

# Formosa Amenity

## Health & Safety at Formosa Garden

Formosa Garden is well laid out mature ornamental garden restricted to residents and their accompanied friends. Each freeholder owns a single share of the garden which is run on their behalf by Formosa Amenity Ltd. There are six volunteer directors on the Board.

The garden is covered by a number of bye laws and regulations which restricts certain activities which may impact on the pleasure of other users of the garden; these are clearly identified by plaques at the main entry point.

Access is achieved by an external locked gate to the garden located at the North End of Castellain Road by the junction with Sutherland Avenue or through residents own garden areas. The main double gate also on Castellain Road provides for large equipment access.

The circumference of the garden has a gravel path which is used by residents for walking or running. The area is laid out with grass, mature trees, borders, and garden seats.

A number of events are run by the committee such as a summer party, fireworks display, open day.

Formosa Amenity is a limited company with certain houses in Warrington Avenue, Sutherland road, Formosa Street and Castellain Road etc having a share.

### Formosa Garden's Health & Safety Policy

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from activities organised by the directors and others on behalf of each shareholder with a share in our limited company
- To consult with all shareholders.
- To prevent accidents arising from these activities.
- To ensure that all contractors, for example those responsible for grass cutting and gardening, have an adequate Health and safety policy and risk assessments for the tasks they are undertaking.
- To ensure that when communal recreational activities, for example a "garden" party where equipment like bouncy castles have been hired, that all persons supervising these activities follow the safety rules supplied by the company providing such equipment. And that supervision of user, particularly children, is adequate.

Overall and final responsibility for health and safety is the volunteer Board.

Additional information relating to health and safety in Formosa gardens.

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## 2.1 External Gated Entries

The Garden boundaries are maintained by residents housing and security fencing and gates. Keys are restricted to residents and changed periodically (every two to three years) to reduce unauthorised acquisition.

## 2.2 Site Notice Boards

a) Provide up-to date Information to residents on any regulations or Formosa garden rules for all residents using this communal garden. It is important that there is a person(s) who is responsible for ensuring the information is easily readable and up-to-date.

## 2.3 Dog Excrement

Dog fouling can cause health problems, particularly to children, and dog owners need to be made aware of the threat to children's health. They must clean up any mess made by their animal. All dogs in the garden should be on a lead after 9am and under their owner's control at all times.

## 2.4 Seasonal Events

A number of seasonal events and other activities in the garden are carried out using Contractors or equipment hired from them (see H&S Policy). All contractors should be requested to provide a Method Statement and Risk Assessment before any work is to be carried out. There should be a Risk Assessment for each event to ensure that there are no activities that are not covered by the main management of health and safety laid out in this document.

## 2.5 First Aid and Accidents

During social and other events or for sub-contractors while working in the garden an accident may occur that requires first-aid action. There is, strictly speaking, no legal requirement to provide someone qualified to render first-aid but during large organised events it would be useful to identify persons present, like doctors, nurses or qualified first aiders who would be willing to act in the event of an accident.

An accident book should be kept any accidents should be entered. It is also advisable that an adequately filled First aid box is available and that the phone number of the nearest doctor(s) and hospital is known by the responsible person.

## 2.6 Vandalism

Any vandalism on site may result in Health and Safety risks to younger children and residents. All residents should be encouraged to report this to the committee. There may also be occasions where the walls or fences of residents enclosing, backing onto the garden, are not properly maintained and pose a serious danger to any residents using the garden. This should be investigated by the committee or their agent and, where there is an agreement that there is a serious risk then the owner should be informed in writing asking that adequate replacement or replacement is carried out to make it safe.

## Notes

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1. The threat to public health from dog excrement is Toxocariasis: an infection of the roundworm. The eggs of the parasite can be found in soil or sand contaminated with faeces and if swallowed, result in an infection that lasts between six and 24 months. Symptoms include eye disorders, vague aches, dizziness, nausea, asthma and epileptic fits. Often the eggs are ingested when passed to the mouth by the hands, but this can also occur through contact with dogs or other inanimate objects including the wheels of toys and the soles of shoes, infected soil samples are often found in play areas and as a result, most commonly affects children aged between 18 months and five years.

