

ENTRY GUIDANCE

CATEGORY: Health and Safety

Description

This award has been developed to recognise progress in improving the occupational health and safety culture of the workplace by introducing new or developing existing initiatives. In view of the HSE's Helping Great Britain Work Well strategy this could include initiatives that tackle work-related ill-health, especially occupational stress, work-related musculoskeletal disorders and occupational lung disease, other initiatives include promoting broader ownership of health and safety, Simplifying risk management, anticipating and tackling new health and safety challenges, promoting the benefits of an effective health and safety strategy.

Examples include

- Implementing programmes looking at occupational stress, work-related musculoskeletal disorders or occupational lung disease.
- Implemented programmes to improve employee safety including the reduction of accident rates
- Implemented a programme to reduce sickness absence
- Improved understanding of compliance through an educational programme

Important Information

- Please ensure you take the time to read and adhere to the [terms and conditions](#) of entry
- Ensure sections are completed in full and financials are included where required.
- For assistance in navigating the online portal [click here](#)
- Please fill in the entry and contact information pages to the fullest – this information is used to contact you in relation to your entry and also used for the purpose of creating certificates and trophies and other awards related materials.
- **Question 3 Financial information – Information is optional for this category.**

Entry Guidance

The question guidance in this document is for use to support you in completing your entry. They are examples of what you may include in your entry but you should not limit your entry to only including these. For further assistance in telling your story contact the awards team.

For help with telling your story or navigating the portal - email awards@eef.org.uk or call 020 7654 1540.

Question 1: What did you set out to do and why?

Set the scene by telling us about your business and what you do. (650 word count)

- TIP – Don't use up your word count describing your business, the judges already know a lot by your entry information. Instead include that briefly and then move onto the nature of your project/ strategy/ change and why this was important to implement.
- Describe the strategy behind improving the health and safety culture. This is your opportunity to show your vision to the judges.
- What business challenges and needs were identified and why?
- What health and safety initiative(s) was identified and why was this chosen?

Question 2: Project in Action

Describe how the project/ programme was implemented in your business. (1100 word count)

- TIP – this is the part of the entry form where you will spend most the time telling your story.
- How the initiative(s) was designed, implemented and managed? (including time frame, key milestones, approach and governance)
- Who was involved from the company, was there a dedicated team, how did they engage with key stakeholders, what external support (if any) was called upon and what capital investment was required (if any)?
- Were any unforeseen barriers encountered and how were these overcome?

3: Objectives and Results

a) What measures and targets were established at the outset to assess and monitor your success? And how have your plans met/ exceeded the measures which were set?

Please fill out the table below with the objectives set including specific targets, dates and what was ultimately achieved.

Objective 1 Word count: 0 / 20	Specific target 1 Word count: 0 / 20	Target delivery date 1 Word count: 0 / 3	Achievement 1 Word count: 0 / 20
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- This is where you show the targets set for the strategy/ project discussed in question 2.
- TIP – the more measurable targets you can include the better the judges can understand what you were trying to achieve and how much you ultimately accomplished
- Objectives: this is the main objective you were looking to achieve
- Specific target: is the measurable target to set to achieve this goal
- Target delivery date: the date you set to achieve this target by
- Achievement: what was ultimately achieved – target achieved? Exceeded? Did you finish it early?

b) Give us more insight to the results you have achieved and how they have benefited your company. (300 word count)

- What unforeseen and or follow on benefits have been experienced from the plans?
- What evidence is there to demonstrate improved business performance (e.g. reduction in accidents and cases of ill health, reduced costs, reduced insurance premium) and improved employee morale (e.g. staff attitude survey)?

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c) Provide a summary of financials in the box below:
For this category, these figures are optional

c) Provide summary of financials

Please refer to your entry guidance to see if this is a mandatory field

Net profit

2014/15	2015/16	2016/17	2017/18
Word count: 0 / 2	Word count: 0 / 2	Word count: 0 / 2	Word count: 0 / 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Turnover

2014/15	2015/16	2016/17	2017/18
Word count: 0 / 2	Word count: 0 / 2	Word count: 0 / 2	Word count: 0 / 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- This information will be kept strictly confidential. All judges sign a NDA prior to viewing entries.
- This information is optional for this category. It is useful and beneficial to include if the project had a positive effect of the bottom line.
- In the relevant notes box below the table include any additional information you wish the judges to know.

Supporting documents

- TIP – this is your opportunity to show examples of your project, team, project plans and give a visual to the judges
- Please note there is a maximum of 5 items across 5 pages. ie - 1 photograph = 1 item; pdf document with 3 pages = 3 items.
- We cannot guarantee that the judges will view any additional items beyond this.
- Do not include any links to external websites – these will not be viewed.
- Please ensure you reference your supporting documents within your entry form in the relevant areas - you can name each file to make this easier for the judges to identify.

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