(Name of Manager)

(Employer)

(Address)

(Address)

(Town/City)

(Postcode)

(Date)

Dear (Name of Manger)

RE: NOTIFICATION OF ACCIDENT INVESTIGATION

In accordance with Regulation 6 of the SRSC regulations I intend to make a full inspection, following any accident’ that occurs in the workplace.

In undertaking this inspection I may require copies of relevant documentation to be made available and/or copies to be taken.

I will inform you as my employer of any facilities or assistance I may require in carrying out my functions, and invite a joint approach to the investigation as recommended in the regulations (paragraph 60 Regulation 6)

Yours Sincerely

GMB Health & Safety Representative

CC (Officer/RHSO)