

# Sector Award



## Entrants will be required to

- Answer Ten Key Performance Questions
  1. How do your directors and senior managers lead health and safety in your organisation, including identifying priorities, setting key performance indicators and targets, monitoring progress and providing clear and effective leadership at all levels?
  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 occupational 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 occupational 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 risks to health and safety and ensure that results are integrated effectively into business processes?
  6. How does your organisation ensure that occupational health and safety information is communicated effectively within and beyond the organisation?
  7. Describe your organisation's approach to active monitoring of its safety and health performance and how this continues to evolve.
  8. How does your organisation ensure that it investigates occupational health and safety problems and implements lessons learned? How does it manage sickness absence?
  9. How does your organisation review its occupational health and safety performance periodically to assess progress against targets, set new priorities and report to internal and external stakeholders? Describe how the results of reviews inform business planning.
  10. Influential leadership – How is your organisation leading on safety in the workplace, in the community, and with young workers? ONE RECENT example should be given for each theme where possible.
- Provide accident, ill health and enforcement data
- Supply hyperlinked evidence to support your entry

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Additional information the Panel will look for includes:

- Substantial accident-free runs (six months, one year, half million man hours etc.)
- Total days lost due to sickness absence (whether or not related to work related injury or work related ill health)
- Quantitative evidence of improvement with reference to indicators such as results from active monitoring of compliance with key control measures, near miss reporting, monitoring of environmental conditions, health surveillance, training achievement; behaviour monitoring etc.
- Measures taken to manage key areas of risk such as occupational road safety, asbestos, site transport, manual handling, stress, slips, trips and falls etc.
- Occupational health – including measures to control health risks, ensure effective job adaptation and rehabilitation and the promotion of health and well being, including measures to prevent and control health risks e.g. musculo-skeletal disorders, stress, hand arm vibration syndrome etc.
- Management of contractors and sub-contractors – including procedures for selection, control and monitoring
- The promotion of occupational health and safety externally, for example via the supply and contracting chain; promoting home and leisure safety of staff and their families and 'good neighbour activities' in the community; sharing information via trade associations and other intermediaries etc.
- Links to corporate performance information and targets reported to stakeholders via the internet. If information on occupational health and safety performance is available on your website, you can supply the links for these pages. In assessing candidates for the Sector Awards the Panel wishes to see examples of working documents that demonstrate actual implementation of measures and procedures (rather than blank forms). These can include, for example:
  - Sample completed risk assessment forms
  - Sample training course (topics and attendance) records
  - Sample safety committee minutes examples of accident and incident investigation reports (with 'identifiers' deleted)
  - Examples of remedial actions 'signed off' etc.
  - Examples of health surveillance records and absence management data collection.

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## How the entries are judged

Submissions for the Industry Sector Awards are assessed initially by one of a team of independent, experienced and well qualified health and safety professionals engaged by RoSPA, liaising with a Panel member(s). As far as possible, entries from the same sector are allocated to the same assessor to minimise the effect of any variation in marking style.

All submissions are scored, with most weighting being on the answers to the Key Performance Questions and documents provided as supporting evidence. Assessors are instructed not to make assumptions about aspects of performance which, although they may happen 'on the ground', are not adequately described and supported by evidence in the submission.

Following the preliminary marking of entries, a cut off mark is used to identify a shortlist of candidates for each Sector Award. This mark may vary, reflecting, for example, the H&S management performance of different sectors.

As the Sector Awards are competitive, success depends on the overall quality of the winning submission relative to other entries, not simply on achieving or exceeding a certain score. It is important to note however that, as the Awards aim to recognise and celebrate excellence, RoSPA reserves the right not to make a Sector Award (or Highly Commended/Commended) if no entry is judged to have demonstrated a sufficiently high standard of performance.

The expert, independent [Adjudication Panel](#) works in February and March, when shortlisted entries are examined by pairs of judges to select the winner and commendations in each sector.