

OFFICE MANUAL, SECTION 2

HEALTH & SAFETY

(01753) 530836
www.robertwalpole.co.uk

CONTENTS

KEY 3

REVISION TABLE	3
1. HEALTH & SAFETY POLICY STATEMENT	4
2. HEALTH AND SAFETY POLICY	5
2.1. SAFETY OFFICER (Competent Person)	5
2.2. EMPLOYEE SAFETY REPRESENTATIVE	5
2.3. HEALTH AND SAFETY CONSULTANT	5
2.4. HEALTH AND SAFETY OBJECTIVES	5
2.5. STAFF INDUCTIONS	5
2.6. SMOKING	5
2.7. PARKING AND PEDESTRIAN GATE	5
2.8. OFFICE EQUIPMENT	6
2.9. REMOTE OFFICE WORKING – ENVIRONMENT AND SAFETY	6
2.10. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	7
2.11. MANUAL HANDLING	7
2.12. FIRST AID AND EMERGENCY RESPONSE	7
2.13. MENTAL HEALTH	8
2.14. FIRE PROCEDURE	8
2.15. DRIVING	10
2.16. PERSONAL PROTECTIVE EQUIPMENT (PPE)	11
2.17. VISITING CONSTRUCTION SITES	12
2.18. UNSAFE AND WORKSAFE PRACTICES	12
2.19. ACCIDENTS	13
2.20. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)	13
2.21. CONFIDENTIAL INCIDENT REPORTING ANALYSIS SYSTEM FOR TRANSPORT (CIRAS)	14
2.22. FITNESS FOR WORK AND SICKNESS	14
2.23. OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE	14
2.24. RISK ASSESSMENTS	16
2.25. APPOINTING AND MONITORING OF SUB-CONSULTANTS	17
2.26. COMPLIANCE WITH CDM REGULATIONS	17
2.27. HEALTH & SAFETY ORGANISATIONS AND STANDARDS	20
2.28. SAFETY ALERTS	20
2.29. SAFETY CRITICAL WORK	20
2.30. SENTINEL SCHEME	21
APPENDIX A – HAZARD SPOTTING	24
APPENDIX B – RISK ASSESSMENT	25
APPENDIX C – FITNESS FOR WORK	26
APPENDIX D – ACCIDENT REPORT	27
APPENDIX E – REPORT OF SICKNESS	28
APPENDIX F – DIRECTIONS TO WEXHAM PARK HOSPITAL	29
APPENDIX G – FIRE DRILL REPORT	31

KEY

[A31] = Electronic Folder Reference

REVISION TABLE

Revision	Date	Comments
A to I	08/04/1999, 25/10/2000, 16/05/2001, 01/11/2006, 18/06/2007, 14/10/2009, 22/03/2010, 24/10/2011, 22/02/2013	
1	25/07/2014	-
2	09/09/2014	Section on working hours included.
3	15/05/2015	Health and Safety Objectives added; revision of CDM regulations
4	28/05/2015	Update on PPE related standards; Risk Assessment section expanded.
5	01/07/2015	PPE section expanded.
6	29/04/2016	Employee representative changed. Periodic review.
7	23/05/2016	CDM section updated for Principal Designer
8	19/05/2017	Annual review, new H&S consultant, new office location
9	24/05/2018	Site visit calendar added, fire procedure, safety critical work projects updated
10	23/07/2018	Update for Work Safe practices, site surveys under CDM, and H&S consultant details
11	22/05/2019	Update for H&S consultant details & first-aid requirements
12	04/05/2020	Sentinel scheme procedure added, Occupational Health advisor changed
13	20/05/2021	Expanded section on sub-consultants and Sentinel scheme
14	26/04/2022	Sections amended: 2.3, 2.6, 2.7, 2.11, 2.27.3, Appendix F
15	27/04/2023	Update to sections: 1.f, 2.9, 2.11, 2.12, 2.14, 2.21, 2.23, 2.25, 2.28.13, Appendix A, C, D, E, G, new section 2.7
16	03/05/2024	New logo added, new section added (Mental Health) 2.12, CAS new sentinel administrator (2.29.2) and an update to section 2.15
17	30/04/2025	Update to section 2.8, new section 2.9, rewording to 2.13, 2.17, 2.28, 2.30.1, 2.30.3, 2.30.13

1. HEALTH & SAFETY POLICY STATEMENT

Robert Walpole and Partners accepts its responsibilities under the Health & Safety at Work Act, associated legislation and Codes of Practice.

We give our full commitment to:

- a) doing everything reasonably practicable to protect the health and welfare of all our employees and any other person whose health and safety may be affected by the Company's business.
- b) provision of adequate resources, information, instruction, training, supervision and consultation.
- c) provision of a safe and healthy working environment with adequate welfare provision.
- d) set, monitor and review safety objectives.
- e) continual improvement in safety performance.
- f) observe behaviour in the workplace and provide feedback to reinforce safe behaviour and re-educate hazardous practices.

No employee, or anyone working on behalf of the company, is expected to carry out any task where the risk to themselves or any other person is considered unacceptable.

As part of the Worksafe practices each member of staff has the right to refuse to carry out work if they feel it is not safe to do so. Refusal to work on the grounds of Health and Safety is free from disciplinary action.

The Health and Safety Policy will be reviewed annually by the partners and revised as circumstances require.

Signed: M.J. Walpole

M.J. Walpole
Partner

Date: 2025-04-30

2. HEALTH AND SAFETY POLICY

2.1. SAFETY OFFICER (Competent Person)

The Safety Officer is Jonathan Walpole.

2.2. EMPLOYEE SAFETY REPRESENTATIVE

The Employee Safety Representative is Halina Madura.

