RoSPA Awards – 2027 Season Entry Criteria

1. Purpose of this Document

This document sets out the criteria, requirements and assessment rules applicable to the RoSPA Awards 2027. It should be read alongside the RoSPA Awards Terms and Conditions. In the event of any conflict between the two documents, the Terms and Conditions shall take precedence.

All quoted times and dates are presented in GMT.

2. Definitions

Awards Season

The Awards Season is the period from the opening of registration through to the final publication of award results.
For the 2027 Awards Season, this period runs from **October 1, 2026,** to **September 6, 2027**.

Qualifying Period

The Qualifying Period is the main period against which award submissions are assessed.
For the 2027 Awards Season, the Qualifying Period is **January 1, 2026,** to **December 31, 2026.**

Cycle 1

Cycle 1 is the primary awards cycle and includes:

- Sector Awards
- Specialist Awards
- Inspiration Awards
- Inspiring Women in Safety Awards
- Fleet Safety Awards
- Achievement Awards intended for presentation at a RoSPA Awards Ceremony.

The standard cycle 1 deadline for submission deadline is **23:59 on February 1, 2027.**
RoSPA members entering an Achievement Award have until **23:59 on February 8, 2027**.

Cycle 2

Cycle 2 applies to later submissions for:

- Achievement Awards
- Fleet Safety Awards.

The standard submission deadline is **23:59 on July 19, 2027**.
RoSPA members have until **23:59 on July 26, 2027**.
Awards submitted during Cycle 2 are not eligible for competitive award categories, or award presentation. All awards will be dispatched direct to entrants.

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3. Eligibility Requirements

Qualifying Period Requirements

Entries must describe and document the delivery of an entrant's health and safety management system during the Qualifying Period.

To be eligible for all award grades, including Gold-level awards, entrants must be able to demonstrate:

- Twelve months of operational activity during the Qualifying Period
- Twelve months of accident and incident reporting data.

Organisations with between six and twelve months of operational evidence may enter the achievement awards, but will be eligible for a maximum award grade of Silver.

Entry Scope

Entrants may flexibly define their scope as:

- Whole organisations
- Individual sites/locations
- Divisions
- Other recognised operational units.

Entrants should be aware that significant changes to scope will typically not allow the continuation of a continuous achievement award history, and a New Entry history may be required. For example, if an entrant previously submitting as an individual site request a change to a whole organisation submission.

4. Entry Submission Requirements

Entry Format

All submissions must:

- Be submitted through the designated RoSPA online entry platform
- Be submitted no earlier than **January 1, 2027**
- Include all mandatory sections
- Include commentary on reportable incidents, specified incident categories and enforcement action where requested
- Be complete at the point of submission
- Complete a declaration attesting to the accuracy of the information presented
- Disclose information on any reputational risks associated with the entry.

Entries submitted before **January 1, 2027,** will be returned and must be resubmitted before the applicable deadline.

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Supporting Evidence

Entrants must:

- Upload supporting evidence directly to the online entry platform
- Ensure evidence relates only to the Qualifying Period
- Reference evidence within the relevant response sections
- Follow the stated document limits for each section of their category.

The following are not permitted:

- Links to external storage platforms such as SharePoint, Dropbox or Google Drive
- Zip files containing multiple documents
- Combining multiple documents into a single file to circumvent evidence limits (except where explicit exceptions are advised).

5. Submission Deadlines

Cycle 1

The following categories must be submitted by **23:59 on February 1, 2027**:

- Sector Awards
- Specialist Awards
- Inspiration Awards
- Inspiring Women in Safety Awards
- Fleet Safety Awards
- Achievement Awards intended for presentation at a RoSPA Awards Ceremony,

RoSPA members submitting Achievement Awards have until **February 8, 2027**.

Consequences of Missing the Cycle 1 Deadline

Specialist Awards, Inspiration Awards and Inspiring Women in Safety Awards
Late submissions will not be considered in competitive award shortlisting and selection processes.

Paid-for extensions will not be available during the 2027 Awards season. RoSPA members however benefit from 1 additional week to submit achievement award entries. Memberships may be purchased alongside an award registration via a RoSPA sales agent, which will also access a member discount on award registration.

Sector Awards

- Late submissions will be reassigned to Cycle 2 and its associated deadlines
- These entries will no longer be eligible for the competitive Sector Award competition or associated sector and excellence awards
- Entries will instead receive a graded level award only
- A feedback report will still be produced
- No refund will be provided.

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Fleet Safety Awards

- Late submissions will be reassigned to Cycle 2 and its associated deadlines
- These entries will no longer be eligible for the Fleet Safety category trophies.

