

OFFICE MANUAL, SECTION 9

ANNUAL HSEQ AND EQUALITY OBJECTIVES

(01753) 530836
www.robertwalpole.co.uk

REVISION TABLE

Revision	Date	Signature	Comments
1	03/09/2014	M. J. Walpole	-
2	23/12/2015	M. J. Walpole	-
3	18/05/2017	M. J. Walpole	Quality & greenhouse gas emission objectives included
4	23/05/2018	M. J. Walpole	Carried forward to December 2018
5	14/05/2019	M. J. Walpole	Carried forward to December 2019
6	15/05/2020	M. J. Walpole	New objectives added
7	19/05/2021	M. J. Walpole	Objectives carried over from 2020
8	22/02/2022	M. J. Walpole	Objectives carried over from 2021
9	10/03/2023	<i>M. J. Walpole</i>	Update to sections 1.1, 1.2, 2.2, 3.1, 3.2 Added sections 1.4, 2.4, 3.4
10	15/03/2024	<i>M. J. Walpole</i>	Update to section 1.4
11	01/04/2025	<i>M. J. Walpole</i>	New logo added, added section 1.5
12	28/04/2026	<i>M. J. Walpole</i>	Policy renamed from Annual Health, Safety, Environmental And Quality Objectives, update to section 1.5, new section 4

1. Health & Safety Objectives

No.	Target	Action Plan	Responsible person/team	Period of review
1.	Improve identification and reporting of Health & Safety issues during site visits	Set annual targets and communicate to all team members. Discuss at Office Workshop Meetings. Continue to review, target site visits to raise issues.	Partners	January 2027
2.	Completion of Designer's Risk Assessments for every project	Discuss Designer's Risk Assessments at Office Workshop Meetings. Sample audit of projects to check compliance.	-	Completed
3.	Eliminate tripping hazards in the office	Encourage all employees to report any tripping hazards. Regular Senior Management Safety Inspections to identify any new tripping hazards.	Partners	January 2027
4.	Improve Mental Wellbeing awareness	Conduct Mental Wellbeing Survey. Discuss at Office Workshop Meetings and link to available resources.	Partners	January 2027
5.	Increase awareness of Health and Safety legislation and underlying principles	To book engineers onto working safely training, and senior staff/managers onto managing safely training.	Partners	January 2027

2. Environmental Objectives

No.	Target	Action Plan	Responsible person/team	Period of review
1.	Increase ratio of CO ₂ emissions from public transport compared to emissions from cars	Encourage use of public transport over cars whenever possible.	Partners	January 2027
2.	Reduce paper usage	Negotiate out delivery of design deliverables in a hard copy format. Utilise double-sided printing where possible. Implement electronic drawings' mark-up.	Partners	January 2027
3.	Reduce printing in colour (prolong cartridge lifespan)	Remove table shading from company reports and forms.	Partners	January 2027
4.	Increase awareness of protected species	Include special session during Office Workshop Meeting. Identify further training requirements.	Partners	Completed

3. Quality Objectives

No.	Target	Action Plan	Responsible person/team	Period of review
1.	Use consistent guidelines for Check Categories	Compare and summarise clients' standards, highlighting requirements in each case. Specify standard company procedure in cases where Check Categories are not specified.	-	Completed
2.	Mandate final drawings review on a drawing board rather than computer screen	Final version of the drawing is to be printed out in specified format and reviewed first by Project Engineer and then project checker.	-	Completed
3.	Improve consistency of deliverables on long duration projects	Undertake interdisciplinary lessons learnt sessions on completion of a project	Partners	January 2027
4.	Completion of Project Quality Plan for every project	Implement regular reminder system based on registered projects. Discuss at Office Workshop Meetings. Sample audit of projects to check compliance.	Partners	January 2027

4. Equality and Diversity Objectives

No.	Target	Action Plan	Responsible person/team	Period of review
1.	Ensure staff engagement options are inclusive	Set up anonymous virtual suggestion box. Collate and review entries during Office Workshop Meetings.	-	Completed
2.	Eliminate workplace harassment, bullying or discrimination	Conduct Staff Survey. Discuss results at Office Workshop Meeting. Encourage and monitor staff disclosures.	Partners	January 2027
3.	Create inclusive work arrangements	Allow flexible working arrangements that align with staff personal circumstances. Allow and facilitate remote working for all employees.	-	Completed
4.	Ensure all staff receives fair compensation	Ensure all remuneration is at or above comparable rates set by Living Wage Foundation.	-	Completed
5.	Ensure diverse range of job applicants	All employment opportunities to be advertised on widely accessible internet platforms. Allow for job interviews to take place remotely.	-	Completed