



Sword of Honour 2024 Question Set and Marking Scheme

Background

This marking scheme relates to the written application component of the 2024 Sword of Honour scheme. The final marks for each submission will be determined by reference to applicants' performance in the written application only. The results of the Five Star Audit process will not be considered other than as a right of entry to the awards.

Please note that the marking descriptors are indicative by nature. For example, two organisations may adopt differing approaches to the written application and score equally well. Nonetheless, high-scoring organisation will typically answer all aspects of the question, clearly following the marking scheme, provide site-specific references (evidenced and referenced through the audit report) and fully utilise, but not exceed the specified word allowance per response.

Scoring criteria

- A maximum of 60 marks are available for the written application. Applicants must score a minimum of 45 marks to remain eligible for the award.
- A minimum of two individual responses must be scored within the top mark band (11-15 marks).
- Submissions will become ineligible for the Sword of Honour award should any individual responses be scored within the lower mark band (0-5 marks).
- Responses to each sub-question must not exceed 750 words per sub-question (i.e. 3,000 words overall per submission).
- The two optional questions for the Innovation and Development award will be marked separately by a panel. The grades for these questions will not be included in the overall score of the main application.

	11-15 marks	6-10 marks	0-5 marks
<p>1. With relevant reference to the maturity requirements from your recent Five Star Audit:</p> <p>Explain how the management of change process commensurate with appropriate risk assessment has helped in preventing possibility of unforeseen incidents</p>	<p>A full description of how the organisation identifies where the Management of Change process is needed and how these changes have been made with risk assessment to avert possibility of incidents and how these are documented and communicated to relevant people.</p> <p>The response is supported with clear examples of the assessment criteria used to determine relevance and the actions taken (planned or actual) to deliver smooth change and a recognition of inter-dependence between functions/stakeholders.</p>	<p>An adequate description of how the organisation identifies where the Management of Change process is needed and how these supported with risk management are used to prevent incidents.</p> <p>The response is supported with an example of the method used to determine management of change process and an acknowledgement that there is inter-dependence between different stakeholders.</p>	<p>A basic description of how the organisation identifies where the Management of Change process is needed and how these are used to prevent incidents.</p> <p>The response is not supported with any clear examples of the approach used to effect management of change.</p>
<p>2. With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Describe how the site has established suitable processes to engage different stakeholders and the benefits drawn from such engagements.</p>	<p>A full explanation of how the organisation identifies the stakeholders, the means by which these stakeholders are communicated with, and the level of their engagement.</p> <p>The response is supported with several examples of regular stakeholder analysis together with examples of communication mediums.</p>	<p>An adequate explanation of how the organisation identifies the stakeholders, the means by which these stakeholders are communicated with and the level of their engagement</p> <p>The response is supported with an example of some stakeholder analysis together with examples of communication mediums.</p>	<p>A basic explanation of how the organisation identifies the stakeholders, the means by which these stakeholders are and the level of their engagement</p> <p>The response is not supported with any examples of stakeholder communication</p>

<p>3. With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Outline the contractor management system that has been developed, and how this has helped in improving contractor's health and safety performance.</p>	<p>A full description of how the organisation assesses the suitability of contractors, the structure of ongoing communication and the impact/changes this has had to improve Health and Safety within the organisation.</p> <p>The response is supported with clear examples of the impacts seen within the business.</p>	<p>An adequate description of how the organisation assesses the suitability of contractors, the structure of ongoing communication and the impact/changes this has had to improve Health and Safety within the organisation.</p> <p>The response is supported with an example of the impacts seen within the business.</p>	<p>A basic outline of how the organisation assesses the suitability of contractors, the structure of ongoing communication</p> <p>The response is not supported with any examples of the impacts seen within the business.</p>
<p>4. With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Describe how the operations at the site can potentially impact the wellbeing of employees and how these are addressed and communicated.</p>	<p>A full explanation of how the organisation understands wellbeing, the risk assessment associated with it and the subsequent outcome of monitoring is used to influence the wellbeing strategy and objectives</p> <p>The response is supported with relevant examples of monitoring processes that link to outcomes that inform the wellbeing strategy and objectives</p>	<p>An adequate explanation of how the outcomes of monitoring work-related ill health (including mental health factors) is used to influence health, safety and wellbeing strategy or objectives</p> <p>The response is supported with an example of monitoring process that link to outcomes that inform the wellbeing strategy and objectives</p>	<p>A basic outline of how the outcomes of monitoring work-related ill health (including mental health factors) is used to influence health, safety and wellbeing strategy or objectives</p> <p>The response is not supported with any examples of monitoring process and no link to outcomes that inform the wellbeing strategy and objectives</p>

