## Up to 600 words available per individual question International Safety Awards 2024 question/marking criteria

Questions 3a, 4a, 5, 6a, 7, 8a, 9, 10, 11 and 12 are scored with a maximum of 5 marks for each question:

- 5 marks **Comprehensive** answer provided
- 4 marks **Good** answer provided
- 3 marks Satisfactory answer provided
- 2 marks Limited answer provided
- 1 mark **Weak** answer provided
- 0 mark Question not addressed.

	Question	5 marks	4 marks	3 marks	2 marks	1 mark	0 marks
1	Describe the nature and scope of the main operational activities carried out at your site. Include details of the number of staff working at the site and the main functions these staff perform.		marked but is manda		e is essential for the a	djudicators to unders	stand
2	What are the most significant issues at the site in relation to:  Occupational health hazards Cocupational safety hazards Wellbeing concerns	context and backgro	marked but is manda bund of scored questi		e is essential for the a	djudicators to unders	tand the

	00 words available per With reference	Comprehensive	Good answer	Satisfactory	Limited or	Weak response	Question not
	to the hazards	and full answer	which identifies ONE	Answer which	incomplete	with very	addressed.
	you have	which identifies	hazard and	identifies ONE	response missing	limited details	
	highlighted in	ONE hazard and	describes the details	hazard and briefly	out one section of	throughout.	
	your answer to	describes the	of how you have	describes the	the question.	Missing out	
	Question 2,	details of how	determined the	details of how you	Descriptions may	more than one	
	identify the	you have	highest risk factor of	have determined	be so limited they	section of the	
	hazard with	determined the	the one hazard, also	the risk factor of the	cannot achieve	question. No	
	the highest	highest risk	includes details of	one hazard with the	higher marks. No	examples given.	
	risk factor.	factor of the <b>one</b>	the control measures		valid examples		
	Describe how	hazard, also	you have put in place		given.		
	you have determined the	includes details	and details how you	details of the			
	risk factor and	of the control	have controlled the	control measures			
	detail the	measures you have put in place	risk and mitigated the impact. A couple	you have put in place and briefly			
	control	and details how	of examples given.	details how you			
3a	measures you	you have	The descriptions	have controlled the			
	have put in	controlled the	will not be as	risk and mitigated			
	place to	risk and	comprehensive as	the impact. One			
	control the	mitigated the	the top scoring	example given. The			
	risk. Provide	impact.	answer.	descriptions will not			
	examples	Examples given	anonon	be as			
	throughout.	throughout.		comprehensive /			
	in ougnous	an oughout		good as the top			
				scoring answers.			
				ALL parts of the			
				question must			
				be answered to			
				achieve three			
				marks or			
				higher.			

3b	Provide evidence of how you control the risk identified in 3a for example, documentation or work plans detailing: how you have eliminated the risk; engineering and / or management controls you have introduced; and / or photographs of PPE used to control the risk.	One additional mark*** will be awarded for relevant uploaded evidence of these measures.	t				
4a	For your site, set out the organisation's key health, safety and wellbeing policies and procedures that you have put in place and describe how you communicate these policies and procedures effectively to your staff.	Comprehensive details provided of the key health, safety and wellbeing policies and procedures and description of the arrangements in place for communicating these to staff and how effectiveness is measured.	in place for communicating these to staff and how effectiveness	Satisfactory details of the key health, safety and wellbeing policies and procedures (not as detailed as the higher scoring answers) and description of the arrangements in place for communicating these to staff and how effectiveness is measured. ALL parts of the question must be answered to achieve three marks or higher.	Limited and/or incomplete details of the key health, safety and wellbeing policies and procedures and incomplete description of the arrangements in place for communicating these to staff. No reference to effectiveness.	Weak and incomplete details of the key health, safety and wellbeing policies and procedures and poor or no description of the arrangements in place for communicating these to staff. No reference to effectiveness.	Question not addressed.

