Personal protective equipment

Date

Dear \_\_\_\_\_\_ *(most appropriate manager/Head Teacher)*

I am contacting you in relation to a concern/number of concerns that have arisen as a result of the recent government advice and the fact that we are now in lockdown again due to the Covid pandemic. Any risk to our health and safety at work is of course extremely worrying, but I am confident that these can be addressed and measures put in place to resolve things promptly.

I set out my main concerns below, with some examples and background in addition to the outcome or response I am seeking:

        I do not have access to the correct/adequate PPE to enable me to do my job safely.

* Some members of staff are not wearing PPE or wearing it wrongly. I ask that this is addressed as a matter of urgency

The outcome I would like is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm receipt of this email. In light of the seriousness of the issue/s being raised I would like a response within 24 hours of the date/time of sending. I have copied in UNISON and it would be helpful if you could do the same when responding.

I look forward to hearing from you.