2.3. HEALTH AND SAFETY CONSULTANT

RAAS Ltd

Contact details: Ian Morris

Telephone: 07940-887-438

email: ian@raas.co.uk

website: www.raas.co.uk/

2.4. HEALTH AND SAFETY OBJECTIVES

An annual review and audit of Health and Safety objectives [A45] is carried out aiming at improving safety culture within the organisation. Refer Annual Health, Safety, Environmental and Quality Objectives (section 9 of the Office Manual) for latest list and corresponding action plan.

2.5. STAFF INDUCTIONS

New members of staff are inducted on commencement as described in the Quality Assurance policy (section 1 of the Office Manual).

2.6. SMOKING

The office is a no smoking area. A designated smoking space is situated in the corner of the car park at the front of the building. When out on site, please check for site specific arrangement with regards to smoking.

Note: smoking is bad for your health. [NHS website](#) provides information and free resources aimed at helping people to stop smoking cigarettes.

2.7. PARKING AND PEDESTRIAN GATE

Staff are requested to reverse park into blue marked parking bays situated to the front of the building.

The main vehicular gate is used by Heavy Goods Vehicles and pedestrians must not enter this area. Instead, they are required to enter/leave the site via a pedestrian gate. Access code can be obtained from any business partner.

2.8. OFFICE EQUIPMENT

Staff using Visual Display Units (VDUs) in the office must not work continuously for more than an hour without taking a break of at least 5 to 10 minutes. Suitable break activities may include consulting with colleagues, reading printed documents, or preparing a drink. Display Screen Equipment (DSE) risk assessments are conducted following significant changes to office workstations. All office equipment is visually inspected upon initial installation or when it is relocated to ensure safe setup and functionality.

Any issues with office equipment should be promptly reported to the Safety Officer. Staff are encouraged to maintain good posture and adjust seating, screens, and equipment as needed to prevent strain or discomfort during office-based work. The company will provide ergonomic equipment where necessary following assessment recommendations.

2.9. REMOTE OFFICE WORKING – ENVIRONMENT AND SAFETY

As remote and hybrid working arrangements become increasingly common, Robert Walpole and Partners recognises the need to manage health and safety risks associated with working from home or other non-office locations. Staff working remotely must complete a DSE self-assessment every two years, or whenever their home workstation setup changes significantly, and submit it to the Safety Officer for review. Remote workers must take reasonable steps to ensure that their home workspace is safe and fit for purpose. This includes maintaining adequate lighting and ventilation, ensuring that escape routes are not obstructed, and minimising fire and electrical hazards such as the unsafe use of extension leads or overloaded sockets. Staff are reminded to take regular breaks to reduce the risks associated with prolonged sitting and to maintain good posture throughout the day. The company will support staff by reviewing completed DSE assessments, offering reasonable adjustments where required, and conducting regular check-ins to ensure wellbeing is maintained.

2.10. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

COSHH assessments have been prepared for substances used or likely to be encountered during employment activities. These are to be briefed out to relevant employees during Office Workshop Meetings or as part of the Method Statement briefing. All COSHH assessments are easily accessible from the Health and Safety drive ([05. COSHH](#)).

2.11. MANUAL HANDLING

All staff will be advised on manual handling procedures and the need to ensure they only handle loads within their individual capability. Additional resources that explain correct posture and allowed loads can be found on Health and Safety drive ([18. Manual Handling](#)).

2.12. FIRST AID AND EMERGENCY RESPONSE

The first aid kit is in the stationary cupboard.

Appointed Person: since anyone may be out of the office, any staff member should be able to take charge and call an ambulance. In addition, a number of staff are first aid trained as is listed on the Health & Safety noticeboard [A41]. This exceeds HSE's Guidance on the Health and Safety (First-Aid) Regulations 1981.

The nearest hospital is Wexham Park, Slough, Berkshire SL2 4HL (directions are included in APPENDIX F). The [NHS A&E Location Search website](#) should be used to identify hospitals nearest to specific sites.

'If your work is low-risk, such as desk-based work and you work in your own home, you don't need any first aid equipment beyond normal domestic needs.' ([HSE](#), last accessed 25/04/2023). For more information and guidance on first aid kits in your home settings please visit [HSE website](#) or ask the Safety Officer.

2.13. MENTAL HEALTH

Robert Walpole and Partners recognises the importance of supporting both physical and mental health to maintain a safe and productive workplace. Mental health encompasses emotional, psychological and social wellbeing, and influences how individuals think, feel and act. We treat mental health with the same importance as physical safety and wellbeing, in line with our responsibilities under the Health and Safety at Work Act. The company is committed to creating an environment where employees feel safe to raise concerns and seek support without stigma or fear of negative consequences.

Employees are encouraged to approach either a Business Partner or their line manager if they are feeling overwhelmed, anxious, or struggling to cope. Any discussions relating to mental health will be treated with discretion and respect and may be recorded on a 'Fitness for Work' form where appropriate. If needed, individuals may be signposted to additional professional services such as NHS counselling or self-help resources.

In cases where mental health impacts an employee's ability to work, we will consider reasonable adjustments such as changes to working hours, workload, duties or working environment. These measures aim to reduce stressors and support the individual's recovery and wellbeing. The company takes a proactive approach to mental health by conducting annual staff wellbeing surveys and incorporating mental health awareness within Office Workshop Meetings. Resources on managing mental health, including guidance from the NHS and the Health and Safety Executive (HSE), are available to all staff via the Health & Safety drive ([33. Mental Health](#)).

