



International Safety Awards 2018

Guidance for applicants

Summary

The International Safety Awards recognise commitment to good health and safety management.

The Awards are open to all organisations.

Applicants enter a specific site/business unit to the Awards by summarising its main business activities and by responding to twelve key questions concerning the management of health and safety.

In 2017 there were 580 applications with an overall pass rate of 92%. The distribution of grades was as follows: Distinction 31 (5%), Merit 301 (52%), Pass 201 (35%), Fail 47 (8%).

There is no quota of grades to be awarded. If all applicants meet the standard, all applicants will be awarded a Distinction.

Eligibility

Each application covers a single site or business unit. Applicants wishing to enter several sites or business units must complete a separate application for each one.

Since 1 January 2017, the site/business unit must **not** have:

- a) suffered any fatalities;
- b) been subject to any prohibition notices;
- c) been the subject of any convictions in relation to health and safety.

In addition, there must be **no** ongoing criminal investigations or prosecutions pending in relation to health and safety at the site/business unit.

The British Safety Council reserves the right to withhold, suspend or withdraw at any time the award of an International Safety Award should any applicant organisation have not met the eligibility criteria or failed to fully disclose all material facts which brings their eligibility into question.

Improvement notices

An improvement notice at the site does **not** preclude applicants from entering for an Award. However, if an improvement notice has been served at this site since 1 January 2017, applicants must declare this and satisfy the adjudicators that adequate remedial measures have been implemented.

Specified (reportable) injuries / Occupational ill health / Dangerous occurrences

A specified (reportable) injury, incidence of occupational ill health or dangerous occurrence at the site does **not** preclude applicants from entering for an Award. However, if there has been such an incident at this site since 1 January 2017, applicants must declare this and satisfy the adjudicators that suitably appropriate remedial actions have been implemented to minimise the risk of a similar injury occurring again.

Completing the application

A marking scheme is provided to applicants and this indicates the criteria by which submissions will be assessed. Applicants are strongly advised to familiarise themselves with the marking scheme before commencing their application and to draft each individual response by careful reference to this document.

Applicants are also strongly encouraged to study the 2017 Chief Adjudicator's Report. The Chief Adjudicator's Report provides general feedback and a question-by-question evaluation of applicants' performance by particular Award series. Those studying the report will thereby gain an important general insight into the characteristics of high-scoring submissions and the reasons why other submissions score less well.

Guidance for applicants

- All applications are submitted via our online system (applicants may wish to prepare their responses offline using e.g. MS Word before copy/pasting into their online submission)
- All applications must be submitted in English only
- 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)

Submitting the application

- Applications must be received by 23.59 GMT Monday 5 February 2018.
- Late applications will **not** be accepted.

How applications are marked

The responsibility is on applicants to convince that their particular site/business unit deserves an International Safety Award based on its commitment to health and safety management during 2017.

Applications are marked by a small team of independent adjudicators appointed and trained by the British Safety Council. The adjudicators are all experienced senior-level health and safety professionals in their respective organisations. The adjudicator team are all experienced in marking applications to the International Safety Awards and the activity of marking more generally (in some instances, the adjudicators also act as senior examiners for the British Safety Council's regulated qualifications programme).

Adjudicators will apply the marking scheme and arrive at a total score out of 60.

Grades will be awarded as follows:

Distinction: 59 - 60

Merit: 48 - 58

Pass: 36 - 47

A rigorous standardisation process ensures that the adjudicators apply the marking scheme in a fair and consistent manner. Furthermore, all applications scoring 30-35 (i.e. a borderline Fail) will automatically be re-marked by the Chief Adjudicator to ensure the accuracy of marking. Similar reviews will be conducted at the Merit and Distinction grade boundaries.

To maintain a year-on-year equivalence in standards, the British Safety Council reserves the right to modify the final grade thresholds when determining grade outcomes should this be justified by relevant qualitative/quantitative evidence.

The Chief Adjudicator's decision will be final in respect of all submissions to the International Safety Awards.

Results and post-result enquiries/feedback

Results will be published and communicated to applicants on Friday 09 March 2018.

Result notifications will include the total number of marks scored and the grade awarded.

Please note that results will **not** be issued by telephone.

The British Safety Council will be publishing information concerning the winning organisations to promote the Awards, the Gala Dinner and to help disseminate best practice.

Due to the large number of applications, the British Safety Council is unable to include individual feedback with result notifications. However, as previously, the Chief Adjudicator's Report will appear on our website detailing the strengths and weaknesses observed across all applications. Applicants

Guidance for applicants

seeking an insight on the outcome of their submission are encouraged to cross-reference their responses against the commentary offered within this report.

The British Safety Council endorses the right of organisations to enquire about their result. Procedures are in place to ensure that result enquiries are dealt with fairly and thoroughly. Applicants interested in submitting a post-result enquiry are referred to the *Result Enquiry Policy and Application Form* that will be downloadable from the British Safety Council website on Friday 09 March 2018.

It is important to note that a result enquiry may 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.

All result enquiries must be received by 23.59 GMT on Friday 16 March 2018.

Sector Awards

The Sector Awards recognise overall 'best in class' submissions to the International Safety Awards by sector/industry.

There is **no** separate application process for the Sector Awards. All organisations winning an International Safety Award are automatically considered for a Sector Award.

The sector 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 and technical services, 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. The highest-scoring submission within each category will qualify for the Sector Award. In the event of several submissions scoring equally highly within a particular category, the Chief Adjudicator will determine the best overall submission.

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

Gala dinner

Shortly after the results have been issued winners will be formally invited to receive their award at the International Safety Awards Gala Dinner.

The Gala Dinner will take place at London's Grosvenor House on Friday 27 April 2018.

More information

Should you have any questions or require further information, please contact our customer service team on +44 (0) 20 8741 1231 or email customer.service@britsafe.org