Logo

Description automatically generated

(Name of Manager)

(Employer)

(Address)

(Address)

(Town/City)

(Post Code)

(Date)

Dear (Name of Manager)

RE: NOTIFICATION OF HEALTH & SAFETY INSPECTION

I write to inform you that I will be conducting a health & safety inspection of:

…..……………………….. on (date) …………………………….. at (time) ………………….

I request that you also attend.

My request is made under the Safety Representatives and Safety Committee Regulations 1977, Regulation 5 (1):

*‘Safety representatives shall be entitled to inspect the workplace or a part of it if they have given the employer or his representative reasonable notice in writing of their intention to do so and have not inspected it, or that part of it, as the case may be, in the previous three months; and may carry out more frequent inspections by agreement with the employer.’*

I also intend posting a notice to staff advising them of the inspection and requesting that they raise any health and safety concerns with me.

Yours sincerely

Name ……………………………………..

GMB Health & Safety Representative

**Cc (Officer/RHSO)**