



Because
Experience
Counts

Sword of Honour 2023 Question Set and Marking Scheme

Background

This marking scheme relates to the written application component of the 2023 Sword of Honour scheme. The final marks for each submission will be determined by reference to applicants' performance in the written application only. Unlike in previous years, the results of the Five Star Audit process will not be considered other than as a right of entry to the awards.

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 organisation 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).

Sword of Honour 2023 questions

		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>Identify the most significant Five Star Audit outcomes and explain how relevant recommendations will be used in ensuring continual improvement of the OHSMS performance</p>	<p>A full description of how the organisation identifies the significant outcomes and relevant recommendations and how these are used to drive continual improvement in OHSMS performance</p> <p>The response is supported with clear examples of the methods used to determine relevance and the actions taken (planned or actual) to drive continual improvement of OHSMS performance and 'value-add' post-audit</p>	<p>An adequate description of how the organisation identifies the significant outcomes and relevant recommendations and how these are used to drive continual improvement in OHSMS performance</p> <p>The response is supported with an example of the method used to determine relevance to drive continual improvement of OHSMS performance and 'value-add' post-audit</p>	<p>A basic description of how the organisation identifies the significant outcomes and relevant recommendations and how these are used to drive continual improvement in OHSMS performance</p> <p>The response is not supported with any clear examples of the approach used to drive continual improvement of OHSMS performance and 'value-add' post-audit</p>
2.	<p>With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Describe how operational risk factors are reflected within core health and safety competency requirements across all levels of the organisation</p>	<p>A full explanation of how operational risk factors are reflected within core health and safety competency requirements across all levels of the organisation</p> <p>The response is supported with several examples of competency requirements analysis together with examples of a clear link to operational risk factors</p>	<p>An adequate explanation of how operational risk factors are reflected within core health and safety competency requirements across some levels of the organisation</p> <p>The response is supported with an example of a competency requirements analysis together with an example of a clear link to an operational risk factors</p>	<p>A basic explanation of how operational risk factors are reflected within core health and safety competency requirements</p> <p>The response is not supported with any examples of competency requirements analysis or a link to any operational risk factors</p>

<p>3.</p>	<p>With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Describe how the organisation ensures the requirements within the business recovery plan (post emergency event) are effectively communicated to relevant stakeholders.</p>	<p>A full description of how the organisation ensures the requirements within the business recovery plan (post emergency event) are effectively communicated to relevant stakeholders.</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 ensures the requirements within the business recovery plan (post emergency event) are communicated to relevant stakeholders.</p> <p>The response is supported with an example of a communication method and identifies some relevant stakeholders.</p>	<p>A basic outline of how the organisation communicates the requirements within the business recovery plan (post emergency event) to relevant stakeholders.</p> <p>The response is not supported with any examples of communication methods and does not identify any relevant stakeholders.</p>
<p>4.</p>	<p>With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Explain how monitoring of work-related ill health (including mental health factors) is used to influence health, safety and wellbeing strategy and objectives.</p>	<p>A full explanation of how the outcomes of monitoring work-related ill health (including mental health factors) is used to influence health, safety and wellbeing strategy and objectives.</p> <p>The response is supported with relevant examples of monitoring processes and clear examples of outcomes influencing health, safety and wellbeing strategy and objectives.</p>	<p>An adequate explanation of how the outcomes of monitoring work-related ill health (including mental health factors) is used to influence health, safety and wellbeing strategy or objectives.</p> <p>The response is supported with an example of monitoring process and of an outcome influencing health, safety and wellbeing strategy or objectives.</p>	<p>A basic outline of how the outcomes of monitoring work-related ill health (including mental health factors) is used to influence health, safety and wellbeing strategy or objectives.</p> <p>The response is not supported with any examples of monitoring process and of an outcome influencing health, safety and wellbeing strategy or objectives.</p>