2. Under the Management of Health and Safety at Work Regulations 1999 all employers, including contractors, have a legal obligation to manage health and safety, to assess all significant risks and to control any risks that cannot be removed.

3. In the event of a reportable accident or dangerous occurrences a committee member will complete Form F2508, via the internet ([www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)), to the Health and Safety Executive. A printed copy of the completed form will be retained by the committee.

4. It will be made clear to all resident garden users, that during the normal use of the communal garden, that they are responsible for complying with the agreed "Rules of Use" and the supervision of their own children. They should also ensure that any guests, they invite into the Garden, comply with these same "Rules of Use".

5. There are numerous additional activities, undertaken by all resident garden users, and each one cannot be individually detailed. For example:

- 1) Children riding bicycles may have an accident resulting in injury to themselves or other garden users
- 2) Adults may provide paddling pools for their children and friends and there is the potential for serious injury.
- 3) Scooters, or other items used by children, may be left lying in the grass and result in trips or falls causing injury.

The health and safety responsibility for these and any non-officially agreed activities, such as the Summer celebrations or Autumn fireworks display, rests with parents or those they have engaged to look after their children. It is not the responsibility of the six volunteer Board members who simply represent these official garden users

HEALTH AND SAFETY

RISK ASSESSMENTS and Details of How Health and Safety will  
be Managed

Agreed by the Committee

On behalf of Formosa Amenity Ltd

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Under the “Health and Safety at Work etc. Act 1974” the “Management of Health and Safety at Work Regulations 1999” law regarding health and safety in these gardens. Other regulations that need to be considered are listed in the Appendix 1

A written risk assessment will identify significant hazards to all user of the garden. It will quantify the level of risk and the control measures needed to managed and reduced these risks to an acceptable level.

The significant hazards identified for users of the garden are:

- 01.) The cutting of grass
- 02.) The pruning of trees.
- 03.) Equipment brought into the garden for fun days
- 04.) Manual handling
- 05.) The use of Machinery
- 06.) The use of ladders
- 07.) The use of electrical appliances
- 08.) Fireworks
- 09.) Thorny shrubs in the various flower beds
- 10.) Residents dogs
- 11.) Residents fences and walls backing onto the communal garden
- 12.) Tree climbing

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Risk Assessments			
Hazard	Person(s) at Risk	Quantify Risk	Action(s) Required
Grass cutting	Contractor / residents in garden when this operation is done	low	Contractors are required to do this in a safe way and ensure that children are at a safe distance from mowers in use.
Tree pruning	Contractor / residents in garden when this operation is done	Medium to high	Contractors are required to operate in a safe way, ensuring garden users are kept away from danger by fencing off the work area.
Manual handling	Resident carrying out this work on behalf of other residents for communal garden events organised by or on behalf of the directors.	Medium	Follow good practice so that only safe manual loads are undertaken &, where necessary use 2,3 or more people working together for bulky or heavier loads.
Using electrical equipment	Resident carrying out this work on behalf of other residents for communal garden events organised by or on behalf of the directors.	High	It is strongly advised to use an electrical contractor
Fireworks	Contractors carrying displays on behalf of other residents, residents acting as marshals	High	Contractors are required to follow the safety rules of the company providing such services. Residents helping as marshals should be given adequate instruction, advice and equipment to carry out the task safely.
Use of ladders	Resident carrying out this work on behalf of other residents for communal garden events organised by or on behalf of the directors.	High	Follow good practice so that only safe ladders are used with a person present to secure the base of the ladder. Use of ladders should be only at a sensible height and appropriate to the size of ladder.
Thorny shrubs	Residents – particularly children	Low	Parents should supervise own children.
Residents dogs	Residents – particularly children	Medium to high	Owners should ensure that they clear up any dog faeces and that their dog(s) is on a lead. Dogs should not be allowed to run loose in the garden.
Residents Fences & walls	Resident – particularly children	Medium to high	House owner are required to maintain safe walls & fences any carry out and remedial work required ASAP
Tree climbing	Resident – particularly children	High	Parents should ensure that their children do not climb trees.

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There is no such thing as a risk free environment but in identifying hazards to residents and other garden users all hazards should be brought down to constitute as low a risk as possible and certainly to a level that is acceptable to all.

