­

**HIGHWAYS ENGLAND**

**SUPPLIER RECOGNITION SCHEME**

**Safety Health and Wellbeing**

**ENTRY FORM**

|  |  |
| --- | --- |
| Title of Submission\* |  |
| Supplier Name\* |  |
| Name & company details providing an endorsement to the submission\***(see guidance)** | **ALL SUBMISSIONS MUST INCLUDE AN ENDORSEMENT** |
| Tier 1 / Direct HE Contract Supplier Entrant\* | **YES / NO Please mark as applicable** |
| Extended Supply Chain\* | **YES / NO Please mark as applicable** |
| SME entrant\*\* | **YES / NO Please mark as applicable** |
| joint entrant\* – consider including any other company that has contributed to the entry | **YES / NO Please mark as applicable** |

\* All of the above are mandatory.

\*\* Definition of an SME: The European **definition** of **SME** follows: "The category of micro, small and medium-sized enterprises (**SMEs**) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro." (this includes the whole company structure including parent companies)

**Safety Health and Wellbeing**

##### Company name & address (expand if necessary):

**Contact name & Position/Grade:**

**Telephone number:**

**Email address:**

 **Delete as appropriate**

**For joint submissions please confirm the above company is the main**

**Yes/No**

**point of contact**

Are you prepared for extracts from your submission to be used in a

**Yes/No**

Best Practice Report?

Category Criteria:

Highways England seek to recognise evidence of industry leading commitment to improving corporate and workforce health and safety

**Sub categories and evidence which may be included:**

* **Public/Road User Safety**
* Safety of the public
* Work with external stakeholders e.g. HSE, Hauliers association etc.
* Learning from an accident/incident/near miss
* Industry leading initiatives/examples
* **Road Worker Safety**
* Examples of effective safety management both at organisational and operational level
* Work with external stakeholders e.g. HSE, Hauliers association etc.
* Learning from an accident/incident/near miss
* Supply Chain awards (i.e. what have the sub-contractors been doing which promotes safety)
* Industry leading initiatives/examples
* **Occupational Health and Wellbeing**
* Employee recognition schemes
* Links to company initiatives
* Best value and cost-benefit (in relation to health and wellbeing)
* Promoting a healthy workforce
* Contribution to corporate occupational health and wellbeing objectives

Submission should be no more than **6 pages, Ariel Font 11,** **per sub category**, and can be supported by Motivating Skills Toolkit (MST) Performance Measures evidence and/or references.

Any additional annex/documents (apart from MST and/or references) will **not** be judged

Executive Summary

**Provide a short summary / bullet points of the submissions key points (max 150 words)**

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COMBINE ALL SUPPORTING ENDORSEMENT, REFERENCES &/OR MST AND ADD AS FINAL PAGES TO THIS SUBMISSION AND SCAN AND CONVERT TO PDF FORMAT SO EACH SUBMISSION IS ONE DOCUMENT

PLEASE TITLE YOUR SUBMISSION AS FOLLOWS –

Supplier name\_title of submission\_category