

OFFICE MANUAL, SECTION 9

**ANNUAL HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY
OBJECTIVES**

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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>n.s. 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>n.s. Walpole</i>	Update to section 1.4
11	01/04/2025	<i>n.s. Walpole</i>	New logo added, added section 1.5

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 2026
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 2026
4.	Improve Mental Wellbeing awareness	Conduct Mental Wellbeing Survey. Discuss at Office Workshop Meetings and link to available resources.	Partners	January 2026
5.	Book engineering staff on IOSH working/managing safely training courses	To book graduates and engineers onto IOSH working safely training, and senior staff/managers onto managing safely training.	Partners	January 2026

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 2026
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 2026
3.	Reduce printing in colour (prolong cartridge lifespan)	Remove table shading from company reports and forms.	Partners	January 2026
4.	Increase awareness of protected species	Include special session during Office Workshop	Partners	Completed

		Meeting. Identify further training requirements.		
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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 2026
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 2026