



University of the
Highlands and Islands
Moray College

Health and Safety Procedures Manual

Introduction



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1. Amendments and Authorisation

No	Amendment	Date	Authorisation
1	Moray College Health and Safety Procedures Manual (HSPM): Introduction	24/06/2015	The Board of Management

Introduction

Moray College is committed to continually improving its health and safety systems and procedures and developing 'best practice' following the United Kingdom's Health and Safety Executive guidance HS(G) 65, *Managing Health and Safety*. The procedures outlined in the Health and Safety Procedures Manual (HSPM) is also broadly compliant with OHSAS18001:2007.

A 'Plan Do Check Act' approach will be adopted to ensure the HSPM is being proactively implemented and monitored at the College. The HSPM is a mandatory document and is utilised by the College across all academic and support operations within College buildings. This document sets out the minimum health and safety standards to which all of these academic and support areas must follow and covers: Main College Site, Victoria Art, Technology Centre, and Learning Centres at Buckie, Keith, Forres and Nairn.

Overall responsibility for health and safety for the College rests with the Chair of Board of Management who also signs the College Health and Safety Policy Statement. The HSPM is made available on the College intranet site.

Implementation, operation, and performance of safety, health and welfare within the College require commitment and leadership within all levels of management, staff and students in discharging the HSPM.

To ensure that the College meets its policy commitment, health and safety performance will be regularly reviewed and discussed and actions addressed. United Kingdom health and safety legal obligations will be met in all cases and best safety practice followed.