2.14. FIRE PROCEDURE

2.14.1. Key responsibilities

The primary Fire Safety Policy for 551 Fairlie Road, is prepared and implemented by Fullers, the building landlord (refer document reference FMS POLSUP.003 available in folder [25 of 'Health and Safety' drive](#)). Safe evacuation of all Robert Walpole and Partners (RWP) personnel will be managed by RWP Fire Marshals. Other tenants in the building are responsible for their own staff. It is a responsibility of the RWP host to brief out this procedure and location of Staff Assembly Point to all our visitors. The RWP Safety Officer is responsible for the overall implementation of the fire procedure.

2.14.2. Staff Assembly Point

In the event of a fire being discovered or the fire alarm sounding, all staff should immediately evacuate the building via the nearest exit and assemble at the Staff Assembly Point (SAP, refer Figure 1).

Fire evacuation drills are carried out by Fullers twice a year.

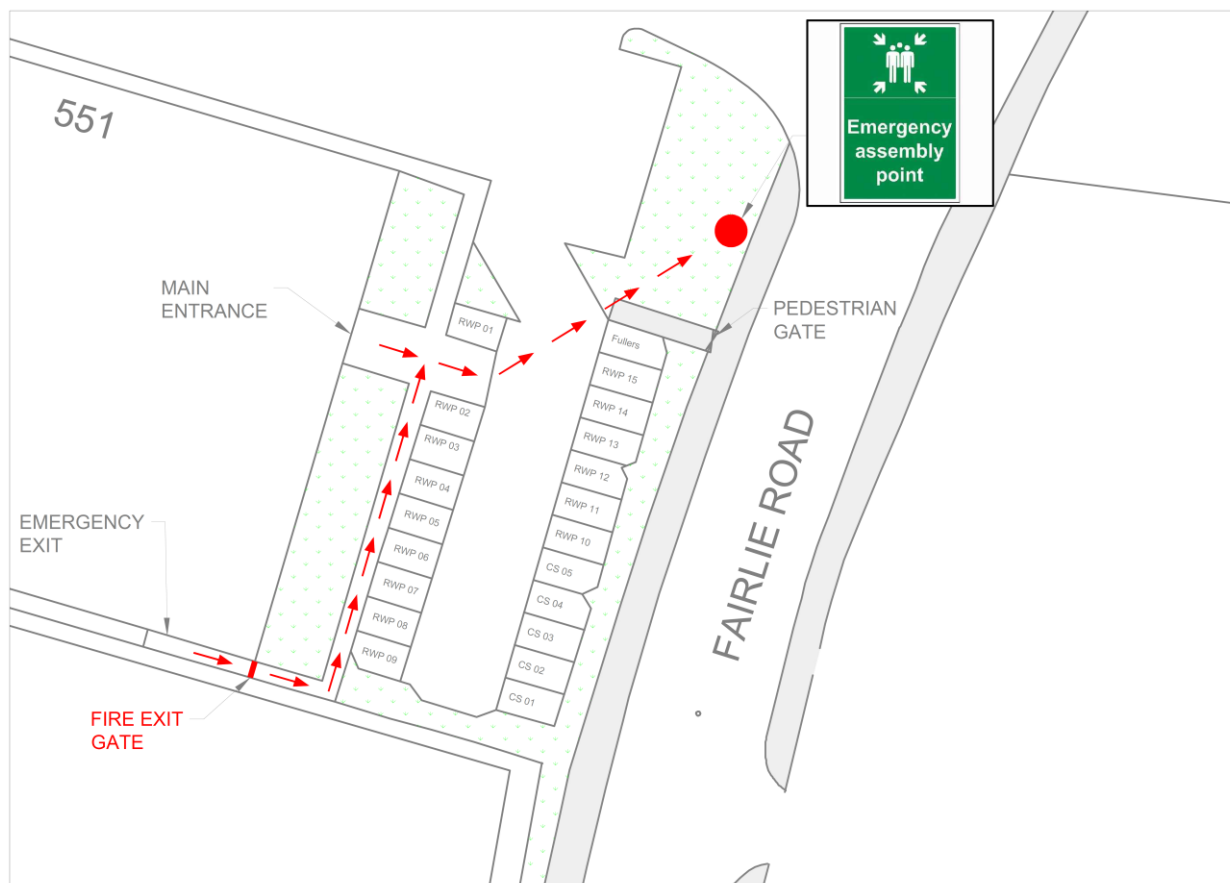


Figure 1: STAFF ASSEMBLY POINT

2.14.3. Evacuation register

All staff, visitors and contractors are required to sign in/out Evacuation Register upon entering/leaving the building. This is essential to enable a roll call in case of emergency evacuation.

2.14.4. Fire alarm test

Fire alarm is tested every **Tuesday at 9:30am**.

2.14.5. Fire Marshals

RWP nominated Fire Marshals are:

- **Jonathan Walpole**
- **Mark Simmons**
- **Bob Knights**

Key responsibilities of Fire Marshals:

- a) Directing people to the nearest available fire exit
- b) Directing people away from the potential sources of fire
- c) Completion or co-ordination of a roll call

Any instructions given by Fire Marshals must be complied with.

2.14.6. Fire extinguishers

Fire extinguishers are situated:

- a) On the landing.
- b) By the entrance door to the main office.

Only staff trained in use of fire extinguishers should attempt to tackle a fire, and then only to seek exit from the building.

2.14.7. Call points and fire doors

The 'break glass' fire alarm call points are located in corridors and adjacent to main entrance doors.

Fire doors must be kept close at all times to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke.

2.15. DRIVING

Whether you drive a company or private vehicle, practise good driving by being alert and tolerant and complying with the Highway Code and the law. Do not use a mobile phone (except hands free installation). Make sure that the vehicle is maintained in a safe and fit condition. When preparing for a journey consider poor weather conditions (such as snow, heavy rain or high winds) and adjust your driving accordingly. Consider fatigue before driving.

