



Form 03

Alan Butler Award 2017

Entry Form

Submission deadline – Friday 24th November 2017

Group Name		Approximate no. of members	
Geographical area covered:			
Specialisms or important features of the Group:			
Submitted by:			
Contact details:	Tel:		Email:

Please provide a summary of your award submission

Maximum of 50 words

Please answer the following 6 Key Performance Questions

Please ensure any evidence is clearly cross referenced, you are welcome to use hyperlinks

1

How is your group organised and run?

Where applicable you should include and provide evidence of:

Who is most involved in organising and running the Group and how this is effective?

How do you attract volunteers:

- from group members?
- from professional health and safety organisations, e.g. IOSH, IIRSM, CIEH, HSE, BOHS?
- from the wider health and safety community?
- from other professional organisations, e.g. CIPD, IOD?

Do you:

- invite potential volunteers to meetings?
- appoint deputies to important roles?
- arrange for successors to 'shadow' roles?

How do you review the activities, performance and effectiveness of the Group and identify improvements opportunities, set aims and objectives?

Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating

2

How does your group communicate with your members, other Health and Safety organisations and the wider community?

Where applicable you should include and provide evidence of:

Describe

- What information you communicate
- How you communicate
- Who you communicate to
- And how effective your communication is

Are representatives from other health and safety organisations invited to speak/attend Group meetings, updated on Group news/meetings?

Do you respond to HSE consultations?

Do you have joint meetings with other Safety Groups or IOSH branches?

Do you provide health and safety advice to SMEs?

Do you invite target groups to relevant meetings?

Do you promote events in the local press? Do you fundraise for other local causes?

Do you promote health and safety to the wider community?

Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating.

3**What topics and speakers were included in your Group's annual programme and / or seminar and why?****Where applicable you should include and provide evidence of:**

- the topics chosen and the background for the choice
(request from Group Members, SGUK initiatives 'Health Risks at Work', 'LOCHER' HSE priority topic, Euro-week topic, helpful to SMEs or local Group members, update or new legislation)
- the speakers chosen and the background for the choice
(recommendation, knowledge of H&S topic)
- the effectiveness of your programme (seminar or similar)
(positive feedback from members, increase of attendance at meetings)
- Lessons learned
(what you would change / keep the same in future and why)

Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating.**4****How does your group support the HSE priorities?****Where applicable you should include and provide evidence of:**

How do you raise awareness and promote HSE priorities to your members and the wider community?

Does your programme or seminar/conference support the HSE priorities?

How do you promote Health Risks at Work?

Do you reach out to SMEs?

How effective is the support you give – do you gain feedback?

Do you communicate with the HSE, do you invite the HSE as a speaker or to attend meetings?

Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating.**5****How does your group encourage retention and recruitment of members?****Where applicable you should include and provide evidence of:**Have you carried out successful incentives that support retention and recruitment *(awards schemes, social events, networking opportunities)?*Do you actively recruit members *(advertising the Group, using other publicity)?*

Do you have a website that provides advice and information for members?

Does your programme satisfy your member's needs?

Do you have regular health & safety and legal updates?

Do you invite guests to attend presentations of interest?

Do you promote the group at H&S events?

Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating

6

What single achievement is your group most proud of in the last 12 months and why?

Please tell us about the highlight of your Group's year:

Did you have a special event, social gathering, did you launch a new website, did you sponsor a NEBOSH student, did your membership increase, did you celebrate an anniversary?

Where possible, please use a maximum of one side of A4 for your answer to each main question. Supporting evidence should be sufficient for the judges to understand your answer and provide confirmation of what you are stating