

MARKET BULLETIN

REF: Y4676

Title	Health and Safety Management and Responsibilities
Purpose	To confirm Health & Safety responsibilities
Type	On-going process
From	Darren Cox, Property Services Finance & Operations Directorate 020 7327 6636 – darren.cox@lloyds.com
Date	22 February 2013
Deadline	
Related links	http://www.lloyds.com/the-market/tools-and-resources/services/health-and-safety

The purpose of this bulletin is to outline the health and safety management and associated responsibilities that apply to Lloyd's and Market participants who are working on Lloyd's premises.

Lloyd's is currently in the process of gaining accreditation to BS 18001, which is the British Standard for Occupational Health and Safety Management. As a result Lloyd's has carried out a review of its health and safety policy and associated procedures and we recognise that co-operation and co-ordination with our Market participants is a vital component in ensuring the health and safety of all building users. The following aspects are of significant importance:

- Lloyd's recognises that it has the overall responsibility for ensuring the health and safety of its building users while they are working within the Lloyds' building. Specifically this relates to providing a safe place of work with appropriate access and egress, ensuring lighting is suitable and the temperature is comfortable.
- Lloyd's has developed various procedures to ensure the safety of Market participants including fire evacuation, first aid, and accident and incident reporting; these are contained within the Lloyd's Health and Safety Guide (red pocket booklet) and copies are available from lloydsHelpdesk@lloyds.com or telephone: 0207 327 6666.

- Market participants are responsible for ensuring the health and safety of their employees and their visitors; they must ensure that other building users are not put at risk as a result of their working activities. Specifically this relates to carrying out workstation risk assessments for staff and ensuring they know the fire evacuation procedures. In addition staff need to understand how they can summon first aid assistance and report accidents and incidents.
- Market participants must ensure that Lloyd's is made aware of any member of staff who has a disability, either temporary or permanent that prevents them from exiting the building in an emergency without assistance. In these circumstances Lloyd's will assist in devising a Personal Emergency Evacuation Plan (PEEP) for the individual.
- Housekeeping is a key issue within the Room and combustible items should be kept to a minimum. Underwriters are encouraged to adopt a "clear desk" policy at the end of the working day as Lloyd's accepts no responsibility for any loss or damage to personal property brought into the Room. No coats, clothing or umbrellas should be hung on the gallery railings or left in the aisles; a cloakroom is available on the upper-basement level.
- Underwriters must keep their furniture and other items to their allotted perimeters and they may not be changed without the prior approval of Property Services. For advice please contact lloydsHelpdesk@lloyds.com or telephone: 0207 327 6666.
- In-house training relating to first aid, fire marshal and health and safety awareness is available for Market participants. Contact details are provided below.

Lloyd's is keen to work with Market participants to ensure the health and safety of all building users. If you have any queries, concerns or require any further information regarding health and safety procedures at Lloyd's please contact Trevor Jennings, Risk Manager, Property Services via email: trevor.jennings@lloyds.com or telephone: 020 7327 5098.

A copy of Lloyd's Health and Safety Policy Statement of Intent and the Building User Health and Safety Policy is available via: <http://www.lloyds.com/the-market/tools-and-resources/services/health-and-safety>