2.16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Management of PPE to be in accordance with “Personal Protective Equipment at Work Regulations 1992” (PPER 1992) and subsequent amendment (PPER 2022) as well as relevant industry standards.

Appropriate PPE shall be worn throughout the works in line with risk assessment for task undertaken. All PPE identified as mandatory through the risk assessment process needs to be worn at all times. All breaches need to be reported to the Safety Officer for investigation and may result in disciplinary action. All PPE is issued free of charge and conforms to relevant standards (refer Table 1). Small PPE items like gloves or ear plugs are easily accessible in the storeroom, however a PPE Issue Form needs to be completed for any item of PPE.

All employees are required to look after company issued PPE. All PPE should be stored and maintained in line with manufacturer’s instructions. Twice a year all employees with PPE are required to inspect their equipment and record the results using PPE Inspection Form.

Workers are encouraged to use sunscreen of at least SPF15 on any part of the body they cannot cover up and apply it as directed on the product. Workers should take their breaks in the shade, if possible, rather than staying out in the sun.

Table 1: PERSONAL PROTECTIVE EQUIPMENT

Safety Helmets	BS EN 397:2012 + A1:2012
Ear Defenders	BS EN 352-1:2024
Eye Protection	BS EN ISO 16321-1:2022
Flame Retardant Overalls	BS EN ISO 11611:2015 - TC
Safety Footwear	BS EN ISO 20345:2024
Gloves	BS EN 388:2016 + A1:2018
Hi-Visibility Vest	BS EN ISO 20471:2013 + A1:2016
Face Masks	BS EN 149:2001 + A1:2009

2.17. VISITING CONSTRUCTION SITES

When visiting construction sites staff shall:

- a) Inform the company they will be attending site. This is done by creating an event with the relevant details (site location and contact information) and sending an invitation to the site visit account (Sitevisit@robertwalpole.co.uk).
- b) Select a Team Leader if more than one employee attends site.
- c) Ensure that all certification and training mandatory on site is in date.
- d) Register arrival and departure with site manager.
- e) When visiting an unoccupied site alone, advise the Safety Officer (if unavailable, another member of staff) of location and expected time of return.
- f) Carry a mobile phone to be used in an emergency.
- g) Take time to assess site conditions and record any mitigations put in place.
- h) Comply with site operator's procedures.
- i) Take reasonable care to avoid injury to themselves or others.
- j) Wear appropriate clothing and all PPE identified in a Risk Assessment.
- k) Notify the site supervisor if other personnel appear to be working in an unsafe manner or not in accordance with Construction Regulations. Such comment shall be confirmed in writing.
- l) Seek advice from the main office on further actions if the site supervisor is unavailable and the Engineer feels that the site is unsafe.
- m) Seek instruction from the site supervisor before any work at height (including gaining access). Tower and mobile platforms should only be used under the supervision of a competent person.
- n) Seek First Aid as required via the site supervisor.

2.18. UNSAFE AND WORKSAFE PRACTICES

If the Engineer notices unsafe practices or Construction Regulations are not being obeyed, they must bring it to the attention of the site supervisor. These include but are not limited to:

- a) Requiring personnel to undertake work that they are not fit or competent to do.
- b) Requirement to undertake a task without correct equipment or PPE.
- c) Situation where there is no Safe System of Work or it is not being implemented.

If the unsafe practices persist, then if necessary, the Engineer must instruct that work should stop and not restart until all safety concerns are addressed. In an event when that is not possible, an immediate line manager should be consulted who will investigate the situation and will advise the next course of action. All concerns are to be raised on a Hazard Spotting form from APPENDIX A. Any additional control measures to be introduced should be recorded using a risk assessment form from APPENDIX B and submitted to the Safety Officer for review.

Employees will not be penalised for refusing to work on grounds of Health and Safety and it will not affect in anyway their prospects within the company. All refusals to work will be responded to promptly and the employee raising the issue will be informed throughout the process.

2.19. ACCIDENTS

All accidents and near misses / close calls should be reported to the Safety Officer. Details of each accident/incident shall be recorded using form in APPENDIX D. The Safety Officer shall review these reports and make recommendations aimed at preventing similar occurrences in the future.

In the event of an accident during site works, a procedure described in a method statement for the works is to be followed. All accidents need to be recorded in the site accident book and a copy sent to the main office. When an accident occurs on site controlled by our client, full co-operation is to be given to investigators appointed by that client, British Transport Police (BTP), HSE, Environment Agency or other relevant regulatory bodies. Where subcontractors of RWP are working together with RWP staff on a site, any accident or incident to any of these staff members should be reported and investigated by RWP as if it had occurred to a direct member of RWP staff.

2.20. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)

A RIDDOR report is required when:

- The accident is work-related,
- It results in an injury of a type which is reportable (refer [HSE website](#) for more details).

All reporting will be a responsibility of the Safety Officer. In some instances, the Safety Officer may engage health and safety consultant to complete an investigation and report on a specific accident and/or incident.

2.21. CONFIDENTIAL INCIDENT REPORTING ANALYSIS SYSTEM FOR TRANSPORT (CIRAS)

As part of our commitment to health and safety Robert Walpole and Partners become a member of CIRAS (membership number C1139). CIRAS is accessible to all staff, from front line to managers, and processes any concerns in the strictest confidence. Their freephone is 0800 4 101 101.

2.22. FITNESS FOR WORK AND SICKNESS

All employees are required to report:

- Negative changes to their state of health.
- Taking of prescription drugs that may impact on the safety of themselves or others.
- Any health condition they feel would cause difficulty in carrying out their duties.

Completed Fitness for Work forms (refer APPENDIX C) are submitted to Safety Officer for review and are assessed on a case-by-case basis.