Contractors, who are used regularly or from time to time, should provide a method statement on how they will carry out the work that has been agreed. They should also provide a risk assessment for all the tasks and this should clearly identify how they will not only ensure their own safety but also that of any residents using the garden while they are working.

## **Notes regarding above risk assessments**

### Equipment brought into the garden for fun days

Instruction on safe use of items like bouncy castles, inflated slides etc should be provided by the supplier. It is essential that there should be proper and adequate supervision at all times they are in use. The limit to the numbers allowed to use the equipment at any one time; the age limit and range of ages: and the type of foot ware worn by children should always be followed. Supervisors will be instructed on these requirements.

### Manual handling for communal garden events organised by or on behalf of the directors.

In following good practice the age, fitness and general ability of individuals to safely lift and carry items will be taken into consideration and there will be some supervision to ensure that it is all done in a planned, non-chaotic manner. Where an object is bulky or too heavy for one person to handle safely then assistance should be sought and given. Children should not be allowed to lift or carry any but the lightest of items.

### The use of ladders for communal garden events organised by or on behalf of the directors.

Where residents are using ladders or folding step-ladders (they should be in a good, safe condition), for example when tying items to trees, then this will be done with at least one other adult in attendance to ensure that the ladder will not slip and is securely anchored at the foot. Where the working height is above 3 metres then the top should be secured before the main task is carried out. Step ladders will be erected on level and compact surfaces and spread to their fullest extent and locked in position where applicable.

### The use of electrical appliances for communal garden events organised by or on behalf of the directors.

When items such as lighting are being attached to trees and supplied from individual residents home then extension cables must be inspected to ensure there is no damage to them. It is essential that there is a residual current device (RCD), which will cut off the power quickly if there is an earth fault, is used. Cables should be positioned so that they will not be damaged by garden users and will not constitute tripping hazards. If they are at ground level then they must be adequately covered and protected.

### Fireworks

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Fireworks constitute serious hazard and will be a high risk to both those lighting them and spectators watching if the whole operation is not conducted in a planned, safe and proper way. The safe lighting and distances set out by the manufacturer or supplier's instructions must be followed. Lighting in the approved manner, usually a taper not matches, should be followed and the positioning and direction of each individual firework will be done according to the instruction of use. Safe distances for spectators must be observed at all times and there should be adequate supervision to ensure these are not breached. Safety goggles should be worn by those lighting or near "live" fireworks.

## Residents' dogs

Not everyone appreciates dogs and a number of people are nervous about contact with them. There is no such thing as a dog that will never bite a human and the smaller (children) the individual then the greater the danger. Owners should be aware of this and ensure their pet is on a lead and not be allowed to run loose in the garden.

## Residents' fences and walls backing onto the communal garden

It is important for home owners to remember that this is a communal garden and that any part of their property that is on the boundary with the garden should be well maintained and safe for any communal garden users. In the event that there was an accident leading to injury to users, the individual whose wall or fence caused the accident, directly or indirectly, would be legally liable.

## First aid arrangements

During social and other events or for sub-contractors while working in the garden an accident may occur that requires first-aid action. There is, strictly speaking, no legal requirement to provide someone qualified to render first-aid but during large organised events it would be useful to identify persons present, like doctors, nurses or qualified first aiders who would be willing to act in the event of an accident.

An accident book should be kept any accidents should be entered. It is also advisable that an adequately filled First aid box is available and that the phone number of the nearest doctor(s) and hospital is known by the responsible person.

Nearest Doctor  
The Randolph Surgery  
235A Elgin Avenue  
London, W9 1NH

☎ 0844 477 1763

Nearest Hospital 0.7 miles  
St Mary's Hospital (HQ)  
Praed Street,  
London,  
W2 1NY  
Tel: 020 7886 6666

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## Hazardous substances

There may be occasions when companies / contractors are using chemicals, harmful substances in the garden, for example lawn fertilisers, weed killers or insecticides. This will be shown in their method statement of how work is to be carried out and in their written risk assessments. They will be informed, in order to emphasise the importance, that not only should the work be done in such a way as to ensure their own health but it must also be done in such a way as to be safe for and garden users or nearby residents. Any work, referred to above, should not be carried out on windy weather conditions. When spraying pesticides, a suitable zone should be implemented to avoid non-employees being endangered by pesticide drift.

