Dear [Line manager/cc Human Resources/Head of Institution/UCU rep]

I am employed as [insert title] at [insert prison workplace] I believe that the current working conditions are such that you are not fulfilling your duty of care by providing me with a safe place or work and safe system of work.

Prior to me reporting for work and carrying out my duties as a [insert role] I am requesting that you carry out an urgent risk assessment of my workplace.

The Government also has laid out guidance for employers that as my employer you appear to be ignoring which states the following:

*“businesses and workplaces should encourage their employees to work at home, wherever possible”*

*“employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others”*

*“employees from defined* [*vulnerable groups*](https://protect-eu.mimecast.com/s/QL9ZCAnPyfpQYnhGEGQY?domain=gov.uk) *should be strongly advised and supported to stay at home and work from there if possible”*

([https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19](https://protect-eu.mimecast.com/s/yF4rCBgLzcWGoMI6Dp5x?domain=gov.uk))

Several staff members in my work place are either classified as a high-risk individuals as per gov.uk recommendations. ([https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults](https://protect-eu.mimecast.com/s/qfJwCDR9BUY9PncA4SaR?domain=gov.uk)), or their household has vulnerable people who are high risk.

Staff members are being made to put their job before their own health and that of their families, and this is due to the fact that the employer is refusing to clearly tell people whether or not they will be getting full-pay if they were to be absent from work.

Education staff are being forced into work against all Government advice.

We currently work in an Establishment where safety is compromised; [List examples here]

Please confirm that you will urgently conduct a risk assessment to my workplace. Until such time as I am satisfied that you have taken all steps to follow the Government guidance and that my workplace is safe, I will be not attending my regular workplace but available to carry out work from home.

I look forward to hearing from you urgently