All sickness should be reported using a form located in APPENDIX E - Report of sickness. Employees are also required to keep sickness record sheets. Depending on the nature of the illness and type of work to be undertaken by an employee, a return-to-work assessment may be required. This will be done by the Safety Officer in line with our Fatigue Management policy.

All medical records are retained in the employees Personal File in line with our Data Protection policy.

2.23. OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE

Key health risk factors related to business activities were identified and assessed. Table 2 details these risks and actions required.

Where a working system or product in use shows that health surveillance is appropriate due to exposure of substances, Express Medicals will be employed to undertake health checks at regular intervals. Where applicable, the Safety Officer will ensure that an adequate recording system is set up. Records will be kept for 40 years after the last date of entry. Employees will have access to any medical records kept by the company.

Table 2: HEALTH SURVEILLANCE ASSESSMENT OF CONDITIONS

Risk Area	Internal (office) External on sites	Risk Rating	Action
Display Screen Equipment Use	Internal	Low	VDU assessment form to be used every two years or when workstation changes.
Leptospirosis	External	Low	Issue Leptospirosis Card to all staff attending client's sites.
Manual Handling	Internal and External	Low	Staff given guidance on manual handling techniques. Included in office and site risk assessments.
Vibration	Not applicable	-	-
Noise: Hearing test if exposure at levels of 80dB or above	Not applicable unless working long term or surveying a client's site.	Low	Risk Assessment to be completed for long term working in area where noise action level 1 is reached or above. Ear protection devices are made available to Engineers prior to site visits.
Substances Hazardous to Health	Internal and External	Low	Employees to implement precautions specified within COSHH Data sheets if chemicals are used.
Laser users: Eye examination	Not applicable	-	-
Asbestos, lead, compressed air	External on a client's site. No asbestos exposure internally.	Low	Employees will not go into any area where exposed asbestos or unidentified asbestos is present or where an asbestos register has not been created. All asbestos exposures will be recorded in staff file.
Confined spaces	External on client's site.	Low	Any entry into confined spaces will be recorded on staff records where chemicals or fumes were evident from the risk assessment supplied by the client.
Ionising Radiations: Dosimetry;	Not applicable	-	-
Night work: Occupational	Not applicable unless working long term or surveying a client's site.	Low	Night working is only completed on a piecemeal basis. Any long-term night working will be assessed separately.
Pregnant workers	Internal	Low	Office accommodation can be provided for pregnant workers or workers who are nursing mothers.

Medical examinations are scheduled for staff members that hold London Underground and/or Network Rail competencies. These are undertaken within intervals specified by the relevant operators and are noted within RWP Training Matrix. All medical examinations are undertaken by the provider that holds accreditation specific to the medical examination required.

2.24. RISK ASSESSMENTS

Risk Assessments are to be prepared by competent personnel that have been trained to do so and are experienced enough in site activities to identify associated risks. In order to assist with the process and ensure uniformity of assessments, a Risk Register containing the most common hazards and associated control measures is utilised and should be consulted when preparing a Method Statement. Each time a revision of a Method Statement results in a change to any risk assessment, the Risk Register needs to be updated so that the change is included in all subsequent Method Statements. Similarly, when a new hazard is identified, it should be incorporated into the Risk Register.

All Method Statements and associated risk assessments require two stage approval by a senior team member or HSEQ representative (from client's team or appointed Health and Safety Consultant). Once approved, Method Statement is to be briefed out to relevant employees and a briefing recorded on appropriate Briefing Sheet.

Our Risk Assessments consist of three sections:

- a) Generic risks typical for most sites that our employees are required to visit.
- b) Site Specific risks that are applicable only to this site.
- c) Blank page to record any unforeseen risks or sudden change in circumstances that affect the works.

If staff become aware of any hazards to health and safety they should complete a Hazard Spotting form (APPENDIX A) and submit it to the Safety Officer.

In addition, a risk assessment is carried out alongside our design work in order to identify any hazards relevant to the project throughout its lifecycle. The risks are then removed or reduced as much as practicable during the design process. Residual risks are communicated to other parties via a Designer's Risk Assessment (DRA) register and noted on For Construction drawings. DRA's are checked by senior staff, and the process is regularly audited by our Safety Officer and Quality Manager to ensure best practice is maintained.

2.25. APPOINTING AND MONITORING OF SUB-CONSULTANTS

Business partners are approving all suppliers prior to use. Prior to appointment, it is ensured that that the proposed sub-consultant:

- a) Completes a Supplier's Questionnaire and provides supporting documentation.
- b) Has its own arrangements for appointing competent sub-contractors or consultants.

Supplier's Questionnaire is designed to gather information about:

- insurance details
- type of services
- business management systems
- professional memberships or accreditation
- training and competency management
- external audits and references.

RWP maintains a register of approved suppliers in which sub-consultants are split into two groups based on a frequency of orders or type of services provided (refer).

Sub-consultants' performance is monitored on an ongoing basis at a project level and any issues are brought to the attention of business partners. Following internal review, any improvement recommendations are to be issued to sub-consultant using 'Feedback for Suppliers' form.

Table 3: REVIEW TIMESCALES BASED ON SUPPLIER'S TIER

Supplier Tier	Supplier's Questionnaire Issue and Review	Update documents with expiry date (e.g. Insurance Details, Audit Certificates, Professional Memberships)
Key Supplier	Every 3 years	On expiry
Secondary Supplier	Before placing an order (if more than 3 years since last review)	Before placing an order

2.26. COMPLIANCE WITH CDM REGULATIONS

Designs shall take account of safety in construction and subsequent maintenance. We recognise our decisions can affect the health and safety of workers and others who will construct, maintain, repair, clean, refurbish and eventually demolish or remove the building or structure, as well as those who will use it as a completed workplace.

