017. Late applications will not be accepted.

### How much does it cost to apply?

- £275 + VAT for members
- £395 + VAT for non-members

VAT (Value Added Tax) at the standard rate of 20% is not applicable for overseas applications.

If your site/business unit is a member of the British Safety Council, please ensure that the named point of contact your membership purchases the International Safety Award application online to ensure you receive your member discount.

### **When do I have to pay for the application?**

When you buy the application form from our online store you will be asked to pay by credit card.

**Note:** The application fee cannot be refunded once you have purchased your application form, even if you choose not to submit.

### **When will the application form, marking scheme and guidance notes be available?**

These documents will be available online at [www.britsafe.org/ISA](http://www.britsafe.org/ISA) from Monday 3 October 2016. You will be directed to a separate platform to purchase and access your online application.

### **What are the Sector Awards?**

These awards recognise overall 'best in class' submission to the International Safety Awards by sector/industry.

There is no separate application process. All sites/business units that win an International Safety Award are automatically considered for a Sector Award.

The categories are as follows:

- Manufacturing
- Oil, gas, mining and quarrying
- Power and utilities
- Construction and property activities
- Wholesale and retail services
- Transportation, distribution and storage
- Hospitality and catering
- Education
- Health and social care
- Not for profit
- Financial, IT, legal, scientific, technical services and media
- Local government, defence and public services
- Onshore major hazard

Sector award winners will be determined by shortlisting those submissions scoring highly within each category, with the highest scoring submission qualifying for the Sector Award. In the event of several equally scored submissions within a particular category, the Chief Adjudicator will identify the best overall submission.

The Chief Adjudicator's decision will be final in respect of all Sector Awards.

### **What are the Champion Awards?**

For the fifth year running, we are pleased to invite applications for two individual health and safety awards. These awards recognise individuals who, through their passion, commitment and dedication, have helped make a difference by keeping their colleagues and others healthy and safe. Organisations submitting an application for an International Safety Award may also take the opportunity to submit one or two employees who have contributed to the overall health, safety and welfare on their site or in their business. These two awards are:

- Health and Safety Champion of the Year (24 years +)
- Young Health and Safety Champion of the Year (<24 years old)

**Note:** Organisations may nominate ONE employee for Health and Safety Champion of the Year, and ONE employees for Young Health and Safety Champion of the Year, per application submitted. More information can be found on the application form.

### **How will my application(s) be marked?**

Your application(s) will be marked by one of six independent adjudicators appointed and trained by the British Safety Council.

The independent adjudicators are senior health and safety professionals in their respective organisations and senior examiners for the British Safety Council awarding organisation. In order to prevent any possible conflict of interest, the adjudicators do not have sight of any audit reports or previous award applications or scores. The onus is on applicants to convince the adjudicator that their particular site/business unit deserves an International Safety Award based on its commitment to health and safety management during 2016.

A rigorous standardisation process ensures that each adjudicator applies the marking scheme in a consistent manner so that all applications are marked to the same standard.

### **What is the pass mark?**

The adjudicator will apply the marking scheme and award a score out of 60.

Grades will be awarded as follows:

- 59-60 – Distinction
- 48-58 – Merit
- 36-47 – Pass

Any application scoring 30-35, i.e. a borderline fail, will be remarked by the Chief Adjudicator to check the accuracy of the marking. Similar borderline reviews will be conducted at the Merit and Distinction grade boundaries. The Chief Adjudicator's decision is final.

### **When will I receive my results and feedback?**

Results will be emailed to applicants on Friday 10 March and a list of successful applicants will be published on the British Safety Council website on Monday 13 March.

Results will not be issued by telephone.

Due to the large number of applications we are not able to provide individual feedback. However the Chief Adjudicator's report will appear on our website detailing the strengths and weaknesses of this year's applications.

### **I am unhappy with my result. What can I do?**

The British Safety Council endorses the right of site/business units to enquire about their result. Procedures are in place to ensure that result enquiries are dealt with thoroughly and fairly.

A result enquiry can result in a grade being confirmed, raised or lowered. Where a grade is changed, the new grade will replace the original grade, whether it is higher or lower.

The following services will be available:

- Breakdown of marks           £25 +VAT
- Remark                           £60 +VAT
- Feedback                       £145 +VAT
- Remark and feedback       £195 +VAT

Value Added Tax (VAT) at the standard rate of 20% is not applicable for overseas applications.

### **When should I expect to receive the winners' pack information?**

All winners will receive their results email on Friday 10 March 2017. This email will also contain links to the following:

- Winners' logo - winning sites/business units may use the International Safety Awards logo on their websites, letterheads and other items
- Press release template for winners to communicate their award to the media and stakeholders.

