

Achievement 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?
 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? How does this inform corporate and operational planning?
 6. How does your organisation ensure that health and safety information is communicated effectively within and beyond the organisation?
Plus: mandatory description of work being carried out in connection with the prevention of slips, trips and falls.
 7. Describe your organisational 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 learnt? 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 then report on them? Describe how the results of reviews inform business planning.
 10. Reflecting on the planning and delivery of your safety management system during 2023, expand on one significant learning point from the year which stands out more than any other.
Plus: optional response for 'Health and Safety beyond the Workplace Trophy' consideration, describing work, initiatives or campaigns being carried out to protect employees' health and safety during their non-work time.
- Provide accident, ill health and enforcement data
- Supply hyperlinked evidence to support your entry

Please note: This guide only provides an overview of the entry criteria for this category. It is not intended as a reference for preparing your submission. Registered entrants receive comprehensive guidance notes via the online entry system.

How the entries are judged

The judging process for achievement awards is undertaken by a range of expert independent health and safety consultants. RoSPA adjudicators make reference to Health and Safety Executive databases (and their international equivalents) and other sources to verify information on prosecutions and enforcement notices. Entrants may receive random telephone follow-up or a verification visit at any stage in the year, either before or after the closing date. The primary reference period for the award is the 2023 calendar year.

Judging criteria

In deciding the achievement award level merited, RoSPA takes account of a range of performance indicators. These include:

- Your account of the day-to-day health and safety management systems and policies you have developed, and the evidence you provided to demonstrate them being effectively used in practice.
- This is broken down in to a range of disciplines and themes such as senior leadership involvement, training and competency, workforce involvement and consultation, and accident investigation and remediation.
- Accident and ill health, both for your own staff and contractors
- Your enforcement record
- More attention is paid to other Key Performance Indicators (KPIs) than to lost time accident rates due to the limitations often associated with statistical data. Nevertheless, decisions about Awards at higher levels will be influenced by whether or not organisations have experienced significant enforcement action and/or fatal or major injuries for which they were culpable.

Gold Award – would typically involve entrants demonstrating:

- Excellent occupational health and safety management systems (e.g. strong audit results – system used and level achieved e.g. ISO 45001) and culture (as demonstrated by answers to the Key Performance Questions)
- A rigorous approach to occupational health
- High levels of compliance with control measures (evidence from active monitoring of performance) for principal risks
- Low/reducing rates of error (e.g. near misses), harm (accidents and work related ill health) and loss (e.g. accident and ill health costs)
- No fatal or major injuries due to employer negligence
- Evidence of applied learning following injuries
- No significant enforcement issues (notices/prosecutions)

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Silver Award – would typically involve entrants demonstrating:

- Satisfactory occupational health and safety management systems and culture (as demonstrated by answers to the Key Performance Questions)
- Improving compliance with control measures for principal risks and action on health issues
- Reducing accident rates
- No fatal or major injuries due to employer negligence
- Few significant enforcement issues (notices/prosecutions)

Bronze Award – would typically involve entrants demonstrating:

- Essential occupational health and safety management systems elements were in place (as demonstrated by answers to the Key Performance Questions) but still requiring significant development
- Implementation of control measures for principal risks was proceeding (evidence from performance monitoring)
- Their accident rate was stable or reducing
- No fatal injuries to employees due to employer negligence
- No major injuries (or very few, having regard to the circumstances in which they occurred)
- Evidence of learning from any enforcement experience

Merit Award – would typically involve entrants demonstrating:

- Evidence of commitment to developing a health and safety management system
- An action plan to deal with principal risks
- Analysis made of accident performance
- No fatal injuries to employees due to employer negligence
- Few major injuries (having regard to the circumstances in which they occurred)

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