Not taking into account the risks arising from the design can adversely affect the project and make it harder for contractors to manage those risks. We recognise that we play an important part of delivering a project safely and without these risks where practicable.

The Construction (Design and Management) Regulations 2015 set out responsibilities for the following roles:

- a) Clients
- b) Principal Designers and Designers
- c) Principal Contractors and Contractors
- d) Workers

In most cases Robert Walpole and Partners acts as a **Designer** under the regulations and must do the following:

- a) Make sure that they are competent and adequately resourced to address the health and safety issues likely to be involved in the design.
- b) Check that clients are aware of their duties.
- c) Eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain. This is to avoid foreseeable risks to those involved in the construction and future use of the structure.
- d) Provide adequate information about any significant risks associated with the design (e.g. Risk Assessment);
- e) Coordinate their work with that of others in order to improve the way in which risks are managed and controlled.
- f) Communicate to others, including site operatives, information with regard to health and safety via Health and Safety Plan and drawings, as deemed appropriate.
- g) Provide any information needed for the Health and Safety File, the Final File or O&M Manuals.

In some cases, Robert Walpole and Partners may carry out the role of **Principal Designer** and must do the following:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so account must be made of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- Liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

For some projects, Robert Walpole and Partners undertakes site surveys as part of our consultancy services. These do not fall under the *Contractor* role which specifically excludes site surveys. Instead, they fall under the *Designer* role of the CDM regulations, as they provide an input into the design and asset assessment process.

To help conform with CDM requirements the business bases its designs and documentation on Figure 2 which shows guidance on the flow of information throughout a project.

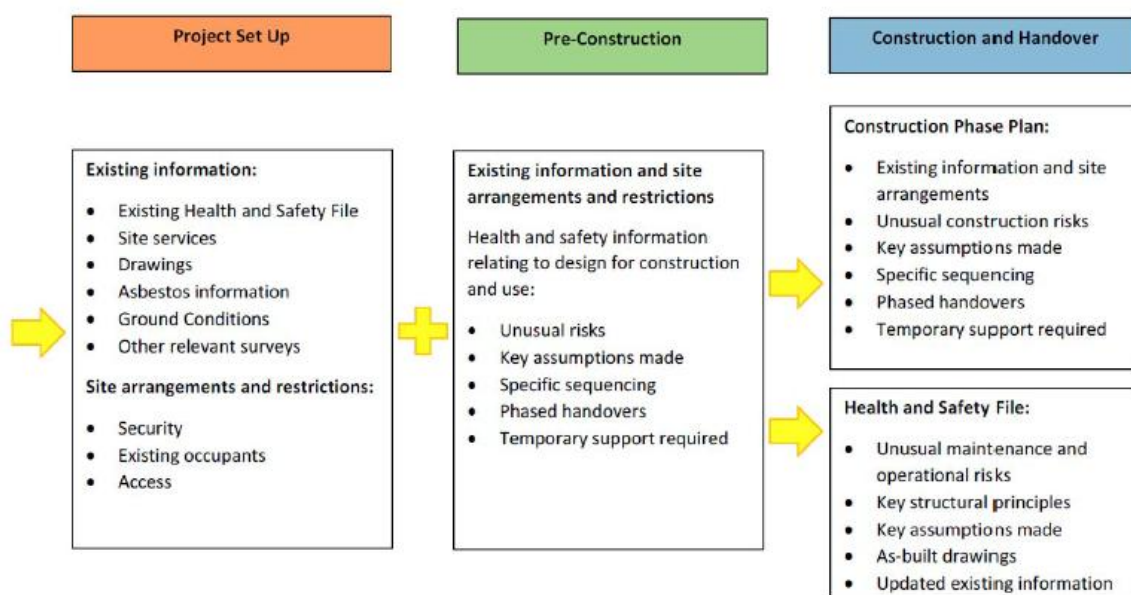


Figure 2: GUIDANCE ON INFORMATION FLOW IN-LINE WITH CDM 2015

2.27. HEALTH & SAFETY ORGANISATIONS AND STANDARDS

The organisations listed in Table 4 provide information and guidelines about Health & Safety.

Table 4: HEALTH AND SAFETY ORGANISATIONS

Health & Safety Executive (HSE)
Standing Committee on Structural Safety (SCOSS)
British Safety Council
Rail Safety Standards Board (RSSB)
Confidential Incident Reporting and Analysis System (CIRAS)

Additionally, Robert Walpole and Partners maintains a catalogue of Health and Safety standards relevant to the business [A41]. This catalogue is checked every 3 months to ensure the latest standards are referenced. The Safety Officer is responsible for this monitoring, however the task can be delegated as needed.

2.28. SAFETY ALERTS

Safety alerts are received from NR, LUL, and other clients, as well as generated by in house risk reporting and accidents. They are issued to our Staff and are discussed at Office Workshops Meetings (refer section [7. Alerts](#) on Health and Safety drive).

2.29. SAFETY CRITICAL WORK

As a general rule, Robert Walpole and Partners do not carry out safety critical work. In many cases safety critical work is provided by clients and sub-contractors. However, there are specific cases where staff is considered safety critical, when:

- Working on Network Rail Managed Infrastructure (NRMI) all site staff, regardless of work role, are considered safety critical.
- Working in a confined space as part of the Thames Tideway Tunnel project. Staff are given additional training for work in confined spaces to ensure safe working.

2.30. SENTINEL SCHEME

2.30.1. Scheme details

Sentinel is a safety system in use across the Rail Industry that provides rail workers with a passport to work on the rail infrastructure across the United Kingdom. Utilisation of smartcard technology allows workers' competence and fitness to work to be verified simply and effectively in near real time. Robert Walpole and Partners is registered with Sentinel as Primary Sponsor (no. 93664).

