Date

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

You have asked me to attend [site] despite the prison being in lockdown.

I believe that this request is contrary to the government advice on staying at home and puts myself, my family, my colleagues and my learners at risk.

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))

Staff members are being made to put their job before their own health and that of their families by attending a high-risk site unnecessarily and being forced into work against all Government advice.

Prior to me reporting for work and carrying out any duties as a [insert role] I am requesting that you:

1. Reach agreement with my trade union UCU on a remote delivery framework
2. Provide evidence that the work cannot be undertaken at home (exceptional circumstances)
3. Carry out an urgent risk assessment of my workplace and put in place the necessary safety measures to minimise risk to me, my family, colleagues and learners.

We currently work in an Establishment where safety is compromised;

Examples that could be cited include [delete or add examples as appropriate]:

* Social distancing (of at least 2m) is not being observed (on entry to the prison, within staffing areas, classrooms, corridors)
* We are being required to enter the wings to facilitate learning/outreach/enrichment despite these wings being classed as 'households' - and thus in breach of government advice
* learners being taken to education from a wing where there have been suspected or confirmed cases of Covid 19
* Inadequate hand-washing facilities upon entry and to allow regular handwashing throughout the day; (for example lack of hot water, soap, hand drying facilities)
* classrooms; staff and communal areas are not being regularly and thoroughly cleaned
* equipment is not being cleaned between users

Please confirm that I can continue to work from home. If you require my attendance please provide the exceptional circumstances and a copy of the risk assessment of 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.