## Gala Dinner

### What is the International Safety Awards Gala Dinner?

Throughout 2017 we are celebrating 60 years of the British Safety Council and this year's event will be the 60<sup>th</sup> Anniversary and International Safety Awards Gala Dinner.

As well as celebrating the past, present and future of the British Safety Council, this black-tie event will celebrate the success of International Safety Award winners, Sector Award winners and the Health and Safety and Young Health and Safety Champions.

The Gala Dinner, hosted by Gabby Logan will combine a formal presentation ceremony with a three-course, fine dining experience and an evening of live entertainment.

### How much does it cost to attend the Gala Dinner?

- Individual ticket - £260 + VAT
- Diamond ticket - £310 + VAT
- Full table - £2,295 + VAT
- Diamond table - £2,795 + VAT

The diamond ticket prices have been added this year to celebrate our 60<sup>th</sup> anniversary. Anyone can buy these tickets.

### What does this ticket price include?

All ticket prices include:

- Certificate presentations with official photographs
- Three-course meal with wine
- One x drink voucher
- Entertainment including a live band.

The Diamond ticket price includes all of the above, plus:

- Early access to pick up certificates (for award winners only)
- Exclusive VIP reception including drinks and entertainment
- Champagne on table
- Best tables in the house – near to stage and dancefloor
- One additional drink voucher per person for post dinner drinks
- Group/individual photos with celebrity compere, Gabby Logan
- Take away gift bag.

### How do I book tickets?

Booking information and the Gala Dinner booking form can be found on: [www.britsafe.org/GalaDinner](http://www.britsafe.org/GalaDinner).

Completed booking forms must be returned to [awards@britsafe.org](mailto:awards@britsafe.org). Please refer to our events terms and conditions before booking [www.britsafe.org/eventterms](http://www.britsafe.org/eventterms)

### Can I still attend the Gala Dinner if I have not applied for an International Safety Award?

You can still attend and enjoy the Gala Dinner and be a part of our special 60<sup>th</sup> anniversary celebrations.

**Does the British Safety Council provide visa invitation letters?**

The British Safety Council will, upon request, provide an attendee with an invitation letter for purposes of the guest applying for a visa to visit the United Kingdom. The British Safety Council cannot give advice or guarantee the issuance of a visa. You are strongly recommended to apply for your visa as early as possible. In the event that you are unable to obtain a visa but have already purchased a ticket/s for the Gala Dinner, we will be unable to refund the cost of your ticket.

**What is the British Safety Council's cancellation policy?**

Please [see](#) our event terms and conditions

**When do I need to complete the Gala Dinner booking form by?**

Completed booking form(s) must be sent to [awards@britsafe.org](mailto:awards@britsafe.org) by 23:59GMT on Friday 21 April 2017. Visit the website [www.britsafe.org/events/galadinner](http://www.britsafe.org/events/galadinner) for details of our early bird offer if you apply before Friday 7 April 2017.

**When can we expect to receive our tickets?**

There are no hardcopy tickets for this event. An email confirmation will be sent during the week of 24 April 2016 to the contact indicated on the booking form that you submitted.

**Can I reserve my table and seating?**

Tables cannot be reserved. Attendees are seated on a first come, first served basis. This is excluding diamond ticket holders who will be given preferential table allocation.

**What is the dress code for the evening?**

The follow attire is expected:

- Black tie
- Evening dress
- National dress
- Honours may be worn.

**What should I do if I have a specific dietary requirement?**

Any dietary requirements should be noted on the booking form next to the relevant guest's name. The venue can cater for a variety of dietary requirements. Please provide clear details on the booking form and we will contact you if we need further details.

**Will the event be wheelchair accessible?**

Yes, we kindly ask that guests requiring wheelchair access contact us prior to the Gala Dinner at [events@britsafe.org](mailto:events@britsafe.org). Access is via a guest lift from the main lobby. Guests requiring wheelchair access should arrive at the hotel's lobby via the main entrance on Park Street and ask for assistance at the concierge's desk. Security staff will operate the lift and take guests down to the Great Room mezzanine level for the duration of the reception. Guests will be shown to their table by British Safety Council staff. We will ensure the guest is seated near the accessible toilets and within easy access to the exit.

