



St Columba's
United Reformed Church, Oxford

St Columba's URC,
Trevor Barton, Facilities Manager,
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Mobile: 07880 601109
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20 May 2009

RE: Health and Safety at St Columba's URC

EXAMPLE LETTER.

Cc: David Townsend, Hon. Treasurer (via email), Tim Llewelyn, Chair of Finance and Property (via email), and MasterPolicy Insurance Brokers (via email).

Dear Sir,

Following a Health and Safety Risk Assessment at our premises, we would like to inform all regular contractors used by us of the following points and requests:

- Please send us a copy of your latest insurance schedule.
- Labour-only subcontractors would be acting as our direct employees, and would require on-site supervision (including risk assessment) from us. However, this is not the case for our work with your staff. Our only culpability with yourselves rests where your staff use our own equipment (for example, ladders) appropriately to complete a job. For this reason, we will undertake the required training and maintenance to ensure that in future we will do all we reasonably can to ensure a safe working environment for everyone, through properly maintained equipment. Apart from that, use of our equipment is otherwise at your own risk.
- There is, however, a duty of care on us to ensure the premises are safe for all visitors. For this reason, we request that when your staff attend our site they carry out their own risk assessments before carrying out any works, and be trained to do so.
- There is asbestos in our building both internally and externally. Please find enclosed our Risk Assessment/Management Plan for Asbestos Containing Material. High-risk material has recently been removed. All other material, details of risk for which are in the attached, will remain on-site and the risk will be managed. As part of that ongoing management, we will endeavour to label up each instance of Asbestos Containing Material to aid with future maintenance where it is practical to do so. In addition, we ask you to inform us if at any point a job requiring possible disturbance of any of the material mentioned in the enclosed documents would cause potential risk to your staff, and to guide us as to what measures to put in place to control or remove that risk.

Yours faithfully,

Trevor Barton