## Duty to Members

Members have a duty to report or deal with anything that may be a source of danger to those who visit or use the grounds you look after, for example broken seats, paths, steps, etc., dangerous branches, broken glass. In consideration for the disabled, it is important to remove obstacles from paths. Take particular care if children are around when machinery or chemicals are being used.

## Prepared by

Charles McKenzie Graham OBE

Health and Safety Consultant

Retired Senior Health & Safety Inspector with the Health and Safety Executive.

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## *Health and Safety Regulations*

The Health and Safety Commission (HSC) conducted a *review of health and safety regulation in 1994*. It found that people were confused about the differences between:

- \* Guidance
- \* Approved Codes of Practice (ACOPs); and
- \* Regulations

and how they relate to each other.

This document aims to explain how each fits in. It is for employers and self-employed people, but will be of interest to anyone who wants to know how health and safety law is meant to work.

### **What health and safety law requires**

The basis of British health and safety law is the *Health and Safety at Work etc Act 1974*.

The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other .

These duties are qualified in the Act by the principle of '*so far as is reasonably practicable*'. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.

What the law requires here is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to tackle them.

*The Management of Health and Safety at Work Regulations 1999 (the Management Regulations)* generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Act. Like the Act, they apply to every work activity .

The main requirement on employers is to carry out a *risk assessment*. Employers with five or more employees need to record the significant findings of the risk assessment.

Risk assessment should be straightforward in a simple workplace such as a typical office. It should only be complicated if it deals with serious hazards such as those on a nuclear power station, a chemical plant, laboratory or an oil rig.

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The HSE leaflet *Five steps to risk assessment* will give you more information. Besides carrying out a risk assessment, employers also need to:

- \* Make arrangements for implementing the health and safety measures identified as necessary by the risk assessment;
- \* Appoint competent people (often themselves or company colleagues) to help them to implement the arrangements;
- \* Set up emergency procedures;
- \* Provide clear information and training to employees;
- \* Work together with other employers sharing the same workplace.

*Other regulations* require action in response to particular hazards, or in industries where hazards are particularly high. A list of the main regulations which apply generally is in Appendix 1. Many are not qualified by 'reasonable practicability'.

## European law

In recent years much of Britain's health and safety law has originated in Europe. Proposals from the European Commission may be agreed by Member States, who are then responsible for making them part of their domestic law.

Modern health and safety law in this country, including much of that from Europe, is based on the principle of risk assessment described above.

## Action on health and safety: Options

The Health and Safety Commission and its operating arm, the Executive (HSC/E), have spent over twenty years modernising the structure of health and safety law. Their aims are to protect the health, safety and welfare of employees, and to safeguard others, principally the public, who may be exposed to risks from work activity.

HSC/E consult fully with people affected by their legislative proposals, and adopt various approaches based on assessing and controlling risk (see 'What health and safety law requires').

Among the things that can prompt action from HSC/E are:

- \* Changes in technologies, industries or risks;
- \* Evidence of accidents and ill health, plus public concern;
- \* European Directives. Where HSC/E consider action is necessary to supplement existing arrangements, their three main options are:
  - \* Guidance;
  - \* Approved Codes of Practice; and
  - \* Regulations.

HSC/E try to take whichever option, or options, allows employers most flexibility and costs them least, while providing proper safeguards for employees and the public.

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## Guidance

HSE publishes guidance on a range of subjects (please see the end of this guide).

Guidance can be specific to the health and safety problems of an industry or of a particular process used in a number of industries.

The main purposes of guidance are:

- \* To interpret helping people to understand what the law says including for example how requirements based on EC Directives fit with those under the Health and Safety at Work Act;
- \* To help people comply with the law;
- \* To give technical advice.

Following guidance is not compulsory and employers are free to take other action. But if they do follow guidance they will normally be doing enough to comply with the law. (Please also see the sections below on Approved Codes of Practice and regulations, which explain other ways in which employers are helped to know whether they are doing what the law requires.)