2.30.2. Sentinel Administrator

Robert Walpole and Partners manages the Sentinel scheme in line with latest revision of Sentinel Scheme Rules and has appointed **Charlotte Fenlon** as Sentinel Administrator.

2.30.3. Sub-sponsors

Robert Walpole and Partners does allow sub-sponsors for sponsored individuals. The following steps need to be taken to comply with the Sentinel Scheme Rules:

- a) Sub-sponsor's request received through Sentinel Database is to be reviewed and approved by the business partner. A sub-sponsorship agreement then needs to be drafted, outlining primary means of communication about sub-sponsored individual.
- b) Generate a list of sub-sponsors and the specific agreements for sharing of labour.
- c) Agree the most efficient way for monitoring sub-sponsor's usage. In practical terms this means requesting and analysing individual's timesheets.
- d) Agree means of obtaining information in relation to sub-sponsored individual. This includes but is not limited to occupational health issues, competences, working hours, suspected breaches of the Sentinel Scheme Rules or safety incidents.

Occasionally Robert Walpole and Partners may act as a sub-sponsor. Duties of sub-sponsor include but are not limited to:

- a) Obtaining permission from Primary Sponsor to employ the individual.
- b) Provide information to Primary Sponsor to enable management of overall safety of the individual (for example working hours, including extra working hours approved following appropriate risk assessment, safety incidents or competencies used).
- c) Notify the Primary Sponsor of any alleged breach of the Sentinel Scheme Rules within 14 days of becoming aware of such allegation and co-operate in collecting information and evidence to enable the Primary Sponsor to conduct an Investigation.

2.30.4. Track Visitor Permits (TVPs)

TVPs are created via Sentinel system for individuals who meet the following requirements:

- Need access on or near the railway line for a specific purpose;
- Work for an authorised Sentinel Sponsor;
- Do not hold the Personal Track Safety (PTS) certification / competence;
- Are not currently suspended from Sentinel.

The following information is required in order to process the TVP application:

- medical and personal information (Personal Data Form or e-mail exchange can be used);
- reason for going on track;
- dates of the works;
- track or worksite location.

Once an individual has received their TVP they must carry it with them when visiting a worksite and present it to the Controller of Site Safety (COSS) or Safe Work Leader (SWL). This person will be responsible for ensuring the TVP holder is closely supervised at all times, to avoid any danger.

Copies of TVP's and associated medical records are to be kept on file and retained in line with document retention times specified within our Data Protection policy.

2.30.5. Contract of Sponsorship

For each sponsored individual we complete a Sentinel Sponsorship document that:

- outlines details of the pre-sponsorship checks,
- lists Contract of Sponsorship articles
- and defines duties of the individual sentinel cardholder.

2.30.6. Competence Management

Sponsored individual will be provided with training, assessment and mentoring appropriate to their site duties. Competency and training management is undertaken in accordance with our Quality Assurance policy.

2.30.7. Management of Working Hours

Monitoring and management of working hours of sponsored individuals is undertaken as per the provisions of our Fatigue Management Policy.

2.30.8. Provision of PPE and other Personal Issue Equipment

All necessary Personal Protective Equipment is to be issued free of charge and inspected at regular intervals as outlined by PPE section of this policy.

2.30.9. Routine Briefings and Cascade of Core Information

Safety Briefings and discussions are held on a quarterly basis during Office Workshop Meetings. Additionally, relevant safety alerts, Rule Book updates and Sentinel Scheme updates are to be briefed out on a regular basis. Records of such briefings are held on our Health and Safety drive.

2.30.10. Procurement, Management, calibration and provision of Safety Critical Equipment for use on Managed Infrastructure

No Safety Critical Equipment is currently being provided to sponsored individuals as staff certification is only up to Personal Track Safety level.

2.30.11. Alleged Breaches of the Sentinel Scheme Rules

Any suspected breaches of the Sentinel Scheme Rules will initially be investigated internally in line with our Investigation and Grievance Process. Depending on the nature of a suspected breach a temporary Take Down of the individual's specific competence in the Sentinel database will be considered whilst the investigation takes place. Following completion of the investigation process, the Primary Sponsor shall make recommendations regarding the individual and any other parties found to be involved. Should recommended actions involve a formal action to Take Down an Individual's competence or to impose a Suspension (Scheme Outcome), the Sentinel Investigations team will be notified so that a Formal Review can take place.

2.30.12. Management of Records

All records relevant to Sentinel sponsorship are to be managed in accordance with our Data Protection policy.

2.30.13. De-Sponsoring Individuals

Cancellation of the Contract of Sponsorship is to be notified in writing stating reason for de-sponsoring. This may include but is not limited to:

- individual's request;
- recommendation of an investigation process (note: a decision about de-sponsoring will not be made before formal investigation is completed);
- individual leaving the company.

