

This is the statement of general policy and arrangements for: London Electrical College		
Ardita Zeka has overall and final responsibility for health and safety		
Hajrullah Zeka, Zeqirja Zeka has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: 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, ZEQIRJA ZEKA	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	HAJRULLAH ZEKA, ZEQIRJA ZEKA	
Engage and consult with employees on day-to-day health and safety conditions	HAJRULLAH ZEKA, ZEQIRJA ZEKA	
Implement emergency procedures – evacuation in case of fire or other significant incident.	HAJRULLAH ZEKA, ZEQIRJA ZEKA	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	HAJRULLAH ZEKA, 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, ZEQIRJA ZEKA	

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.