



FAO Head Teachers in Surrey academies, children's centres, pupil referral units and schools

VIA EMAIL ONLY

Dear Head Teacher

**Re: Health and Safety at Work Act etc. 1974; Control of Substances Hazardous to Health Regulation 2002; – COVID-19 (Coronavirus) Risk Management and Control**

I write with reference to the ongoing situation regarding the spread of COVID-19, also known as Coronavirus, within the United Kingdom.

GMB is contacting all employers where we have membership, to ascertain the provisions in place should an outbreak of COVID-19 impact on you as an employer or your workers.

We are clear that preparation before any outbreak occurs will be crucial in containing the spread of this virus.

GMB is therefore seeking confirmation of the following:

1. That risk assessments and COSHH assessments, as required under the above legislation, are in place, or that provision of such assessments can be quickly made by competent persons, if and when required;
2. That regular, updated, clear and comprehensible information on work-related risks from COVID-19 will be provided to all workers on an ongoing basis;
3. That suitable and sufficient Personal Protective Equipment will be provided to workers where exposure risk is identified;
4. That where workers are required to self-isolate to prevent exposure risk, full pay will be provided from the point of absence to prevent workers attending the workplace or fulfilling work duties and creating additional risk;
5. That any absence from work relating to COVID-19 will not result in disciplinary action or count towards any future sickness absence related action;
6. That any measures requiring moves to flexible working, home working, use of holiday entitlements to cover workplace closure or any other changes to regular working practices will be consulted upon and agreed with GMB before implementation.

GMB is keen to provide reassurance to all of its members that both the Union and the employers that we negotiate with are taking all reasonable steps to reduce potential exposure to COVID-19.

I would, therefore, be grateful if you would respond to these queries as soon as possible, so that this information can be provided to members.

Yours faithfully

A handwritten signature in black ink that reads 'Paul Grafton'.

Membership Development Officer

GMB, BRITAIN'S GENERAL UNION

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