ı	Jp to 60	0 words available per	individual question					
	4b	Provide evidence of three communication channels that are used to educate staff on site concerning key safety and wellbeing policies and procedures, for	One additional mark***will be awarded for relevant uploaded evidence of communication channels.  Evidence which doe not adhere to the requirements (see evidence appendix* will not be considere bythe adjudicators.	*)				
	5	Describe the arrangements you have in place at your site for responding to accidents or incidents resulting in injury or ill-health. Please explain how you ensure that the first aiders or first responders who provide assistance in	Comprehensive description of the arrangements in place for responding to accidents / incidents resulting in injury or ill health. Training of first aiders and / or first responders identified in appropriate detail with a good description of operational risks	Good description of the arrangements in place for responding to accidents / incidents resulting in injury or ill health. Not as in depth as the top scoring answer. Training of first aiders and / or first responders identified in appropriate detail	Satisfactory description of the arrangements in place for responding to accidents / incidents resulting in injury or ill health. Response and details of training provided to first aiders or first responders may be too brief. Only one valid example given.	Limited reference to the arrangements in place regarding first aiders and / or first responders and limited detail concerning their training.  No or invalid examples given.	Weak response missing out on parts of the question. Weak or missing description of the arrangements in place for addressing an incident or accident. No or weak detail on training. No valid examples.	Question not addressed.

Up to 60	0 words	available	per	individual	ques	tion
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00	o words available per such	and evaluation of	with reference to	
	circumstances	why this level is	why this level is	ALL parts of the
	have the	adequate to them.	adequate to suit	question must be
	competence to	Valid examples	operational risks.	answered to
	respond in the	given.	Valid examples	achieve three
	event of an		given.	marks or higher.
	accident / ill			
	health resulting			
	from your			
	operational			
	activities.			
	Provide			
	examples of the			
	various			
	measures you			
	have in place to			
	ensure first			
	aiders / first			
	responders			
	develop and			
	maintain the			
	knowledge and			
	expertise to			
	effectively carry			
	out their			
	responsibilities.			

<b>OP 10 0</b>	Describe the	oer individual question Comprehensive	Good	Satisfactory	Limited	Weak	Question not
<b>6</b> a	Describe the arrangements you have in place at your site for investigating accidents and incidents. Detail one accident or incident that has taken place at your site in the past three years and the resulting remedial action(s) put in place to prevent future occurrences.	description provided of the arrangements in place for investigation and the detail of one accident or incident that has taken place and comprehensive detail of the remedial action(s) taken to prevent future occurrences.	description of the arrangements in place for investigation and the details of one accident or incident that has taken place and good detail of the remedial action taken to prevent future occurrences.	Satisfactory description of the arrangements in place for investigation and the details of one accident or incident that has taken place. The detail not as full as in the previous two responses. Satisfactory detail of the remedial action taken to prevent future occurrences.  ALL parts of the question must be answered to achieve three marks or higher.	description of the arrangements in place for investigation and the detail of one accident or incident that has taken place and limited, or no detail of the remedial action taken to prevent future occurrences.	Weak description of investigation arrangements and / or no detail provided of one accident or of remedial action taken.	Question not addressed.

Up to 600 words available per individual question Provide One additional evidence of the mark \*\*\* will be remedial awarded for action that has relevant been taken, for uploaded example, a evidence. copy of the action plan Evidence which that has been does not adhere put in place to to the implement the requirements remedial (see evidence 6b actions appendix \*\*) will contained in not be considered by the investigation the adjudicators. or audit report or copies of documentation detailing new or revised control measures.

