

FROM: Health & Safety Group, Property Services EXTN: 6548
DATE: 22 February 2005 REF: JHM/lw/Y3498
SUBJECT: **LLOYD'S BUILDING - NO SMOKING POLICY**
SUBJECT AREA(S): **ENVIRONMENTAL HEALTH**
ATTACHMENTS:

ACTION POINTS:

DEADLINE(S): **1 March 2005**

Lloyd's has a legal duty to provide a safe working environment for all users of the building and their visitors. The Health & Safety Steering Group has reviewed the current policy and concluded that the No Smoking areas within the 1986 Building should be extended to include the catering facilities, including the Food Hall, Starbucks and the Hospitality Suites. The only exceptions to the policy are:-

- The Smoking Lounge on the Upper Basement of the 1986 Building.
- Evening functions held within the catering areas where smoking will be allowed at the discretion of the host.

The revised policy will be effective from the 1 March 2005.

J H Mitchell
Health & Safety Steering Group