PPE

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 full reopening of our school. 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 my concerns 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.