



# Health and safety inspection

To: Name:

Manager or Health and Safety Officer

Location:

From: Name:

UCU Health and Safety Representative

Location:

Date:

Dear

**RE: NOTIFICATION OF HEALTH & SAFETY INSPECTION**

I write to inform you that I will be conducting a health & safety inspection of

..... on (date) ..... at (time) .....

This inspection will focus on identifying work-related stress hazards.

I also intend posting a notice to staff advising them of the inspection and requesting that they raise any health and safety concerns with me.

Yours sincerely

Name .....

UCU Health and Safety Representative