

# Health and safety policy



| <b>This is the statement of general policy and arrangements for:</b> London Electrical College                                                      |                                  |                                                 |
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| <b>Ardita Zeka</b> has overall and final responsibility for health and safety                                                                       |                                  |                                                 |
| <b>Hajrullah Zeka, Zeqirja Zeka</b> has day-to-day responsibility for ensuring this policy is put into practice                                     |                                  |                                                 |
| Statement of general policy                                                                                                                         | Responsibility of:<br>Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace                                     | HAJRULLAH ZEKA,<br>ZEQIRJA ZEKA  |                                                 |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work                               | HAJRULLAH ZEKA,<br>ZEQIRJA ZEKA  |                                                 |
| Engage and consult with employees on day-to-day health and safety conditions                                                                        | HAJRULLAH ZEKA,<br>ZEQIRJA ZEKA  |                                                 |
| Implement emergency procedures – evacuation in case of fire or other significant incident.                                                          | HAJRULLAH ZEKA,<br>ZEQIRJA ZEKA  |                                                 |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances        | HAJRULLAH ZEKA,<br>ZEQIRJA ZEKA  |                                                 |
| Ensure workshops are adequate for use and adhere to safety regulations. Ensure learners are aware of safety measures when performing various tasks. | HAJRULLAH ZEKA,<br>ZEQIRJA ZEKA  |                                                 |

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| Signed: Ardita Zeka | London Electrical College | Date: June 2025 |
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| Health and safety law poster is displayed at (location) | Outside office.            |
| First-aid box is located:                               | Workshops and main office. |
| Accident book is located:                               | Workshop.                  |