6. Sector Award Category Criteria

Sector Awards are competitive awards available across a number of specified industry sectors.

Assessment

- Entrants must have twelve months of operational data within the Qualifying Period
- Sector assessment criteria are applied equally regardless of organisation size or previous awards history.

Awards Available

Subject to achievement of the required assessment threshold, in each sector RoSPA may award:

- Sector Winner
- Highly Commended
- Commended

There is no guarantee that a sector winner will be awarded in every sector.
Entrants not receiving one of the above distinctions will be awarded a graded Achievement Award outcome where appropriate.

Trophies

- Sector Winners receive a plated silver salver.
- Highly Commended and Commended winners receive an acrylic trophy.

Lord Jordan of Bournville Trophy

Three finalists will be shortlisted from amongst the highest performing individual Sector Award winners.

Finalists are invited to:

- Host an on-site judging visit between **March 15, 2027,** and **March 24, 2027**.
- Attend a judging presentation in Birmingham on **April 27, 2027**.

The current holder of the Trophy remains eligible to win Sector Awards but is not eligible for Lord Jordan of Bournville Trophy shortlisting during the immediate following Awards Season.

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7. Fatalities, Serious Incidents and Legal Privilege

A fatality or serious incident does not automatically disqualify an entry.

However, it is important to manage expectations. Such matters will normally:

- Delay of assessment
- Require further investigation
- Result in an award being withheld
- Cause an entry to be placed on hold pending the outcome of investigations, following which the awarding basis will be reevaluated.

RoSPA strongly advises organisations that have experienced a workplace fatality during the Qualifying Period to refrain from entering until all official investigations and proceedings have concluded.

Where an entry is submitted following a fatality or serious incident, full details must be disclosed, including:

- Investigation findings
- Enforcement activity
- Court proceedings
- Coroner's findings
- Corrective actions taken.

Where legal privilege prevents sufficient disclosure, RoSPA may be unable to determine an award outcome.

RoSPA's decision is final.

8. Assessment, Verification and Sample Checking

RoSPA reserves the right to:

- Conduct random verification exercises
- Request additional evidence
- Arrange interviews
- Conduct site visits
- Require verbal presentations.

Verification activity may occur before or after results are issued, and RoSPA may refuse, revoke or amend an award where:

- Information is false or misleading
- Material information has been omitted
- Verification requirements are not met
- Information emerges that would have affected the original decision
- An award is deemed inconsistent with the values and reputation of the scheme.

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9. Reputational Risk and Disclosure Obligations

Entrants must disclose any issue that could reasonably be considered relevant to the integrity of an award assessment, including:

- Fatalities
- Major or specified injuries
- Prosecutions
- Enforcement action
- Significant incidents involving members of the public
- Adverse publicity
- Ongoing disputes or investigations.

Failure to disclose relevant information may result in:

- Disqualification
- Award withdrawal
- Award downgrade
- Suspension pending investigation.

RoSPA reserves the right to publicise the reasons for any withdrawal, downgrade or revocation.

10. Results, Publication and Award Dispatch

Winners' List

The Winners' List will be published on **June 30, 2027**.
Initially, it will contain results from submissions meeting the Cycle 1 deadlines.
Additional results will be added on **September 7, 2027**.

Dispatch of Awards

Awards for entries submitted by the Cycle 1 deadlines will begin dispatch from **July 14, 2027**.
Awards for later submissions will begin dispatch from **September 8, 2027**.

Delivery times vary and may take between one and three weeks.

Standard achievement award certification (merit, silver, bronze and Gold) is issued to non-UK entrants as a PDF certificate.

For other award levels and types, recipients are responsible for all import duties, taxes and customs charges. International deliveries will incur additional shipping charges.

11. Grade Reviews

Grade Review requests:

- Must be submitted within five working days of notification via our contact form
- Must include reasons for the request
- A case will be opened for your request, to track the process.

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Available options are:

- Reassessment: £109 + VAT
- Reassessment with Feedback: £305 + VAT

A Grade Review may result in:

- Promotion of the grade
- No change
- Downgrading of the grade.

The outcome of a Grade Review is final.

12. Third-Party Complaints

RoSPA expects complainants and entrants to make reasonable efforts to resolve disputes before referring them to RoSPA.

RoSPA does not act as an arbitrator in ongoing disputes but reserves the right to investigate allegations and determine whether:

- An award should be retained
- A grade should be amended
- An award should be suspended
- An award should be revoked
- An entry should be disqualified.

RoSPA's decision is final.

13. Intellectual Property

All RoSPA Awards logos, trophy designs, award stationery and associated branding remain the intellectual property of RoSPA.

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