HSC/E aim to keep guidance up-to-date, because as technologies change, risks and the measures needed to address them change too.

## Approved Codes of Practice

Approved Codes of Practice offer practical examples of good practice.

They give advice on how to comply with the law by, for example, providing a guide to what is 'reasonably practicable'. For example, if regulations use words like 'suitable and sufficient', an Approved Code of Practice can illustrate what this requires in particular circumstances.

Approved Codes of Practice have a *special legal status*. If employers are prosecuted for a breach of health and safety law, and it is proved that they have not followed the relevant provisions of the Approved Code of Practice, a court can find them at fault unless they can show that they have complied with the law in some other way.

HSC consulted in 1995 on the role of Approved Codes of Practice in the health and safety system and concluded that they could still be used in support of legal duties in specific circumstances.

## Regulations

Regulations are law, approved by Parliament. These are usually made under the Health and Safety at Work Act, following proposals from HSC. This applies to regulations based on EC Directives as well as 'homegrown' ones.

The Health and Safety at Work Act, and general duties in the Management Regulations, are goal setting (see 'What form do they take?') and leave employers freedom to decide how to control risks which they identify. Guidance and Approved Codes of Practice give advice. But some risks are so great, or the proper control measures so costly, that it would not be appropriate to leave employers discretion in deciding what to do about them. Regulations identify these risks and set out specific action that must be taken. Often these requirements are absolute to do something without qualification by whether it is reasonably practicable.

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## How regulations apply

Some regulations apply across all companies, such as the Manual Handling Regulations which apply wherever things are moved by hand or bodily force, and the Display Screen Equipment Regulations which apply wherever VDUs are used. Other regulations apply to hazards unique to specific industries, such as mining or nuclear.

## What form do they take?

HSC will where appropriate propose regulations in *goal setting* form: that is, setting out *what* must be achieved, but not *how* it must be done.

Sometimes it is necessary to be *prescriptive*, that is spelling out in detail what should be done. Some standards are absolute. For example, all mines should have two exits; contacts with live electrical conductors should be avoided. Sometimes European law requires prescription.

Some activities or substances are so inherently hazardous that they require *licensing*, for example explosives and asbestos removal. Certain big and complex installations or operations require 'safety cases', which are largescale risk assessments subject to scrutiny by the regulator. For example, railway companies are required to produce safety cases for their operations.

## The relationship between the regulator and industry

As mentioned above, HSC consults widely with those affected by its proposals. HSC/E work through:

- \* HSC's Industry and Subject Advisory Committees, which have members drawn from the areas of work they cover, and focus on health and safety issues in particular industries (such as the textile industry, construction and education or areas such as toxic substances and genetic modification);
- \* Intermediaries, such as small firms organisations;
- \* Providing information and advice to employers and others with responsibilities under the Health and Safety at Work Act;
- \* Guidance to enforcers, both HSE inspectors and those of local authorities;
- \* The day-to-day contact which inspectors have with people at work.

HSC directly canvasses the views of small businesses. It also seeks views in detail from representatives of small businesses about the impact on them of proposed legislation.

## What next?

The Review of Regulation concluded that the present system of health and safety regulation generally works well, though it identified several areas where improvements can be made.

Although the Review has ended, our work in support of Better Regulation continues. The Review programme has formed an important basis for long lasting successes in improving workplace health and safety. Policies and initiatives flowing from it continue to support our priority aims and objectives, and will be refined in the coming years, adapting and evolving to take account of changes in technology, workplace trends and the needs of those involved.

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## Appendix 1: Some important pieces of health and safety legislation

*Besides the Health and Safety at Work Act itself, the following apply across the full range of workplaces:*

