[BY EMAIL]

Dear [insert name of Head teacher or line manager]

**Re: Health and Safety** 

I am writing to inform you that, in order to protect myself and/or other persons from danger, I will not be attending [insert name of school] to work there at present. I will continue to be available to work from home.

Since the government announced its decision to extend the opening of schools, the impact that has in terms of the health and safety of pupils, staff and the community has been widely discussed. The mere fact of an increase in the number of pupils and staff attending school poses an increased risk.

UNISON and the other TUC education unions have outlined [a set of tests to be met nationally and locally](https://www.tuc.org.uk/news/education-unions-statement-safe-reopening-schools) before it could be deemed safe for schools to open more widely. These tests have been set with a view to safely increasing pupil numbers. UNISON does not believe these tests have been met in full. In particular the new test, track and trace system has only just been introduced and it is too early to know if this is effective. Independent scientific advice concurs with UNISON’s view that wider opening on 1 June is not safe.

I believe that not attending work in the current circumstances is an appropriate step for me to take for the following reasons: 

1. The **dangers** that are preventing me from attending work are the risk of contracting coronavirus and/or spreading coronavirus to others.
2. The **person(s)** I am seeking to protect are myself, my family, our pupils, their families, my colleagues, their families and members of the public.
3. I believe that this danger is **serious** because coronavirus infection is potentially fatal and has already resulted in more than 37,000 deaths in the UK and there are additional circumstances in my situation because:

[delete as applicable from the following]

* I meet the government’s definition of clinically extremely vulnerable.
* I live with someone who meets the government’s definition of clinically extremely vulnerable.
* I am clinically vulnerable and proposed measures will not be sufficient to reduce the risk of my exposure to Covid19 to an acceptable level.
* I live with someone who is clinically vulnerable and proposed measures will not be sufficient to reduce the risk of my exposure to Covid19 to an acceptable level.
* I am Black (referred to by government as BAME) and it is well documented that the risk to me if I contract Covid19 is more serious. Measures proposed will not be sufficient to reduce the risk of my exposure to Covid19 to an acceptable level.
* I live with someone who is Black (referred to by government as BAME) and it is well documented that the risk to that person if they contract Covid19 is more serious. Measures proposed will not be sufficient to reduce the risk of my exposure to Covid19 to an acceptable level.

1. I believe that, if I were to attend work, the danger would be imminent because I don’t believe that your plans for 1 June comply in full with the joint union checklist – available [here](https://www.unison.org.uk/content/uploads/2020/05/Coronavirus-Workplace-Checklist-%E2%80%93-Schools.docx) for primary schools and [here](https://www.unison.org.uk/content/uploads/2020/05/Joint-union-planning-guide-for-special-schools.pdf) for special schools.

In particular, the following measures have not been implemented or adequately implemented:

[add here any specific elements where you believe the school has not complied with the checklist and what your specific concerns are]

In addition: [delete as applicable]

* My journey to work involves using public transport, where I would be in very close proximity to many other people, some of whom may be infected and or carrying the virus.
* My risk of exposure to Covid19 cannot be reduced to an acceptable level.
* I have not seen or been involved in the creation of the school’s risk assessment.
* I have not had an individual risk assessment undertaken and been provided with a copy.

I will be happy to return to the workplace when confirmed that it is safe to do so, for example if the following measures have been put into place:

* The [joint unions’ tests](https://www.tuc.org.uk/news/education-unions-statement-safe-reopening-schools) have been met nationally and locally.
* The joint union checklist (linked to above) has been complied with in full and all measures put in place.

In the meantime, I am of course willing to carry out any of my duties, or other alternative duties at my current grade, that can reasonably be undertaken from my home. 

Yours sincerely, 

[Your name]

cc [office.unison@westsussex.gov.uk](mailto:office.unison@westsussex.gov.uk)