

# Safe@Work, Safe@Home Award

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## Entrants will be required to

- Complete an [Achievement Award](#) or [Industry Sector Award](#) submission
- Answer Ten Key Performance Questions
  1. How do your directors and senior managers lead health and safety in your organisation?
  2. How does your organisation ensure that it has access to competent advice and services, including in relation to occupational health?
  3. How does your organisation engage the workforce and their representatives in health and safety and what have been the benefits?
  4. How does your organisation ensure that all its employees and contractors are competent to fulfil their roles in health and safety? Describe the approach taken in the selection and monitoring of contractors.
  5. How does your organisation use risk assessment to identify appropriate control measures for significant hazards to health and safety? *Including additional mandatory theme for Industry Sector entrants (worker fatigue or working at height).*
  6. How does your organisation ensure that health and safety information is communicated effectively within and beyond the organisation?
  7. Describe your organisation's approach to active monitoring and measurement of its safety and health performance, and how this continues to evolve.
  8. How does your organisation ensure that it investigates health and safety problems and implements lessons learned? How does it manage sickness absence?
  9. How does your organisation review its health and safety performance periodically to assess progress against targets, set new priorities and report on them? Describe how the results of reviews inform business planning.
  10. Responding to health and safety challenges presented by the COVID-19 pandemic. *(Includes sub-questions covering your organisation's response).*
- Provide accident, ill health and enforcement data
- Supply cross-referenced evidence to support your entry

*Please note: This guide provides an overview of the entry criteria for this category. It is not intended for reference when preparing your submission. Registered entrants will receive comprehensive entry guidance notes.*

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- Compile a separate Safe@Work-Safe@Home Award submission, linked to supporting evidence. A brief organisation profile is required, followed by a submission structured as follows:

## Section 1

- Provide a brief organisation profile, including its structure and principal work activities.
  - If applying as a subsidiary of a group and you are using a common group business / health safety and wellbeing management system, this must detail clearly how decisions are made at local level.

## Section 2

- Give an overview of the initiative(s), programme(s) or scheme(s) being put forward for consideration in the Safe@Work-Safe@Home trophy category.
  - How the scheme topics are chosen (e.g. Group or local-led initiatives, employee suggestion, partner links)
  - Who coordinates the activities and how
  - Who are the campaigns for (e.g. internal employees, employee's families, local communities)

## Section 3

- Provide information on how initiatives and advice are shared with other companies in the sector and/or supply chain.
  - E.g. Industry peers;
  - Contractors/subcontractors/temporary workforce;
  - Facilities and on-site services such as cleaning and security contractors

## Section 4

- Discuss how the impact and success of initiatives are measured
  - Qualitative: feedback from those involved/impacted
  - Quantitative: number of people influenced/impacted

## Section 5

- Partnerships with other local associations/groups to promote safety outside of the workplace
  - How are these local partnerships setup/how do they operate?

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- Rather than charitable donations and financial support alone, assessors are keen to learn how do such partnerships provide 'hands-on' support and sharing of skills/expertise?

## Judging Criteria

In order to qualify for consideration for the trophy, entrants must first achieved a Gold-level score for an [Achievement Award](#) or [Industry Sector Award](#) submission

During the assessment process, assessors will highlight entrants with an innovative or noteworthy approach to protecting the safety of their employees outside the workplace.

The judging panel – including award sponsor L'Oréal, will then shortlist the most worthy gold award recipients, prior to collectively deciding on the entrant deemed strongest in this category.

In addition to the trophy, RoSPA will invite the short-listed entrants to form an associated active network, with a view to sharing best practice and continually raising standards.

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