

Dear Head Teacher

As you know, I have been considered clinically extremely vulnerable to COVID-19 and have been shielding. The latest advice from DfE states

*“Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.”*

As I have been working from home, would you please confirm that I will be allowed to continue to do so.

Also, I would like to request an individual risk assessment is undertaken for me, in consultation with an Occupational Health professional before I return to work and ask for your reassurance that the medical advice obtained will be adhered to. This risk assessment and discussion should be about my specific health and personal circumstances, rather than a generic discussion. I am happy to speak to an Occupational Health provider, under conditions of medical confidentiality to assist in the assessment process. I make this request under The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Control of Substances Hazardous to Health Regulations 2002.

I look forward to hearing from you with confirmation I will be able to continue working from home and that when I am due to return to the workplace a risk assessment involving Occupational Health will be undertaken. If you propose to require me to return to the workplace, I would be grateful if you would let me know the reasons (including a copy of the risk assessment and where appropriate the equality impact assessment relating to my position) for that request.

Thank you for your time.

Yours sincerely