

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

XRO Chemical Services Ltd

Our health and safety policy is to:

XRO Chemical Services Ltd (XRO) recognizes its Health and Safety duties under the Health and Safety at Work etc., Act 1974 (HASAWA) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) and accepts its responsibilities as an employer to provide, so far as is reasonably practicable, safe and healthy working conditions for all its employees, and any other person who may be affected by its operation. Within the Health & Safety at Work Act it meets its' obligations under the Control of Substances Hazardous to Health (COSHH) Regulations and all customer deliveries meet the requirements of the Classification, Labelling and Packaging (CLP) Regulations.

XRO will comply with current Health and Safety legislation and all other authoritative guidance relevant to its operation. XRO in further recognition of its statutory and common law duties has a certificate of insurance for inspection at all reasonable times & will carry out H&S audits & meetings to discuss issues. All staff will receive training before commencing work initially & when a new task is applied.

XRO will, so far as is reasonably practicable,

- a) Provide and maintain a safe place of work, a safe system at work, safe appliances for work and a safe and healthy working environment.
- b) Provide such information, training and instruction as may be necessary to ensure the Health and Safety at work of its employees.
- c) Ensure the safety and absence of health risks in connection with the use, handling, storage and transportation of articles and substances.
- d) Make regular risk assessments.
- e) Take appropriate prevention/protective measures.
- f) Appoint competent person to ensure compliance with statutory duties.

**Signed**

Jamie Greatorex

**Print name**

18/03/2024

**Date**

March 2026

**Review date**

## Part 2: Responsibilities for health and safety

### 1 Overall and final responsibility for health and safety:

Prime responsibility for Health and Safety at XRO lies with the Managing Director, Dr. P.R. Cox.

The 'Competent Person' (Jamie Greatorex; Technical, Regulatory and Systems Manager) to advise on all specific Health and Safety duties, such as First Aid, Fire Wardens, Risk Assessments, Provision of PPE, Safe systems of work etc.

### 2 Day-to-day responsibility for ensuring this policy is put into practice:

Jamie Greatorex (Health and Safety Coordinator).

He will be assisted in the daily application of Health & Safety Procedures & Risk Assessments by the 'health and safety representatives':

- Steven Williams (Blending Room)
- Mark Dawson (Blending Room)
- Alan Frisby (Goods Out)
- Adam Lamb (Laboratory unit)
- Jamie Greatorex (Filling Room 1, Filling Room 2 & The Maples)
- All the above, as defined by work area (yard areas and flammable stores)

### 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

All employees of XRO agree to comply with their individual duties under the HASWA 1974 and MHSWR 1999 and to co-operate with their employer to enable the employer to carry their Health and Safety duties towards them. Other specific duties include the following:

- Health & Safety Coordinator: J. Greatorex
- First Aiders: J.Barton, W.Greatorex, K.Grocott, J.Greatorex and A.Lamb
- Fire Wardens: A.Frisby, M.Dawson and A.Lamb.
- Appointed Person (documenting accidents, informing official bodies etc.): W.Greatorex
- Accident, incident & near misses investigations: J. Greatorex, Unit Representative and R.Cox

### 4 All employees should:

- co-operate with representatives and directors, on health and safety matters.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person.

## Part 3: Arrangements for health and safety

### *Risk assessment*

- We will complete relevant risk assessments and take actions.
- We will review risk assessments when working habits/conditions change or if an issue is reported by an employee.
- PPE will be provided where necessary.
- 'Hazard tours' to be conducted monthly.

### *Training*

- We will give staff and subcontractors a health and safety induction and provide appropriate training.
- H&S Arrangements for Training & Application of Procedures (SOP's):  
At induction, a general introduction will occur before work is commenced, subsequent tasks will be trained out before they are attempted by an individual. H&S documents are in the Lab & canteen.

### *Consultation*

Health and Safety Targets include:

- Reduce or maintain the level of reported accidents as they were currently.
- Increased training in Health and Safety issues for employees.
- No enforcement notices from the HSE or Local Authority.
- Increases in the reporting of 'near misses' minor accidents.
- Increased with Health and Safety compliance as measured by H&S audits.
- Fire Drill to be a minimum of annual and anytime a new employee starts.
- Forklift trucks to be checked daily before use & a weekly detailed check.

### *Evacuation*

- We will make sure escape routes are well signed and always kept clear.
- Evacuation plans will be tested from time to time and updated if necessary.