



Safer Together Triathlon Guidelines



Safer Together

Summary



- The following information provides a brief summary on how to achieve each of the 25 events/activities that score points.
- You can complete any of the activities, as many times as you want **but you can only tick the box and earn points once.**
- Please keep a record of all activities you have taken part in.
- Share your progress with your teams and help/encourage your colleagues to participate.
- This guidance only contains a few examples of how you can complete the events on the scorecard, for example there may be other exercise challenges or volunteering activities that you take part in that will allow you to claim the points for that event.
- Points can be earned from 01/01/23 – 31/12/23 – if you gave up alcohol or ran a marathon then you can claim points!
- Have fun! What you achieve here really can make a difference to your health, your workplaces, and your communities.

We Care

Triathlon activity suggestions:

- Simply attend one of **IPS**'s 'Time to Talk' or 'Time to Walk' Events, or alternatively use the material to arrange a session with your team or colleagues.
- **IPS WeCARE** training material. Alternatively, ask your supervisor to provide you with a copy of the WeCARE training modules.
- You can donate anything that you feel is important, example give blood, donate your time to a charity, contribute money to a charity, give clothing to a charity shop, or buy and donate food to a foodbank. Alternatively, you can choose to volunteer, attend, or raise funds for any of **IPS**'s chosen charities. Look out for volunteering opportunities during **Volunteers Weeks**.
- Think dry January or sober October, or commit to giving up something like chocolate, caffeine, fizzy drinks, TV, social media for a month. Alternatively, if you don't feel like giving something up then commit to a healthy change, for example walk >10,000 steps, drink > 2 litres of water, or eat > 7 portions of fruit and veg each day. **Pick something that will be a challenge**.
- Pick an activity that will be a challenge but that you'll also enjoy, examples below:
 - **Beginner** – start a fitness plan (check out the **NHS** website for ideas) , 9,000 steps per day for a month, join a club and participate in regular sporting activity (keep fit, yoga, badminton, 5-a-side football, netball, or anything else that you'll enjoy and commit to).
 - **Intermediate** - Make it a challenge and go beyond what you currently do – think 10k charity run, >14,000 step per day, 2 more sessions/activities per week
 - **Advanced** – Push yourself and sign up to something that will challenge you; think participating in a marathon, completing a triathlon, cycling the North Coast 500, or anything else that will really challenge your current fitness level.
- The Investors in People survey will be available to complete from
- Design or prepare a health challenge that you can share and complete with your team. Speak to other teams at **IPS** to see what challenges they are completing. If you know your team well then be inventive and come up with something that can get people involved and will encourage a healthy change or some healthy competition; it can be as simple as committing to the healthy eating option for a week or going for a walk every lunchtime for a month.

We Protect

Triathlon activity suggestions:

- Simply attend one of **IPS**'s scheduled events, or alternatively arrange or attend a session with your workmates, family or friends to clean an area in your community.
- Make a change that will have a positive impact on your carbon footprint, for example bike/walk to work for at least 20 days each year, use public transport to commute for at least 40 days each year, car share for at least 50% of your annual commute, or swap to a hybrid/electric car.
- Use the clients system or submit a **IPS** safety card to make a safety improvement observation; remember to keep a brief record of your observation to share with others.
- If you win or you're shortlisted for an award as a result of a safety observation you have made then reward yourself by claiming your 100 triathlon points.
- More information can be found on **IPS**'s commitment to **Corporate Social Responsibility** page. Alternatively, refer to the DRIVE engagement calendar for activities that you can take part in, or ask your line manager for more information on CSR activities and events.
- The Safer Together HSEQ week takes place **in different times in a year**. Simply attend a session during the week to secure your points. If the times and date of sessions don't work for you then liaise with your line manager or the HSEQ team to see if an alternative session can be arranged.
- If you have a safety moment or idea that you would like to share, or if you are passionate about a health, safety, wellbeing, environmental or quality topic then get in touch with the HSEQ department and host a session for your colleagues. Alternatively, create a safety moment and take the time to share it with your colleagues as part of a toolbox talk or meeting.

We Support

Triathlon activity suggestions:

- **DRIVE week** takes place **in various times in a year**. Simply attend a session during the week to secure your points. If the times and date of the sessions don't work for you then ask your line manager to arrange a session at a time that suits or to provide access to one of the recorded sessions so you can access the information in your own time.
- Arrange a fun, social, or educational activity for your colleagues, for example, lunch and learn, quiz, walking group, book group, curry club, coffee morning, volunteer group.
- Volunteers' week takes place **in various times in a year**. Simply participate in a session during the week to secure your points. If the times and date of the session don't work for you then use the information to volunteer and support your community in a way that you see fit.
- Learning more about different backgrounds forms an important part of building an inclusive and diverse workplace. Attend a **IPS** or community based EDI event or hold a meeting with your teams to discuss the importance of EDI. If you want then make EDI the focus for a 'Time to Talk' or 'Time to Walk' event.
- If you think that your colleague goes the extra mile then why not recognise their efforts by either sending them or their line manager a message to thank them for their efforts.
- If you receive praise for your efforts then why not log this in the **IPS** CI system under the commendation tab. Use the email/letter you receive as evidence and provide a short summary of the praise/commendation that you have received. Alternatively share the information with your line manager and request their support with updating the CI system.
- If you have an idea or news story that you would like to share in DRIVE news then simply email it to **IPS**. Provide details in the email about why the topic is important to you and how you think it could benefit, support or celebrate your colleagues.
- During the year nominate a colleague for a Gold, Silver or Bronze Safer Together recognition award or alternatively use the annual Safer Together awards nomination process to recognise their HSEQ efforts.
- To nominate a colleague for a 'Take the Lead' recognition award then follow the guidance on the HR page of the **IPS** Management System and complete the recognition form. If you don't have access to the IMS then talk to your line manager or onshore support team who will help you with the nomination process.