	O words available pe Detail the emergency	Comprehensive details of	Good detail given of	Satisfactory description of the	<b>Limited</b> description of emergency	Weak description of the emergency	Question not addressed.
7	emergency arrangements you have currently in place in the event of fire at your site. Identify those members of staff with specific responsibilities in such an emergency. What arrangements do you have to evacuate staff with disabilities and give details and results of a mock drill, and any actions needed to improve.	details of emergency arrangements in the event of fire. Members of staff with specific responsibilities identified giving details of their specific responsibilities. Detailed evacuation arrangements of staff with disabilities provided including result of mock drills and		•	•	•	

Up to 600 words available per individual question Directors and / or Identify the Directors and / or Directors and / or Limited Weak Question not description of description of the **Directors Executive Team Executive Team Executive Team** addressed. and/or members identified Directors and / or members identified members the with a **good** Directors and / Executive with a identified with a Executive satisfactory Team members comprehensive description or Executive provided with description provided provided of their few or no details at your site description provided with of their responsibilities provided of their with specific few details of of their training responsibilities responsibilities concerning health, responsibilities their training and and development. No for leading concerning health, safety and concerning development. health, safety safety and wellbeing. wellbeing. Details health, safety No details details provided Details of appropriate of appropriate and wellbeing. and wellbeing. provided of how of how the Provide details training and Brief details the effectiveness effectiveness of training and development to development to of training and training and of the provided of arrangements ensure that they carry ensure that they appropriate development is development is you have in out their carry out their training and assessed. assessed. responsibilities responsibilities place to development to effectively. provide these effectively. ensure that they 8a Directors and / carry out their or Executive responsibilities effectively. Team members with appropriate **ALL** parts of the training and question must development be answered to to enable them achieve three to carry out marks or higher. their responsibilities effectively.

8b	Provide documentary, photographic or other evidence demonstrating relevant training and development activities undertaken by Directors and / or Executive Team members.	One additional mark *** will be awarded for relevant uploaded evidence.  Evidence which does not adhere to the requirements (see evidence appendix **) will not be considered by the adjudicators.					
9	Identify one individual at your site who has during 2023 been instrumental in promoting greater awareness amongst the workforce of the importance of protecting their own and others' health and safety and wellbeing. Please give two examples of the activities they have undertaken and the impact they have had.	Individual identified with a comprehensive description of how they have created greater awareness of the importance of protecting their own and others health and safety and wellbeing. Two comprehensive examples provided of the impact they have had.	Individual identified with a <b>good</b> description of how they have created greater awareness of the importance of protecting their own and others health and safety and wellbeing. Two <b>good</b> examples provided of the impact they have had.	Individual identified with a satisfactory description of how they have created greater awareness of the importance of protecting their own and others health and safety and wellbeing. Not as detailed as the previous answers. Examples provided of the impact they have had lacked detail.  ALL parts of the question must be answered to achieve three marks or higher.	Individual identified with a limited description of how they have created greater awareness of the importance of protecting their own and others health and safety and wellbeing. No examples provided of the impact individual has had and / or examples lacked detail.	Weak individual member of the workforce who had made an impact in creating greater awareness not clearly identified. No examples given of activities undertaken.	Question not addressed.

Up to 600 words available per individual question Describe Comprehensive Good Satisfactory Limited Weak description Question not description of how description of how your description of how description of of how the addressed. the wellbeing and the wellbeing and wellbeing and site how the how the wellbeing and wellbeing and addresses mental health mental health issues mental health wellbeing issues detailed in mental health detailed in Question mental health issues detailed in Question 2 are 2 are being issues detailed in Question 2 are and mental issues detailed being addressed. addressed. The health issues being addressed. in Question 2 Question 2 are three examples of No examples as set out in The three are being being addressed. The example / your answer examples of addressed. The measures taken provided of the to Question measures taken three examples should demonstrate examples of measures taken. 2. Provide why and what action should of measures measures taken three demonstrate in taken should has been taken, lack detail. 10 examples of detail why and demonstrate their effectiveness Effectiveness not measures what action has and impact. addressed. why and what been taken, their action has been you have put **ALL** parts of the in place to effectiveness and taken, their question must be address impact. effectiveness these issues and impact. answered to and how you achieve three marks or higher. assess the effectiveness of these measures.

