

The Vice-Chancellor's Awards for Health and Safety 2015

Guidance notes for applications

How to apply

- Complete the application form. If you wish you can attach document extracts, photos etc (numbered and named) as evidence, but please don't send original documents.
- Send the application **to arrive no later than 5pm on Thursday, 29 October, 2015:**
 - by internal post to Vice-Chancellor's Award for Health and Safety, Health and Safety Services, 5 - 9 Willow Terrace
 - or by email to safety@leeds.ac.uk
- Any forms arriving later than this will not be included in the judging process.
- The awards ceremony will take place at 10am on Monday, 18th January, 2016. Please make sure the nominee(s) or a representative for the entry can attend the ceremony.

Award Categories for 2015

There are **THREE** new categories this year which will run alongside the overall Vice Chancellors Award for 2015 to ensure that everybody has a fair chance of being recognised for their commitment to health and safety.

- Vice-Chancellor's Award for Health and Safety
- The Services Award for Health and Safety **[NEW]**
- The STEM Faculty Award for Health and Safety **[NEW]**
 - ~ Science Technology English and Maths
- The BASS Faculty Award for Health and Safety **[NEW]**
 - ~ Business, Arts and Social Sciences

The new awards encourage more people to nominate knowing that their entry will be judged against similar schools/services. All students and employees of the University of Leeds can still be nominated to receive an award; this may be one person or a team of people who have driven health and safety. All applications for individual and team awards will be assessed alongside each other within the categories listed above.

Who can nominate for an award?

- **Individual nominations:** nominations can come from any student or member of staff at the University, but not from the person themselves.
- **Team Nominations:** nominations can come from any student or member of staff at the University including any member of the team themselves.

All nominations received will be sorted in to the specific categories depending on the area within which you work. (STEM, BASS or Services)

Who can be nominated for an award?

We encourage nominations from: Line Manager/Academic Tutor, Head of School/ Service, Dean/ UEG lead, Health and Safety Manager, Fire Safety Manager or Radiation Protection Officer for any one individual or team who:

- Conscientiously made a real contribution to health and safety in their area.
- Went above and beyond what would normally be expected of them in their role to help to make the University a safer and healthier place to work and study.
- Inspired or led people to create and/ or drive through and follow their health and safety change.
- Made a big difference to the way health and safety is carried out or promoted, with real results showing how things have improved.
- Made a big difference to health and safety in their area, with real results.
- Went above and beyond what would normally be expected of them in their health and safety role.
- Made a big difference to the way health and safety is carried out or promoted – with real results showing improvements.
- Worked well as a team to go beyond what would normally be expected of them in their roles.

Criteria

- Any actions and results described must have taken place between 1 September 2014 and 31 August 2015.
- Awards are only open to students or employees of the University of Leeds.
- Teams can be informal or formal groups; all members must be listed in the application.
- The completed application form must be no longer than three pages.
- If you choose to send supporting evidence this should be no longer than two sides of A4.

Terms and conditions

1. This awards scheme is open to all employees and students of the University of Leeds.
2. Forms arriving after the deadline will not be judged. We can't accept responsibility for lost, damaged, incomplete or late entries.
3. The University of Leeds has the right to freely use and publicise case studies about the people and work described.
4. There is no cash alternative to the prizes; where a team wins a prize you must share it between you.
5. By entering this awards scheme you agree to these terms and conditions.
6. The judges make their decision based on this form and supporting evidence. Their decision is final. No correspondence will be entered into and if no suitable entries are received, the award may not be given this year.
7. Chairs reserve the right to final ratification of decisions