

# Health and safety policy



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

Signed: Ardita Zeka	London Electrical College	Date: July 2023
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Health and safety law poster is displayed at (location)	Venue Rooms.
First-aid box is located:	Workshops and main office.
Accident book is located:	Workshop.