

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.	This question is not marked but is mandatory as the response is essential for the adjudicators to understand the context and background of scored questions 3-12.					
2	What are the most significant issues at the site in relation to: <ul style="list-style-type: none">• Occupational health hazards• Occupational safety hazards• Wellbeing concerns	This question is not marked but is mandatory as the response is essential for the adjudicators to understand the context and background of scored questions 3-12.					

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3a	<p>With reference to the hazards you have highlighted in your answer to Question 2, identify the hazard with the highest risk factor. Describe how you have determined the risk factor and detail the control measures you have put in place to control the risk. Provide examples throughout.</p>	<p>Comprehensive and full answer which identifies ONE hazard and describes the details of how you have determined the highest risk factor of the one hazard, also includes details of the control measures you have put in place and details how you have controlled the risk and mitigated the impact. Examples given throughout.</p>	<p>Good answer which identifies ONE hazard and describes the details of how you have determined the highest risk factor of the one hazard, also includes details of the control measures you have put in place and details how you have controlled the risk and mitigated the impact. A couple of examples given. The descriptions will not be as comprehensive as the top scoring answer.</p>	<p>Satisfactory Answer which identifies ONE hazard and briefly describes the details of how you have determined the risk factor of the one hazard with the highest risk factor, also includes brief details of the control measures you have put in place and briefly details how you have controlled the risk and mitigated the impact. One example given. The descriptions will not be as comprehensive / good as the top scoring answers. ALL parts of the question must be answered to achieve three marks or higher.</p>	<p>Limited or incomplete response missing out one section of the question. Descriptions may be so limited they cannot achieve higher marks. No valid examples given.</p>	<p>Weak response with very limited details throughout. Missing out more than one section of the question. No examples given.</p>	<p>Question not addressed.</p>
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3b	<p>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.</p>	<p>One additional mark*** will be awarded for relevant uploaded evidence of these measures. Evidence which does not adhere to the requirements (see evidence appendix**) will not be considered by the adjudicators.</p>					
4a	<p>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.</p>	<p>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.</p>	<p>Good details given 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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Question not addressed.</p>

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4b	<p>Provide evidence of three communication channels that are used to educate staff on site concerning key safety and wellbeing policies and procedures, for example, photos of training activities, meeting notes, documentation containing details of training courses provided and / or certificates awarded.</p>	<p>One additional mark*** will be awarded for relevant uploaded evidence of communication channels.</p> <p>Evidence which does not adhere to the requirements (see evidence appendix**) will not be considered by the adjudicators.</p>					
5	<p>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</p>	<p>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</p>	<p>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</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Question not addressed.</p>

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	<p>such circumstances have the competence to respond in the event of an 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.</p>	<p>and evaluation of why this level is adequate to them. Valid examples given.</p>	<p>with reference to why this level is adequate to suit operational risks. Valid examples given.</p>	<p>ALL parts of the question must be answered to achieve three marks or higher.</p>
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Up to 600 words available per individual question

6a	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.	Comprehensive 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.	Good 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.	Limited 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.
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6b	<p>Provide evidence of the remedial action that has been taken, for example, a copy of the action plan that has been put in place to implement the remedial actions contained in the investigation or audit report or copies of documentation detailing new or revised control measures.</p>	<p>One additional mark *** will be awarded for relevant uploaded evidence.</p> <p>Evidence which does not adhere to the requirements (see evidence appendix **) will not be considered by the adjudicators.</p>
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7	<p>Detail the 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.</p>	<p>Comprehensive 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 actions taken.</p>	<p>Good detail given of emergency arrangements in the event of fire. Members of staff with specific responsibilities identified. Detail of evacuation arrangements of staff with disabilities provided. But not as detailed as the 5 mark answer. Includes result of mock drills, and actions taken.</p>	<p>Satisfactory description of the emergency arrangements in the event of fire. Members of staff with specific responsibilities identified giving details of their specific responsibilities. Brief details of evacuation arrangements of staff with disabilities provided. Details not as full as Comprehensive or Good answers. Includes result of mock drills and actions taken.</p> <p>ALL parts of the question must be answered to achieve three marks or higher.</p>	<p>Limited description of emergency arrangements in the event of fire. Members of staff with specific responsibilities identified but without details of their specific responsibilities. Lack of information concerning evacuation arrangements of staff with disabilities. Mock drill details limited or missing. Action taken limited or missing.</p>	<p>Weak description of the emergency arrangements in the event of fire. Members of staff with specific responsibilities not identified.</p>	<p>Question not addressed.</p>
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Up to 600 words available per individual question

