

Sword of Honour 2022

Question Set and Marking scheme



Background

This marking scheme relates to the written application component of the 2022 Sword of Honour scheme. The final marks for each submission will be determined by reference to applicants' performance in both the written application and the Five Star Audit process (weighted at 60% and 40% respectively).

Please note that the marking descriptors are indicative by nature.

For example, two organisations may adopt differing approaches to the written application and score equally well. Nonetheless, high-scoring organisations will typically answer all aspects of the question, clearly following the marking scheme, provide site-specific references (evidenced and referenced through the audit report) and fully utilise (but not exceed) the specified word allowance per response.

Scoring criteria

- A maximum of 60 marks are available for the written application. Applicants must score a minimum of 45 marks to remain eligible for the award.
- A minimum of two individual responses must be scored within the top mark band (11-15 marks).
- Submissions will become ineligible for the Sword of Honour award should any individual responses be scored within the lower mark band (0-5 marks).
- Responses to each sub-question must not exceed 750 words per sub-question (i.e. 3,000 words overall per submission).

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	11-15 marks	6-10 marks	0-5 marks	
1.	<p>With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Explain how the organisation has established suitable processes for the effective control of planned permanent and temporary changes that have the potential to impact upon organisational health and safety performance.</p>	<p>A full explanation clearly demonstrating how the organisation has established suitable processes for the effective control of planned permanent and temporary changes that have the potential to impact upon organisational health and safety performance.</p> <p>The response is supported with a description of the methodology used together with a range of relevant health and safety factors and examples of suitable processes.</p>	<p>An adequate explanation demonstrating how the organisation has established suitable processes for the effective control of planned permanent and temporary changes that have the potential to impact upon organisational health and safety performance.</p> <p>The response is supported with an outline of the methodology used together with some examples of relevant health and safety factors and suitable processes.</p>	<p>A basic explanation outlining how the organisation has established suitable processes for the effective control of planned permanent and temporary changes that have the potential to impact upon organisational health and safety performance.</p> <p>The response is not supported with any examples of relevant health and safety factors or suitable processes.</p>
2.	<p>With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Specify how the organisation's top management ensure the integration of the OHSMS requirements into its business processes for this site.</p>	<p>A full description of how the organisation's top management ensure integration of the OHSMS requirements into its business processes for this site.</p> <p>The response is supported with clear examples of communication methods and identifies all relevant stakeholders.</p>	<p>An adequate description of how the organisation's top management ensure integration of the OHSMS requirements into its business processes for this site.</p> <p>The response is supported with an example of communication methods and identifies some relevant stakeholders.</p>	<p>A basic outline of how the organisation's top management ensure integration of the OHSMS requirements into its business processes for this site.</p> <p>The response is not supported with any examples of communication methods and does not identify any relevant stakeholders.</p>

3.

With relevant reference to the outcomes from your recent Five Star Audit:

Describe how the site has established suitable processes to recognise and support employee mental health and wellbeing.

A full explanation of how the site has established suitable processes to recognise and support employee mental health and wellbeing.

The response is supported with relevant examples of suitable processes and clear examples of outcomes influencing health, safety and wellbeing strategy and objectives.

An adequate explanation of how the site has established suitable processes to recognise and support employee mental health and wellbeing.

The response is supported with an example of suitable process and of an outcome influencing health, safety and wellbeing strategy or objectives

A basic outline of how the site has established suitable processes to recognise and support employee mental health and wellbeing.

The response is not supported with any example of suitable process and of an outcome influencing health, safety and wellbeing strategy or objectives.

4.

With relevant reference to the outcomes from your recent Five Star Audit:

Outline the most significant Five Star Audit outcomes and explain how relevant recommendations will be used in ensuring continual improvement of the OHSMS performance.

A full explanation of how the most significant Five Star Audit outcome recommendations will be used in ensuring continual improvement of the OHSMS performance.

The response is supported with several examples of outcome recommendations analysis together with examples of how continual improvement of OHSMS performance will be delivered.

An adequate explanation of how the most significant Five Star Audit outcome recommendations will be used in ensuring continual improvement of the OHSMS performance.

The response is supported with an example of a outcome recommendations analysis together with an example of how continual improvement of OHSMS performance will be delivered.

A basic explanation of how the most significant Five Star Audit outcome recommendations will be used in ensuring continual improvement of the OHSMS performance.

The response is not supported with any examples of outcome recommendations analysis or any examples of how continual improvement of OHSMS performance will be delivered.