Up to 600 words available per individual question Members of staff Members of staff Members of staff Incomplete details Weak or no Question not **Identify those** members of provided of staff details provided addressed. with specific with specific with specific health, safety and health, safety and staff below of staff with health, safety with specific health, and wellbeing safety and Directors and / wellbeing wellbeing specific health, or Executive responsibilities responsibilities responsibilities wellbeing safety and Team level at below Director below Director responsibilities below Director wellbeing and / or responsibilities and/or Executive vour site with and / or Executive below Director and / specific health, **Executive Team** Team level fully Team level fully or Executive Team below Director safety and level fully identified. Good identified. level. Limited and / or Executive identified. details of Team level. No wellbeing description of the Satisfactory responsibilities Comprehensive arrangements in description of the arrangements in details of and detail how detail of the place to ensure arrangements in place to ensure arrangements in vou ensure that arrangements in their competency, place to ensure their competence. place to ensure they have how their Effectiveness not place to ensure their competency, their competence. 11 relevant performance is how their addressed. Effectiveness not their addressed. competencies competency, monitored to performance is how their **effectively** carry monitored to to carry out their respective performance is out their roles and **effectively** carry training needs out their roles and roles monitored to identified and effectively. **effectively** carry training needs identified and fulfilled. out their roles fulfilled. and training needs identified **ALL** parts of the and fulfilled. auestion must be answered to achieve three marks or higher.

Up to 600 words available per individual question Question not Describe the Comprehensive **Good** description Satisfactory **Limited** description Weak description of the arrangements description of the of the of the description of addressed. arrangements in arrangements in arrangements in you have in arrangements in the place for place to ensure place to ensure place to ensure place to ensure arrangements ensuring that contractor contractor contractor contractor in place to compliance. Three all contractors compliance with compliance with compliance with ensure operating at health, safety and health, safety and health, safety and examples lacked contractor wellbeing policies, wellbeing policies, wellbeing policies, your site detail of how compliance comply with systems and systems and compliance works systems and with health, procedures. Three in practice. safety and vour procedures. procedures. Examples do not wellbeing organisation's Three examples Effectiveness examples addressed. health, safety clearly demonstrated the adequately policies, 12 and wellbeing demonstrated the effectiveness of demonstrate the systems and policies, effectiveness of the arrangements **ALL** parts effectiveness of the procedures. the arrangements arrangements in systems and in place for of the No examples procedures. in place for monitoring question place for of compliance Provide three monitoring contractor must be monitoring measures provided. examples contractor compliance and answered contractor detailing how compliance and performance. to achieve compliance and Effectiveness three not addressed. these performance. performance. marks or arrangements have operated higher. effectively at your site.

### Up to 600 words available per individual question

### \* Command word appendix

Describe	Provide a detailed, factual account of relevant significant factors.
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# \*\* Evidence appendix

The below criteria applies to questions 3b, 4b, 6b and 8b where applicants are uploading evidence for bonus marks.

Should uploaded evidence not meet all the criteria listed below the adjudicators will not consider the evidence and a bonus mark will not be awarded.

- Evidence must be relevant to the question subject matter
- Evidence must be submitted in **English** or have been translated
- Only ONE item of evidence can be uploaded for each (part b) evidence-based question maximum of ten pages.
- Date of evidence attached must be clearly marked on the document
- For evidence that contains multiple pages the relevant section must be clearly identified
- For video evidence, the relevant section must be identified (e.g., minute 4.45)

# \*\*\*Bonus marks for Questions 3b, 4b, 7b and 8b.

Questions will each be awarded a maximum of 1 mark which will be considered by the adjudicators as a bonus mark.

An applicant therefore can be awarded a maximum of 4 **bonus marks** by supplying relevant evidence meeting the criteria set forth in the Evidence appendix above.

#### **Accreditation Marks**

Applicants can also gain a maximum additional five marks by uploading evidence of the following accreditations:

- 1 Mark: 3 Star outcome from British Safety Council Five-Star Audit (within the ISA 2024 eligibility period)
- 2 Marks: ISO 45001 Certification (current) or 4 Star outcome from British Safety Council Five-Star Audit (within the ISA 2024 eligibility period)
- 3 Marks: 5 Star outcome from British Safety Council Five-Star Audit (within the ISA 2024 eligibility period)