8a	<p>Identify the Directors and/or Executive Team members at your site with specific responsibilities for leading health, safety and wellbeing. Provide details of the arrangements you have in place to provide these Directors and / or Executive Team members with appropriate training and development to enable them to carry out their responsibilities effectively.</p>	<p>Directors and / or Executive Team members identified with a comprehensive description provided of their responsibilities concerning health, safety and wellbeing. Details of appropriate training and development to ensure that they carry out their responsibilities effectively.</p>	<p>Directors and / or Executive Team members identified with a good description provided of their responsibilities concerning health, safety and wellbeing. Details of appropriate training and development to ensure that they carry out their responsibilities effectively.</p>	<p>Directors and / or Executive Team members identified with a satisfactory description provided of their responsibilities concerning health, safety and wellbeing. Brief details provided of appropriate training and development to ensure that they carry out their responsibilities effectively.</p> <p>ALL parts of the question must be answered to achieve three marks or higher.</p>	<p>Limited description of the Directors and / or Executive provided with few details of their training and development. No details provided of how the effectiveness of training and development is assessed.</p>	<p>Weak description of the Directors and / or Executive provided with few or no details of their training and development. No details provided of how the effectiveness of training and development is assessed.</p>	<p>Question not addressed.</p>
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8b	<p>Provide documentary, photographic or other evidence demonstrating relevant training and development activities undertaken by Directors and / or Executive Team members.</p>	<p>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.</p>					
9	<p>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.</p>	<p>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.</p>	<p>Individual identified with a good description of how they have created greater awareness of the importance of protecting their own and others health and safety and wellbeing. Two good examples provided of the impact they have had.</p>	<p>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.</p>	<p>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.</p>	<p>Weak individual member of the workforce who had made an impact in creating greater awareness not clearly identified. No examples given of activities undertaken.</p>	<p>Question not addressed.</p>

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10	Describe how your site addresses wellbeing and mental health issues as set out in your answer to Question 2. Provide three examples of measures you have put in place to address these issues and how you assess the effectiveness of these measures.	Comprehensive description of how the wellbeing and mental health issues detailed in Question 2 are being addressed. The three examples of measures taken should demonstrate in detail why and what action has been taken, their effectiveness and impact.	Good description of how the wellbeing and mental health issues detailed in Question 2 are being addressed. The three examples of measures taken should demonstrate why and what action has been taken, their effectiveness and impact.	Satisfactory description of how the wellbeing and mental health issues detailed in Question 2 are being addressed. The three examples of measures taken should demonstrate why and what action has been taken, their effectiveness and impact. ALL parts of the question must be answered to achieve three marks or higher.	Limited description of how the wellbeing and mental health issues detailed in Question 2 are being addressed. The example / examples of measures taken lack detail. Effectiveness not addressed.	Weak description of how the wellbeing and mental health issues detailed in Question 2 are being addressed. No examples provided of the measures taken.	Question not addressed.
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<p>11</p>	<p>Identify those members of staff below Directors and / or Executive Team level at your site with specific health, safety and wellbeing responsibilities and detail how you ensure that they have relevant competencies to carry out their respective roles effectively.</p>	<p>Members of staff with specific health, safety and wellbeing responsibilities below Director and / or Executive Team level fully identified. Comprehensive detail of the arrangements in place to ensure their competency, how their performance is monitored to effectively carry out their roles and training needs identified and fulfilled.</p>	<p>Members of staff with specific health, safety and wellbeing responsibilities below Director and / or Executive Team level fully identified. Good description of the arrangements in place to ensure their competency, how their performance is monitored to effectively carry out their roles and training needs identified and fulfilled.</p>	<p>Members of staff with specific health, safety and wellbeing responsibilities below Director and/or Executive Team level fully identified. Satisfactory description of the arrangements in place to ensure their competency, how their performance is monitored to effectively carry out their roles and training needs identified and fulfilled.</p> <p>ALL parts of the question must be answered to achieve three marks or higher.</p>	<p>Incomplete details provided of staff with specific health, safety and wellbeing responsibilities below Director and / or Executive Team level. Limited details of arrangements in place to ensure their competence. Effectiveness not addressed.</p>	<p>Weak or no details provided of staff with specific health, safety and wellbeing responsibilities below Director and / or Executive Team level. No details of arrangements in place to ensure their competence. Effectiveness not addressed.</p>	<p>Question not addressed.</p>
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12	Describe the arrangements you have in place for ensuring that all contractors operating at your site comply with your organisation's health, safety and wellbeing policies, systems and procedures. Provide three examples detailing how these arrangements have operated effectively at your site.	Comprehensive description of the arrangements in place to ensure contractor compliance with health, safety and wellbeing policies, systems and procedures. Three examples clearly demonstrated the effectiveness of the arrangements in place for monitoring contractor compliance and performance.	Good description of the arrangements in place to ensure contractor compliance with health, safety and wellbeing policies, systems and procedures. Three examples demonstrated the effectiveness of the arrangements in place for monitoring contractor compliance and performance.	Satisfactory description of the arrangements in place to ensure contractor compliance. Three examples lacked detail of how compliance works in practice. Effectiveness addressed. ALL parts of the question must be answered to achieve three marks or higher.	Limited description of the arrangements in place to ensure contractor compliance with health, safety and wellbeing policies, systems and procedures. Examples do not adequately demonstrate the effectiveness of the arrangements in place for monitoring contractor compliance and performance.	Weak description of the arrangements in place to ensure contractor compliance with health, safety and wellbeing policies, systems and procedures. No examples of compliance measures provided. Effectiveness not addressed.	Question not addressed.
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* **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)