**How do I get to the Grosvenor House Hotel?**

Transport and travel directions will be provided in your confirmation email, along with a map. The Grosvenor House Hotel is on Park Lane which is within walking distance from Marble Arch (Central line), Hyde Park Corner (Piccadilly line) and Green Park (Piccadilly and Jubilee line) underground stations. Journeys can be planned at [www.tfl.gov.uk](http://www.tfl.gov.uk)

The Grosvenor House Hotel does have parking facilities. If driving, guests must contact the hotel directly as parking charges apply.

### **Can I book accommodation at or near Grosvenor House?**

To assist you in planning for the event, PHR are hotel booking specialists that are providing attendees with discounted hotel room rates within easy reach of the venue. Rates are available at all hotels on request and all rates include VAT. If PHR are able to obtain better rates than those shown, they will inform you. Visit the [PHR website](http://www.phrweb.co.uk) for a list of discounted hotels, using your event code 'safe'.

T: +44 (0)1473 283 917 (within the UK Lo-call number 0845 6123 602)

E: [res@phrmail.co.uk](mailto:res@phrmail.co.uk)

W: [www.phrweb.co.uk](http://www.phrweb.co.uk)

## **Certificate and award presentations**

### **How are winners presented with their certificates?**

All winning sites/business units that book seats at the Gala Dinner are required to be in the Ballroom at Grosvenor House Hotel between 17:30 and 18:45 to collect their certificate and take an official group photograph with the British Safety Council Chief Executive, Chair or a Trustee. Winners will then go through to the winners' reception.

### **Will Distinction winners be recognised during the Gala Dinner ceremony?**

Sites/business units that have achieved the top mark of 'Distinction' will be recognised in the Great Room at approximately 21:45, with an announcement, trophy presentation and photo opportunity.

### **Will the individual award winners be recognised during the Gala Dinner ceremony?**

Individual winners will be presented with their certificate and their award in the Great Room with other award winners.

### **When will we receive our photographs from the Gala Dinner?**

All winner attendees will receive an email during the week commencing Monday 16 May 2016 this will contain information on how to access your photograph along with a post-event press release template.

## **Trophy and plaque orders**

### **What is a commemorative plaque?**

This unique winners' wall plaque features the International Safety Award logo and is designed to be used indoors or outdoors. The classic design of this 14 inch plaque reflects the impressive achievement

of gaining an International Safety Award and all sites/business units have the opportunity to display the name of the winning site on their plaque.

#### **How do I order a commemorative plaque?**

The order form can be downloaded from our [website](#), completed and sent to [events@britsafe.org](mailto:events@britsafe.org)

#### **What is the price of a commemorative plaque?**

The price per plaque is as follows:

- £170 +VAT including postage and packaging for UK customers
- £280 including packaging and courier charges for overseas customers

Government regulations state that Value Added Tax (VAT) at the standard rate of 20% is not applicable for overseas customers as the plaque is being shipped abroad. However, for overseas customers any local duties/taxes payable are the responsibility of the purchaser at the point of entry.

#### **How do I pay for my commemorative plaque?**

Payment can be made by BACS or credit card. Details are to be completed on the booking form. Cheques should be made payable to the British Safety Council.

Please note that payment in full is required within 30 days. No refunds are available upon cancellation of an order.

#### **When will I receive my commemorative plaque?**

Plaques will be produced only when payment is received and will be sent directly to the address stated on the booking form. You will receive by email a PDF attachment of your plaque for review and confirmation before it is produced. This can take up to six weeks once payment is received for your plaque to be delivered. Please note you will not be able to collect your plaque at the Gala Dinner.

#### **What is a Distinction trophy?**

All sites/business units that attain a distinction and attend the 2016 International Safety Awards Gala Dinner, will receive a Distinction trophy automatically as part of the Gala Dinner package. It features the International Safety Awards logo and has been designed to reflect the impressive achievement. If you achieve a Distinction but are unable to attend the Gala Dinner, you can still order a Distinction trophy from our [website](#).

#### **What is the price of a Distinction trophy?**

The price per trophy is as follows:

- £115 +VAT including postage and packaging for UK customers
- £150 including packaging and courier charges for overseas customers

Government regulations state that Value Added Tax (VAT) at the standard rate of 20% is not applicable for overseas customers as the trophy is being shipped abroad. However, for overseas customers any local duty payable is the responsibility of the purchaser at the point of entry.

**When should I expect to receive my certificate if I am not attending the Gala Dinner?**

Those attending the Gala Dinner will receive their certificate on the evening. For those not attending, certificates will be posted to UK-based winners and couriered to international winners during the week commencing Monday 23 May 2016.

Any questions not covered by these FAQs should be sent to [awards@britsafe.org](mailto:awards@britsafe.org)