- 1 *Management of Health and Safety at Work Regulations 1999*: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- 2 *Workplace (Health, Safety and Welfare) Regulations 1992*: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- 3 *Health and Safety (Display Screen Equipment) Regulations 1992*: set out requirements for work with Visual Display Units (VDUs).
- 4 *Personal Protective Equipment at Work Regulations 1992*: require employers to provide appropriate protective clothing and equipment for their employees.
- 5 *Provision and Use of Work Equipment Regulations 1998*: require that equipment provided for use at work, including machinery, is safe.
- 6 *Manual Handling Operations Regulations 1992*: cover the moving of objects by hand or bodily force.
- 7 *Health and Safety (First Aid) Regulations 1981*: cover requirements for first aid.
- 8 *The Health and Safety Information for Employees Regulations 1989*: require employers to display a poster telling employees what they need to know about health and safety.
- 9 *Employers' Liability (Compulsory Insurance) Act 1969*: require employers to take out insurance against accidents and ill health to their employees.
- 10 *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*: require employers to notify certain occupational injuries, diseases and dangerous events.
- 11 *Noise at Work Regulations 1989*: require employers to take action to protect employees from hearing damage.
- 12 *Electricity at Work Regulations 1989*: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- 13 *Control of Substances Hazardous to Health Regulations 2002 (COSHH)*: require employers to assess the risks from hazardous substances and take appropriate precautions.

*In addition, specific regulations cover particular areas, for example asbestos and lead, and:*

- 14 *Chemicals (Hazard Information and Packaging for Supply) Regulations 2002*: require suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.
- 15 *Construction (Design and Management) Regulations 1994*: cover safe systems of work on construction sites.
- 16 *Gas Safety (Installation and Use) Regulations 1994*: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.
- 17 *Control of Major Accident Hazards Regulations 1999*: require those who manufacture, store or transport dangerous chemicals or explosives in certain quantities to notify the relevant authority.
- 18 *Dangerous Substances and Explosive Atmospheres Regulations 2002*: require employers and the self-employed to carry out a risk assessment of work activities involving dangerous substances.

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## Appendix 2: Further reading

*Basic advice on first aid at work* Leaflet INDG347 HSE Books 2002 (single copy free or priced packs of 20 ISBN 0 7176 2261 4)

*Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and guidance* L5 (Fourth edition) HSE Books 2002 ISBN 0 7176 2534 6

*Essentials of health and safety at work* (Third edition) Guidance HSE Books 1994 ISBN 0 7176 0716 X

*Five steps to risk assessment* Leaflet INDG163(rev1) HSE Books 1998 (single copy free or priced packs of 10 ISBN 0 7176 1565 0)

*A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* L73 (Second edition) HSE Books 1999 ISBN 0 7176 2431 5

*Health and safety law: What you should know* (rev1) Leaflet HSE Books 1999 (available in priced packs of 25 ISBN 0 7176 1702 5)

*Health and safety law: What you should know* (Second edition) Poster HSE Books 1999 ISBN 0 7176 2493 5

*The law on VDUs: An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)* HSG90 HSE Books 2003 ISBN 0 7176 2602 4

*Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance* L21 (Second edition) HSE Books 2000 ISBN 0 7176 2488 9

*Manual handling: Solutions you can handle* HSG115 HSE Books 1994 ISBN 0 7176 0693 7

*Memorandum of guidance on the Electricity at Work Regulations 1989. Guidance on Regulations* HSR25 HSE Books 1989 ISBN 0 7176 1602 9

*Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance* L22 (Second edition) HSE Books 1998 ISBN 0 7176 1626 6

*Safety in the installation and use of gas systems and appliances. Gas Safety (Installation and Use) Regulations 1998. Approved Code of Practice and guidance* L56 (Second edition) HSE Books 1998 ISBN 0 7176 1635 5

*A short guide to the Personal Protective Equipment at Work Regulations 1992* Leaflet INDG174 HSE Books 1995 (single copy free or priced packs of 10 ISBN 0 7176 0889 1)

*Working with VDUs* Leaflet INDG36(rev1) HSE Books 1998 (single copy free or priced packs of 10 ISBN 0 7176 1504 9)

*Workplace health, safety and welfare: A short guide for managers* Leaflet INDG244 HSE Books 1997 (single copy free or priced packs of 10 ISBN 0 7176 1328 3)

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HSE produces a wide range of documents. Some are available as printed publications, both priced and free, and others are only accessible via the HSE web site, [www.hse.gov.uk](http://www.hse.gov.uk).

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk) (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk).)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 email: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This document is available web only at:  
[www.hse.gov.uk/services/education/information.htm](http://www.hse.gov.uk/services/education/information.htm)

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