APPENDIX A – HAZARD SPOTTING

Name (optional):		Date:	
Location:			
Hazard Identified:			
Suggested Action:			
Action Taken (to be completed by Safety Officer):			
Signature: Safety Officer		Date:	

APPENDIX B – RISK ASSESSMENT

Hazard	Effect	S	P	R	Control Measures	S	P	R
SITE SPECIFIC RISK ASSESSMENT								

APPENDIX C – FITNESS FOR WORK

Name:			
Please state any medical condition or medication that might affect your work and send to Safety Officer.			
Signature:			Date:
Action Taken (to be completed by Safety Officer):			
Signature:			Date:

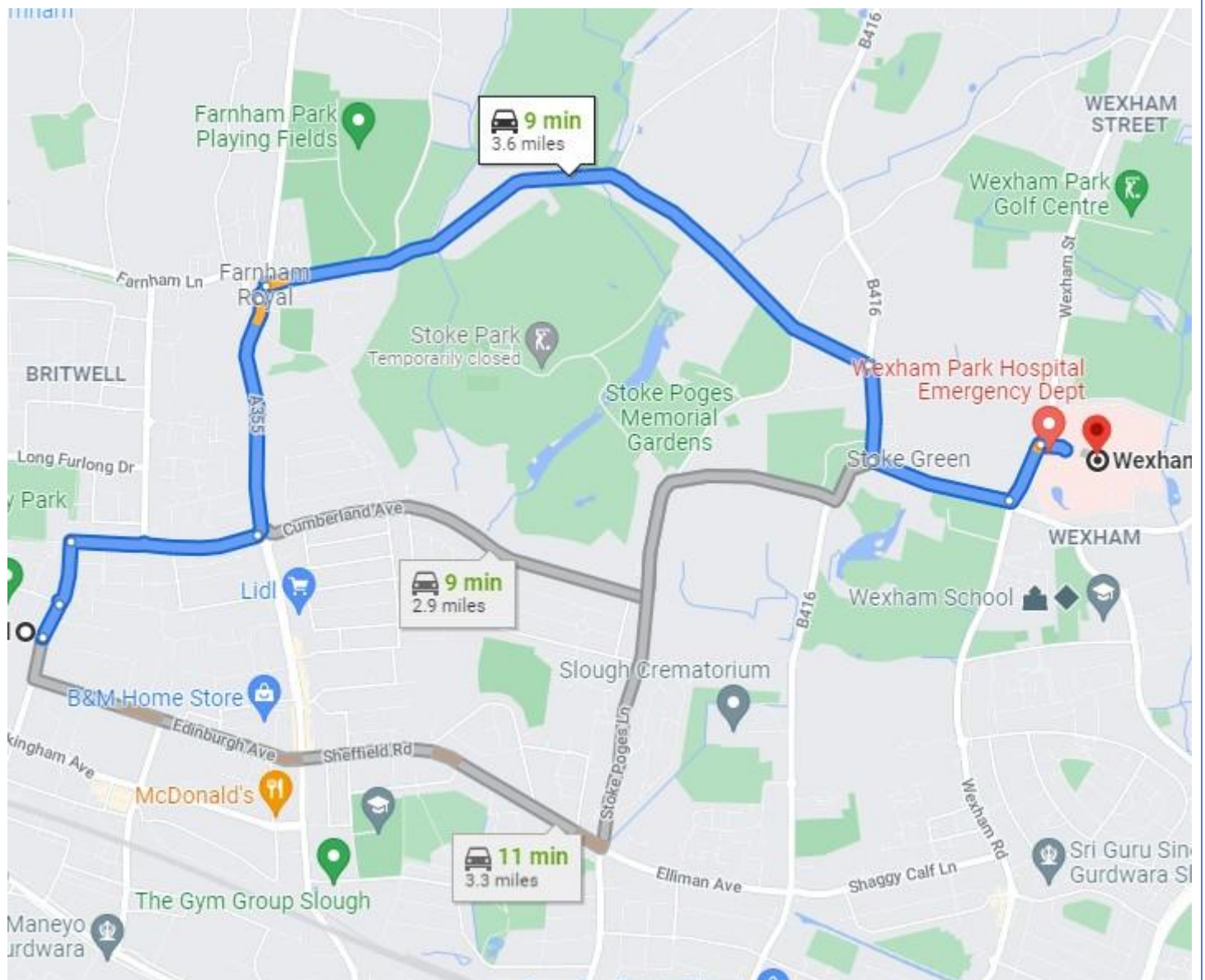
APPENDIX D – ACCIDENT REPORT

[illegible]

APPENDIX E – REPORT OF SICKNESS

Name:				Date:			
Period off from:				To:			
				Number of Days:			
Doctor seen				Hospital visited			
				Doctor not seen			
Date:				Date:			
Name:				Name:			
Nature of Illness:							
Cumulative days to date:							
Signature:							
Action Taken (to be completed by Safety Officer):							
Signature:							

APPENDIX F – DIRECTIONS TO WEXHAM PARK HOSPITAL



Drive along Northborough Rd, A355 and B416

- 9 min (3.5 mi)
- ↑ 1. Head north on Fairlie Rd towards Bodmin Ave
- 443 ft
- ↻ 2. At the roundabout, continue straight onto Chatfield
- 0.1 mi
- ↻ 3. Chatfield turns right and becomes Northborough Rd
① Go through 1 roundabout
- 0.4 mi
- ↻ 4. At the roundabout, take the 1st exit onto Earnham Rd/A355
- 0.5 mi
- ↻ 5. At the roundabout, take the 2nd exit onto A355
- 197 ft
- ↻ 6. At the roundabout, take the 2nd exit onto Park Rd/B416
- 1.6 mi
- ↻ 7. Turn right onto Grays Park Rd/B416
- 0.2 mi
- ↻ 8. At the roundabout, take the 1st exit onto Stoke Grn
- 0.3 mi
- ↻ 9. At the roundabout, take the 1st exit onto Wexham St
- 0.1 mi
- ↻ 10. Turn right at Opecks Cl
- 1 min (325 ft)

Wexham Park HospitalWexham St, Slough SL2 4HL

APPENDIX G – FIRE DRILL REPORT

Name of assessor:		Date & time of drill:	
Location of drill:		Time taken to evacuate premises:	
List of participants (including visitors):			
	Action Taken (to be completed by Safety Officer):		
Signature: Safety Officer		Date:	