Caring for clinically extremely vulnerable people

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 issues below, with some examples and background, including the outcome or response I am seeking:

* I live with a clinically extremely vulnerable (CEV) child/adult, but am being told it is safe to come into work. I believe it is not safe because\_\_\_\_\_\_\_. I enclose medical evidence that the person I care for/live with is classed as CEV.
* Risk assessments have not been updated since the latest Government advice and I am concerned they are not fit for purpose. For example\_\_\_\_\_\_\_\_\_\_\_\_

·       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?

* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e. continue working from home (if able) or another role being found away from pupils temporarily).

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.