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**The Provost’s Awards for Excellence in Safety**

### **INDIVIDUAL NOMINATION**

These awards honour members of Imperial College whose endeavours have resulted in significant improvements in Health & Safety throughout the last twelve months.

Two awards will be made; one at an individual and the other at a team level.

**The deadline for nominations is Friday 22 March 2024**.

This INDIVIDUAL NOMINATION FORM should be e-mailed to both:

* Darran Hickey

Email: d.hickey@imperial.ac.uk

* Siobhan Lewis

Email: siobhan.lewis@imperial.ac.uk

**Guidelines for Nominators**

Your nomination **must** include:

* **Introduction**: Introduce the nominee (or team of nominees) and their normal activities. You should assume that the nomination form is the only information available to the evaluators.
* **Justification**: Identify how your nominee (or nominees) are performing **above and beyond** their normal activities. This should be illustrated and detailed with reference to one or more clear examples. Nominees should consistently role model the College’s expected values and behaviours, Respect, Collaboration, Integrity, Innovation and Excellence.
* **Context**: You should address any relevant questions in support of your nomination, such as:
* How much was done on their own initiative?
* How challenging was the task?
* Did they spend their own time and effort?
* How have they supported others?
* What positive attitudes and behaviours have they exhibited?
* Were deadlines met?
* **Outcome**: what have been the real and tangible improvements? Please provide details of the impacts these have had.

**Please note**:

* The application should be no more than **2 sides of A4**. If the evaluators need more details, we will contact you.
* Please **do not** nominate an individual or team who are undertaking normal and agreed safety duties.

Quotes from previously successful nominations:

* *Despite having a part time position which obliges him to only work one day a week, he is a committed and enthusiastic member of staff who is dedicated to promoting a positive attitude towards health and safety in research and teaching laboratories, so much so that he is on campus at least four days a week…*
* *... he has gone above and beyond the call of duty – he assisted a neighbouring group in getting their laboratory from a poor to an exemplary status, has offered his time and expertise in training the new faculty safety officer who previously has no experience working in….….this training culminated in her being recognised as one of the most competent and well learned safety officers in the department and the faculty*
* *Upon witnessing bad examples of the groups’ behaviour… decided to intervene… dedicates himself more to health and safety across the department then several full-time academic combined.*
* *Safety officers were astounded by the transformation in the laboratory and how the attitude of the group had changed…*
* *Establish a team of Health and Safety Champions who would each take personal responsibility for key elements of the safety management system.*
* *All of the Champions have embraced the opportunity and with the benefit of training, have become a knowledgeable and coherent team…with enthusiasm and commitment*
* *One year on, the H&S Champions have become sufficiently comfortable with their roles to confidently carry out their Health and Safety responsibilities, to challenge non-compliance and promote safe working.*
* *He has shown exceptional innovation by designing, coding and perfecting a new on-line safety system… far superior to off-the-shelf systems. He has then genuinely gone ‘beyond the call of duty’ in his support for staff from departments… outside of his own in replicating and implementing similar systems. His lone work consent form has been adopted by the College as a whole. What singled him out for recognition is that he decided to do something about this problem…..creating of this excellent system was not a requirement of his job….he has done most of the work on the SharePoint system in his spare time while still performing his expected duties…*
* *She created a thorough project plan with strict deadlines and single-handedly… the programme trained 250 members of staff…. There were complexities in the project: time was short and getting approval of decision-makers was imperative to meet the deadline… As a result of her stellar project management the new EU regulations were successfully implemented by the deadline…She has used this process as an opportunity for staff development…in project planning and risk management’*
* *Many of the courses have been rolled out to other Faculties & departments… The template developed…is used by Lloyds British for all lifting courses. A new assessment form which includes a method statement and enables classification of lifts as ‘Basic’, ‘Standard’ and ‘Complex’ …which enables activity to be easily linked to competency of staff able to carry out the task…*

**Individual Nomination Form**

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| --- | --- | --- | --- |
| Name of the individual whom you are nominating:Faculty |  | Department:Campus | Job Title/Role: |
|  |  |  |  |
| Proposer’s name:  |  | Proposer’s Department: | Job Title/Role: |
| Email address: |  | Phone Number:  |  |
| Signature:  |  | Date:  |  |
|  |  |  |  |
| Seconder’s name: |  | Seconder’s Department:  |  Job Title/Role:  |
| Email address: |  | Phone Number:  |  |
| Signature:  |  | Date:  |  |

##### **Nomination Statement**

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| 1. **Please state what your nominee has done to merit an award for exceptional achievement in Health & Safety.** *For example innovation, commitment and ‘going beyond the call of duty’.*
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| 1. **Provide specific examples and highlight the impact and/or beneficial effects that his or her contribution has made.** *Particularly evidence of recognition beyond the immediate section/department.*

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