Risk Assessment

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:

       Risk assessments have not been updated since the latest government advice and I am concerned they are not fit for purpose. For example\_\_\_\_\_\_\_\_\_\_\_\_

* I live with a clinically extremely vulnerable child/adult, but am being told it is safe to come into work. I believe it is not safe because\_\_\_\_\_\_\_

       I have not seen the workplace risk assessments for my role and as such do not feel confident that I am working in the safest way possible. Please can I be sent the risk assessments urgently?

* As my role/circumstances are not covered in the generic risk assessment, I would like to request an individual risk assessment urgently.

        I feel working practices are unsafe and are putting me at risk. Examples of this are  \_\_\_\_\_\_\_\_\_\_\_\_\_ What is being done to reduce or remove this risk?

* The class size is too big so it is impossible to socially distance
* I am crossing bubbles and I do not think this is safe. For example \_\_\_\_\_\_\_\_\_
* I am required to give face to face supervision every day. I require an individual risk assessment to ensure this is safely done or whether this pupil can learn without face-to-face support.

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.